

## **Earned Sick Time Policy**

### **Accrual of Sick Time**

All Hampshire casuals and summer student workers (“EST Casuals and Students”) are eligible to accrue and use sick time under this policy.

EST Casuals and Students accrue Earned Sick Time at the rate of one (1) hour for every thirty (30) hours worked per benefit year, up to a maximum of 40 hours per benefit year. They may use up to 40 hours of accrued sick time per benefit year. Accrual of sick time begins on their first date of actual work, but they may not use such earned sick time until 90 calendar days after their start date.

Up to 40 hours of unused sick time may be carried over into the following benefit year.

Sick time is not paid out on termination of employment.

### **Use of Sick Time**

Sick time is provided to allow those covered under this policy to:

- care for their own physical or mental illness, injury, or other medical condition that requires home, preventative, or professional care;
- care for a child, parent, spouse/domestic partner, or parent of a spouse/domestic partner who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventive or professional care;
- attend routine medical and dental appointments for themselves or for their child, parent, spouse/domestic partner, or parent of a spouse/domestic partner;
- address the psychological, physical, or legal effects of domestic violence; or
- travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Use of sick time for other purposes is not allowed and may result in the EST casual or student being disciplined.

EST Casuals and Students may not use sick time if they are not scheduled to be at work during the period of use. They may not accept a specific work assignment or day of work with the intention of calling out sick for all or part of that day.

Sick time may be used for full or partial day absences. The smallest amount of sick time that EST Casuals or Students can take is one hour. For uses beyond one hour, they need to record sick time in 15 minute increments.

Sick time cannot be used as an excuse to be late for work without an authorized purpose.

### **Absence Notification Procedures**

If the EST Casual or Student needs to be absent, to be late or to leave work early (for purposes that are permissible under the earned sick time law), they must give reasonable advance notice to his or her supervisor, except in an emergency.

Notice should be provided by whatever means the department designates for this communication (examples include supervisor email or voicemail or a direct call to the supervisor). Supervisors need to provide this designation to EST Casuals and Students when they are hired and at reasonable intervals during the EST Casual and Student's employment.

If the absence is foreseeable (for example, if they will be absent to attend a previously scheduled appointment), the EST Casual or Student must provide up to seven days' advance notice, unless they learn of the need to use earned sick time within a shorter period of time.

If the EST Casual or Student is going to be absent on multiple days, they or their surrogate (e.g., spouse/domestic partner, adult family member or other responsible adult) needs to provide notice of the expected duration of the leave or, if unknown, provide notice of continuing absence on a daily basis, unless the circumstances make such notice unreasonable.

### **Documentation of Use of Sick Time**

An EST Casual or Student may be asked to document their use of sick time if their situation meets one of four possible situations:

- exceeds 24 consecutive scheduled work hours;
- exceeds three consecutive days on which the employee is scheduled to work;
- occurs within two weeks prior to an employee's final scheduled day of work (except in the case of casual staff); or
- occurs after four unforeseeable and undocumented absences within a three month period.

Required documentation must be submitted within seven days of the absence. Additional time will be allowed for good cause shown.

If the EST Casual or Student fails to timely comply with this policy's documentation requirements, the College may deny an equal number of hours of sick time until the required documentation is received.

Where documentation is required, and the EST Casual or Student does not have health care coverage through a private insurer, the Massachusetts Healthcare Connector and related insurers, or an employer that provides their health insurance, the EST Casual or Student may provide a signed, written statement evidencing the need for the use of the earned sick time, without being required to

explain the nature of the illness, in lieu of documentation by a health care provider. The [Verification Regarding Authorized Use of Earned Sick Time or Sick Leave](#) form may be found on the Human Resources website or in the Human Resources office.

### **Expectations Regarding Attendance**

All EST Casuals and Students are expected to have regular, reliable attendance and timeliness.

If an EST Casual or Student commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, they may be subject to disciplinary action.

If they exhibit a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday or similar circumstances (such as avoiding an undesirable work assignment) the EST Casual or Student may face discipline for misuse of sick leave, unless the employee provides verification of authorized use.

### **Break in Service**

If an EST Casual or Student is rehired following a break in service of up to 4 months, they will maintain the right to use any unused earned sick time accrued before the break in service, up to 40 hours. If they are rehired between 4 and 12 months, they will maintain the right to use any unused earned sick time accrued before the break in service up to 40 hours, if there were at least 10 hours in their bank. If they are rehired after 12 months they will begin to earn sick time after 90 days and will not retain any of their bank time prior to separation.

### **Interaction with Other Leaves**

If any time off covered under this policy is also covered under other policies, for example the Domestic Violence Leave, or other leave of absence policies, EST sick time shall run concurrently with such leaves or policies. EST Casuals and Students are required to use accrued sick time to receive pay for absences under other leave policies if those absences would otherwise be unpaid.

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