PAID TIME OFF

SICK TIME

All new employees have a sixty (60) day waiting period for paid sick leave. Any sick days taken prior to the completion of this waiting period will be taken without pay.

Employees who work 40 hours per week will accrue eight (8) hours per month and is pro-rated for employee who 20-39 hours per week. Sick time hours will carry over at the end of the calendar year. Paid sick leave may accumulate a maximum of up to seven hundred and ten (710) hours.

Employees who work less than 20 hours per week, part-time fee-for-service employees, per diem employees, and temporary or seasonal employees will earn one (1) hour of paid sick time for every thirty (30) hours worked. A maximum of 40 hours of paid sick time can be accrued per calendar year and a maximum of forty (40) hours can be carried to the following calendar year. These hours will not carry to the next calendar year.

Each employee must notify his or her supervisor directly at least one half hour before the beginning of each workday or scheduled shift on which the sick day is taken. If the supervisor is not available a voice mail message may be left. However every attempt must be made to contact the supervisor directly. If an employee fails to notify his or her supervisor, the absence will be considered unexcused and may be subject to disciplinary action. The receptionist at the employee’s designated site must also be notified. When sick leave use is foreseeable, employees must make a good faith effort to provide advance notice of the need to take leave. Sick time may be used in increments of one-half hour.

Sick time may be used for care for your child, spouse, parent or parent of a spouse, who is suffering from a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care or; care for your own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or attend the employee’s routine medical appointment or a routine medical appointment for the employee’s child, spouse, parent, or parent of spouse; or 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 time was taken.

If you are absent three or more consecutive days, a note is required from your physician. The note must be on the physician’s letterhead stationery. A doctor’s note, however, does not necessarily exclude you from disciplinary action. The Agency may
require a medical certification or other administratively acceptable evidence. This evidence must be given within 15 days of the Agency’s request.

If an employee is terminated who has accumulated the maximum of seven hundred ten (710) hours of such time, he or she shall be reimbursed for twenty (20%) of the accumulated sick leave at this or her current rate of pay at the time of termination of employment.

Any employee who exhausts his or her sick leave and takes additional time off, must use any accrued vacation and/or personal time. Any employee who has exhausted paid sick, vacation time and/or personal time may be, at the Agency’s sole discretion, placed on a leave of absence without pay.

Employees who have sick and vacation time accrued may not use “unpaid sick/vacation/personal” time unless they have requested an exception, in writing, to their supervisor with a copy to human resources citing special circumstances that would necessitate such approval.

PERSONAL TIME

Two (2) personal days (prorated for employees who work less than 40 hours per week) are accrued in January and July of each year. This time may be used in hourly increments. This time is not carried over from year to year. While this time is given to eligible staff to use for personal reasons, it is necessary that you notify your supervisor directly as soon as you know that you will be using a personal day. It is expected that you will give as much notice as possible. In an emergency, when you need to take an unexpected personal day, you are required to contact your supervisor, at minimum, 30 minutes prior to the start of your workday. Failure to do so may result in disciplinary action.

Personal time may not be used the day before or the day after a holiday. Essential 24-hour Programming Staff (Emergency Services, CBAT, CCS) are programs bound by certain staff-client ratios and other coverage mandates. Staff working in these programs will be required to consult with their supervisor regarding use of personal time in their programs.
VACATION TIME

Vacation is to be taken each year before the employee’s anniversary date. Eligibility is as follows:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Accrued Vacation</th>
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<tr>
<td>1 year</td>
<td>2 weeks</td>
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<tr>
<td>3 years</td>
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<tr>
<td>5 years</td>
<td>4 weeks</td>
</tr>
<tr>
<td>20 years</td>
<td>5 weeks</td>
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</tbody>
</table>

Any employee who is hired into a Director Position at the Agency will be eligible for four (4) weeks vacation.

Vacation is accrued monthly on a prorated basis. No vacation time will be granted until the employee has completed 60 days of employment.

All vacation time must be submitted to the employee’s supervisor at least thirty (30) days, but not more than six (6) months in advance of the requested dates and shall be approved by the employee’s direct supervisor based on the needs of the department and the Agency. No more than three (3) weeks of vacation time can be taken consecutively unless it is because of an approved leave of absence (ie. FMLA). All employees should ensure that the requested time is available. Please refer to your pay statements for this information. If an employee takes vacation time that is not available, the time will be unpaid. A minimum of 24 hours’ notice is required, more if possible, for emergency vacation days/hours.

It is the policy of the Agency that while some allowance of accrual of vacation time is necessary, it is beneficial for the employee to take adequate vacation time throughout his or her career at the Agency.

EARNED TIME

Full time clinicians who work on a Fee for Service basis are entitled to Earned Time. Full-time clinicians will accrue four (4) hours of Earned Time per month. Clinicians who reach or exceed their monthly production expectation will receive an additional two (2) hours per month and graduates by one (1) hour for every ten (10) hours over the full time production expectation of 100 hours per month. (Cape only – 88 hours per month). Earned time can be used as sick, vacation and personal time.
USE OF UNPAID TIME

Employees who have sick/personal/vacation time accrued may not use “unpaid sick/personal/vacation time unless they have requested an exception, in writing, to their supervisor with a copy of human resources citing special circumstances that would necessitate such approval.

(Revision 9/1/2015)