

## **PAID SICK LEAVE POLICY**

### **Policy:**

It is the policy of Illinois Yearly Meeting of the Religious Society of Friends ("ILYM") to permit employees to be absent from work on an authorized short-term basis for illness or injury, as described in this policy. To help employees maintain their income during these authorized absences, ILYM will provide compensation according to the guidelines below ("Paid Sick Leave").

### **Comment:**

- (1) Any employee who works at least 80 hours within any 120-day period is eligible for Paid Sick Leave as described in this policy.
- (2) An employee may use Paid Sick Leave for the following circumstances:
  - (a) the employee is ill or injured, or for the purpose of receiving medical care, treatment, diagnosis, or preventive medical care;
  - (b) a family member of the employee is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis, or preventive medical care
  - (c) the employee, or a family member of the employee, is the victim of domestic violence, as defined in Section 103 of the Illinois Domestic Violence Act of 1986, or a sex offense, as defined in Article 11 and Sections 12-7.3, 12-7.4, and 12-7.5 of the Illinois Criminal Code of 2012; and
  - (d) the employee's place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency.

The term "family member" for the purposes of this policy includes the employee's child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of the employee, or a person who stood in loco parentis when the employee was a minor child.

(3) An employee is eligible to be compensated for regular base wages lost during certain periods of authorized absence to the extent that he or she has accrued days of Paid Sick Leave as provided under this policy. Days of Paid Sick Leave begin to accrue on the first calendar day after the commencement of an employee's employment. For every 40 hours worked after an employee's Paid Sick Leave begins to accrue, he or she shall accrue one hour of Paid Sick Leave. Paid Sick Leave shall accrue only in hourly increments; there shall be no fractional accruals. An employee who is exempt from overtime requirements shall be assumed to work 40 hours in each work week for purposes of Paid Sick Leave accrual, unless his or her normal work week is less than 40 hours, in which case Paid Sick Leave shall accrue based upon that normal work week. For each employee, there shall be a cap of 40 hours Paid Sick Leave accrued per 12-month period. The 12-month period shall be calculated from the date the employee began to accrue Paid Sick Leave. At the end of an employee's 12-month accrual period, he or she shall be allowed to carry over to the following 12-month period half of his or her unused accrued Paid Sick Leave, up to a maximum of 20 hours.

(4) An employee may begin using Paid Sick Leave on the 180th calendar day following the commencement of his or her employment. An employee may not use more than 40 hours of Paid Sick Leave per 12-month period. The 12-month period for an employee shall be calculated from the date he or

she began to accrue Paid Sick Leave. Paid Sick Leave may only be used in increments of four hours per day.

(5) In order for Paid Sick Leave to be considered authorized and potentially eligible for compensation, employees must obtain approval for the absence from their supervisor. If the need for Paid Sick Leave is reasonably foreseeable, employees should give their supervisor seven days advance notice of an anticipated absence. If the need for Paid Sick Leave is not reasonably foreseeable, employees should give their supervisor as much advance notice as is practicable under the circumstances. Needs that are “reasonably foreseeable” include, but are not limited to, prescheduled appointments with health care providers for the employee or for a family member, and court dates in domestic violence cases. Unauthorized absences and absences in excess of what is allowed under this policy, except for an approved leave of absence, will be considered abuses of this policy and are grounds for disciplinary action.

(6) If an employee is absent for more than three consecutive work days, the employee must provide certification that use of Paid Sick Leave was authorized under this policy. For time used pursuant to subsections (2)(a) or (b) documentation signed by a licensed health care provider shall satisfy this requirement. Such documentation does not need to specify the nature of the employee’s or family member’s injury, illness, or condition. For Paid Sick Leave used pursuant to subsection (2)(c), a police report, court document, a signed statement from an attorney, a member of the clergy, or a victim services advocate, or any other evidence that supports the employee's claim, including a written statement from him or her, or any other person who has knowledge of the circumstances, shall satisfy this requirement. The employee may choose which document to submit. No more than one document shall be required if the Paid Sick Leave is related to the same incident of violence or the same perpetrator. Employees who falsify the reason for using Paid Sick Leave will be subject to disciplinary action, up to and including termination, and compensation for the absence will be stopped immediately.

(7) Employees returning from Paid Sick Leave must report to their supervisor, and, when appropriate, certify that they are fit to return to work. The supervisor should make a record of the employee’s absence and return to work and forward a copy to the Human Resources Department.

(8) Compensation during Paid Sick Leave will not be granted before days of Paid Sick Leave have been accrued. In addition, authorized days off for Paid Sick Leave will not be considered as working time for calculating weekly overtime compensation.

(9) ILYM does not provide financial or other reimbursement for any unused accrued Paid Sick Leave upon an employee’s termination, resignation, retirement or other separation from employment.

(10) ILYM offers this policy to all employees regardless of where the employee resides or works for ILYM.

(11) ILYM does not cover any individual who is an independent contractor..(

(12) ILYM will award Paid Sick Leave under the as a Front-load Annual Accrual based upon the scheduled hours worked for any given fiscal year. Employee will begin to accrue additional Paid Sick Leave, as set forth in this policy, if employee’s actual hours worked during the fiscal year exceed the scheduled hours.