

Sick Leave Policy

Updated: 3/24/2021



POLICY: All Hearthside, Inc. dba Home Instead Senior Care employees earn and can use paid sick leave according to agency policies and procedures.

Guidelines: Upon hire or effective July 1, 2015, whichever is later, all agency employees are eligible to earn paid sick leave at a rate of one hour of leave for every thirty (30) hours worked. Although accrued from the date of hire, sick leave may not be used until ninety (90) calendar days after **their first day of work for Hearthside**. Thereafter, it can be used as it accrues up to a maximum of forty (40) hours per calendar year. Employees may carry over up to 40 hours of unused earned sick leave to the next calendar year but are not entitled to use more than 40 hours in one calendar year. The year is measured from the employee start date.

Hearthside, Inc.'s existing vacation and sick time policies are unaltered and earned sick leave merges with those policies. Individuals who are not eligible to earn vacation time will accrue sick time alone at the rate of one hour for every 30 hours. Individuals who are eligible to earn more than 40 hours of vacation time will have the same number of hours they did in the past but up to 40 of them can be used as sick time pursuant to this policy. Individuals who are eligible to earn more than 25 but fewer than 40 hours of vacation will accrue sick time at the rate of one hour for every 30 hours to a maximum of 40 hours. All 40 hours can be used as sick time but if they are not, what remains can be paid out as vacation time, pursuant to Hearthside's vacation time policy, up to the amount of vacation time accrued. (If someone has been with us 1 year and works 25 hours a week, they will be eligible for 25 hours of vacation. Over 48 weeks this person will accrue 40 hours of earned sick time. **15 of those hours must be used as sick time or carried over. The other 25 can be paid out as vacation or used as sick time.**)

Accrued sick leave may be used to:

1. Care for the employee's 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
2. Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
3. Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
4. Address the psychological, physical or legal effects of domestic violence.
5. 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 an employee being disciplined. Employees may not use sick time if the employee is not scheduled to be at work during the period of use. An employee may not accept a specific shift assignment with the intention of calling out sick for all or part of that shift.

Earned sick time may be used for full or partial day absences. The smallest amount of sick time that an employee can take is one hour. For uses beyond 1 hour employees may use sick time in increments of 15 minutes.

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

If an employee's absence from work requires Hearthiside, Inc. to call in a replacement worker to cover the absent employee's job functions, Hearthiside, Inc. may require the absent employee to use an equal number of hours of sick time as were worked by the replacement. If the employee lacks sufficient accrued sick time to cover all such time worked by the replacement, the employer will provide sufficient job-protected unpaid leave to make up the difference in that shift.

Absence Notification Procedures

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

If the absence is foreseeable (for example, if the employee will be absent to attend a previously scheduled appointment), the employee must provide seven days' advance notice, unless the employee learns of the need to use earned sick time within a shorter period of time. The notice consists of a written request on a standard earned sick time form, similar to a vacation request.

When an employee is unable to report for work as scheduled due to an unforeseeable need and wishes to utilize sick leave as provided under this policy, he/she should notify his/her supervisor (Client Care Manager or On Call Supervisor) as soon as possible. The Employee will be responsible for filling out the Earned Sick Time & Payroll Processing Form located on the Caregiver Website:

www.HomeinsteadCaregivers151.com under the Caregiver Resource Tab.

Or by notifying his/her supervisors that he/she needs the form emailed, it will then be his/her responsibility to return the completed form to the office promptly. Once the form is received one of his/her supervisors will confirm it has been received and forward it to payroll for processing. In addition, an employee should notify his/her supervisor on each day of absence, unless on a pre-approved extended leave of absence. Employees may be asked to submit a health care provider's note documenting the need for leave or ability to return to work after an absence of twenty-four (24) consecutively scheduled work hours.

Documentation of Use of Sick Time

Employees must document all time away from work due to the use of sick leave through the sick leave request form process and subsequent required documentation.

Hearthside, Inc. will generally require an employee to submit a doctor's note or other documentation to support the use of sick time if the absence:

1. exceeds 24 consecutively scheduled work hours or three consecutive days on which the employee is scheduled to work.
2. occurs within two weeks prior to an employee's final scheduled day of work (except in the case of temporary employees); or
3. 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 an employee fails to timely comply with the sick time law's documentation requirements, Hearthside, Inc. may recoup the sick time paid from future wages.

Hearthside, Inc. Expectations Regarding Attendance

Employees should remember that regular, reliable attendance and timeliness is expected.

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

If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, Hearthside, Inc. may discipline the employee.

Sick leave is paid at the employee's regular hourly rate of pay. Sick leave may be used in increments of 15 minutes after a minimum of 1 hour. Employees shall not be paid for any unused accrued sick leave upon the separation of the employee from Hearthside, Inc. .

At the discretion of Hearthside, Inc. director, if an employee is absent from work for a reason that qualifies for sick leave, he/she may have the option of working the same number of hours in the same or next pay period to make up the time and not have to use earned sick leave for the missed time.