

# 2019 TIME OFF POLICY

This time off policy is built to fit the needs of our field employees and company as a whole, and to prevent abuse of the “Sick” time policy. This policy applies to all employees who work at least 50% of their time in the state of Massachusetts ONLY. This policy meets the minimum accrual and sick time requirements for the State of Massachusetts pursuant to M.G.L.c. §148C & Regulations 940 CMR 33.00 as well as the payment requirements of New Hampshire RSA 275:43 V for accrued time. This policy follows the outline of the Massachusetts sick time law, but with the option to use the time for other hours when adequate notice is given and approval is received PRIOR to taking time off.

*This document supersedes any previous document relating to this benefit prior to January 1, 2019.*

## ACCRUED SICK TIME

- Accrued sick time is provided for all FIELD employees to use for taking a scheduled work day off provided all terms outlined below are met AND PRIOR APPROVAL IS RECEIVED.
- You will accrue up to one week (40 hours) of accrued time each calendar year, at the rate of .033 per hour worked (1 hour per 30 hours worked).
- You will be able to see your accrued time off total on your paycheck each week.
- Time does not accrue on sick days, time off days, or holiday time.
- Time is paid out at your current hourly rate and will be paid in your next regular paycheck ***after*** we receive a completed request form. No time is paid out without a form.
- Time will not count towards overtime hours- it will only be paid out at straight time to get your paycheck to, or up to, 40 hours. If you work 35.27 hours in a week and take 1 day off, you will only be permitted to use 4 hours of paid time off.
- **Time will not be paid without following the “Notification Procedure” below, AND without a completed form.**
- Time cannot be used if you are simply late to work, decide to take a day off at the last minute, do not receive an approval prior to taking non-sick time off, or leave early for a non-health related reason without prior approval.
- Time must be used in 1-hour increments, and up to 8 hours for a full day. No more than 8 hours per day will be paid out.
- Up to 40 hours of time can be used or carried over into the next year. No additional time will accrue in the in the new year until your available hours drops below 40 hours. You may only use 40 total hours in one calendar year. All time off after 40 hours, regardless of number of hours available, will be unpaid.
- *Example: An employee earns 40 hours of earned sick time in year 1 and rolls over these 40 hours into year 2. This employee starts year 2 with 40 hours and in year 2 uses all 40 of those hours and earns another 40 hours. During year 2, the employee is capped at the use of 40 hours and must carry the remaining 40 over into the next year.*

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- Time accrues during your first 90 days, but cannot be used until 90 working days have been completed.
- Time will not be pre-paid or allowed to drop below zero.
- Any absence due to sickness over 3 consecutive days will require a doctor's note.
- Time cannot be cashed out for any reason, including upon termination, during seasonal lay-off, or during on-call winter months. Failure to show up during a snow storm is not covered under this policy.
- Employees who have provided notice of their resignation of employment are not eligible for any paid time off during their notice period, unless accompanied by a valid doctor's note for any amount of missed time. Further, upon termination of employment, whether voluntary or involuntary accrued but unused time off is forfeited upon separation from employment.
- **Any time off paid within the last 2 pay periods of an employee quitting abruptly will be deducted from the employee's last check without notice**, as allowed by law, unless the company is provided with a valid doctor's note prior to the last day of employment. A doctor's note received post-termination will not be honored.
- **Accrued time will not be paid out in a final paycheck, regardless of the reason for separation.**
- **Sick time cannot be used in the winter.** Snow is an on-call/as needed basis, missing a snow storm is not considered a valid use of sick time. *Shop work is provided as a benefit to some as a supplement to your snow hours, and failing to work any offered shop hours is not considered a valid use of sick time.*
- **Sick time cannot be used the day before or after any major holiday.** Failure to show up for scheduled work the day before or after a holiday (paid or unpaid holiday) will invalidate any sick time use without a doctor note. We do call the doctor's office from which the note originates to validate.

## NOTIFICATION PROCEDURE

- You must **fill out a Time Off Request form** and submit it to your supervisor to be signed, then present it to the office once approved **BEFORE** you use your time unless it is for an emergency.
- If you are using your paid time off for an event other than an unavoidable sickness, you will need to give your manager and the office adequate notice of a minimum of 2 days by submitting a time off request form. This is important for proper scheduling and for respect towards your team members.
- You will need to fill out a Time Off Request form or provide a dated doctor's note, for each payroll period that you have used your time, and submit it prior to taking the time off for personal use, or by Tuesday 10:00 AM after the end of the week in which the hours were used for sick time. Chris, Dave, and Andrea are not responsible to track or pay your sick time without a filled out form given to the office. Chris and Andrea are not obligated to remind you to fill out a sick time payment form. **Saying "I told Dave" will not suffice. Texting details to Andrea will not suffice. No form=No payment!**

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## ATTENDANCE & ABSENCES

We start at 7:00am, sharp. Punching in prior to 7:00am ***is not permitted*** unless approved by a manager. If an employee is going to be *late or absent* for any reason, the employee must telephone their manager as far in advance of the regular starting time as possible. They must explain the reason for the absence, and when they expect to return to work, then notify the office also. If the absence continues for more than one day, they must call in each day to their supervisor and the office. It is the employee's responsibility to ensure that proper notification is given. Notification received from another employee, friend or relative is not considered proper, except under emergency conditions.

## UNEXCUSED ABSENCES

Employees are expected to report for work on time each day unless otherwise notified. Unnecessary absenteeism and tardiness are expensive and disruptive, and place an unfair burden on other employees, supervisors, and clients. Unsatisfactory attendance will result in disciplinary action, including suspension and discharge, and will have an adverse effect on any consideration for promotion, raises, or bonuses and could also result in a reduction in your rate of pay.

## ACKNOWLEDGEMENT- **READ THIS!!!**

- 1. Employees cannot cash out sick time.**
- 2. Employees must give 2 days or more notice via TIME OFF FORM when taking a day that is not due to an unavoidable sickness or emergency.**
- 3. Employees cannot use more than 40 hours per year.**
- 4. Sick time WILL NOT be paid upon termination.**
- 5. Sick time CANNOT be used in the last two weeks before quitting without notice, it will be reimbursed to the company from the employees final paycheck.**
- 6. Upon giving a 2-week notice, employee will not eligible to use anymore sick time.**
- 7. Employees cannot use sick time during the winter, even for missed shop hours. Shop hours are a benefit for the employee and cannot be combined with additional benefits.**
- 8. Employees cannot use sick time for the day before or after a national holiday.**