

2018 TIME OFF POLICY

We have modified the time off pay-out to more adequately fit the needs of our field employees 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. 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 a personal hours when adequate notice is given.

This document supersedes any previous document relating to this benefit prior to March 1, 2018, and employees will only be eligible for this benefit with a signed copy of this agreement on file with the office.

ACCRUED SICK TIME

Initials Pro-Turf Landscaping will provide accrued sick time for all field employees to use at their own discretion for taking a scheduled work day off provided all terms outlined below are met.

Initials You will accrue up to one week (40 hours) of accrued time each calendar year, at the rate of .033 per hour (1 hour per 30 hours worked).

Initials You will be able to see your accrued time off total on your paycheck each week.

Initials Time does not accrue on sick days, time off days, or holiday time.

Initials 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.

Initials Time will not count towards overtime hours- it will only be paid out at straight time to get your paycheck to 40 hours. If you work 36 hours in a week and take 1 day off, you will only be permitted to use 4 hours of paid time off.

Initials Time will not be paid without following the “Notification Procedure” below, AND without a completed form.

Initials Time cannot be used if you are simply late to work, or leave early for a non-health related reason without prior approval from your manager.

Initials 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.

Initials 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.*

Time accrues during your first 90 days, but cannot be used until 90 working days have been completed.

Initials

Time will not be pre-paid or allowed to drop below zero.

Initials

Any absence due to sickness over 3 consecutive days will require a doctor's note.

Initials

Time cannot be cashed out for any reason, including upon termination, during seasonal lay-off, for a holiday, during "slow weeks", or during on-call winter months. Failure to show up during a snow storm, or asking to work on a holiday and then not working is not covered under this policy.

Initials

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.

Initials

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.

Initials

Accrued time will not be paid out in a final paycheck, regardless of the reason for separation.

Initials

Carry over of sick time accruals for seasonal employees will be determined by the state guidelines.

Initials

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.

Initials

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.

Initials

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.

Initials

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 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!**

Initials

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. I understand I cannot cash out my sick time.**
- 2. I understand I must give 2 days or more notice via TIME OFF FORM when I am taking a day that is not due to an unavoidable sickness or emergency.**
- 3. I understand I cannot use more than 40 hours per year.**
- 4. I understand my sick time **WILL NOT** be paid upon termination.**
- 5. I understand if I use my sick time in the last two weeks before quitting without notice, it will be reimbursed to the company from my final paycheck.**
- 6. I understand if I give a 2-week notice, I am not eligible to use anymore sick time.**
- 7. I understand that I cannot use sick time during the winter.**
- 8. I understand that I cannot use sick time on a holiday.**

Signed: _____ Print: _____ Date: _____