



## Paid Sick Time Policy

Effective 7/1/2015

IQ Pipeline offers sick time to employees who work in states and cities with mandatory paid sick time laws, including the states of California and Massachusetts. Paid sick time is not offered to employees in states or cities that do not have mandatory paid sick leave laws. Please contact our human resources department if you need additional information.

### **A summary of IQ Pipeline's paid sick leave policy in California and Massachusetts:**

#### **CALIFORNIA**

An employee who, on or after July 1, 2015, works in California for 30 or more days within a year from the beginning of employment, is entitled to paid sick leave. Employees, including part-time and temporary employees, will earn at least one hour of paid sick leave for every 30 hours worked. Accrual begins on the first day of employment or July 1, 2015, whichever is later.

**Exceptions:** Employees covered by qualifying collective bargaining agreements, In-Home Supportive Services providers, and certain employees of air carriers are not covered by this law.

Employees may use 24 hours or three days of paid sick time each calendar year. Accrued paid sick leave may be carried over to the next year, but Employees may accrue no more than 48 hours or six days.

An employee may use accrued paid sick days beginning on the 90th day of employment.

An employee may request paid sick days in writing or verbally. An employee cannot be required to find a replacement as a condition for using paid sick days.

An employee can take paid leave for employee's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

IQ Pipeline will not pay out unused earned sick time upon separation of employment.

Earned sick time shall be accrued and used 15 minute increments.

IQ Pipeline requires documentation when an employee uses more than 24 consecutively scheduled work hours. The employee may provide any reasonable documentation signed by a health care provider that indicates the need for earned sick time taken.

#### **MASSACHUSETTS**

The law takes effect July 1, 2015.

Employees may use sick time to care for themselves, spouse, child, parent, or parent of spouse, for physical or mental illness, injury or medical condition that requires home care, professional medical

diagnosis or care, preventative medical care, or routine medical appointments, or to address psychological, physical or legal effects of domestic violence.

If the use of earned sick time is foreseeable, the employee must make a good faith effort to provide notice to the employer in advance of using the earned sick time.

### **Earned Sick Time**

All employees are entitled to earn sick time. An employer must provide 1 hour of earned sick time for every 30 hours worked. An employee begins accruing sick time commencing the date of hire (or July 1, 2015, whichever is later). Employees may not use earned sick time until the 90th calendar day from the date of hire. After the 90th day, employees may use earned sick time as it accrues.

Earned sick time shall be accrued and used 15 minute increments.

Employees may carry over up to 40 hours of unused earned sick time to the next calendar year but are not entitled to use more than 40 hours in one calendar year.

IQ Pipeline will not pay out unused earned sick time upon separation of employment.

### **When Employee Uses Sick Time**

If an employee uses sick time, and if both the employer and employee agree, the employee may work an equivalent number of additional hours during the same or the next pay period as the hours not worked due to sick time used. In these circumstances, the employee is not required to use accrued sick time for their absence nor is the employer required to pay for the time the employee was absent. But an employer cannot require an employee to work additional hours nor make the employee find a replacement.

### **Documentation**

IQ Pipeline requires documentation when an employee uses more than 24 consecutively scheduled work hours. The employee may provide any reasonable documentation signed by a health care provider that indicates the need for earned sick time taken.