

## Earning and Using Sick Leave for Massachusetts employees

### Valid Leave Reasons

An employee may take leave under Massachusetts Law:

Care for physical or mental illness, injury, or medical condition of the employee or employee's child (including biological, adopted, foster, stepchild, legal ward, or child for whom person has assumed responsibilities of parenthood (in loco parentis)), spouse (as defined by Massachusetts law), parent or parent of a spouse who requires home care, professional medical diagnosis or care, or preventive medical care.

Attend routine medical appointments for employee or employee's child, spouse, parent, or parent of a spouse.

Address psychological, physical, or legal effects of domestic violence against an employee or employee's dependent child.

### Accruing Sick Leave Time

An employee earns one hour of sick leave for every 30 hours worked commencing upon his/her hire date to a maximum of 40 hours in his/her first calendar year of employment as well as subsequent calendar years.

### Carry Forward of Accrued Unused Leave Time

After the conclusion of the calendar year, the Employee may "carry forward" any accrued but unused leave, to a maximum of 40 unused hours into the following calendar year.

### Using Sick Leave Time

Employees are required to inform the Company that they wish to be paid leave time pursuant to the valid leave section of Company policy. The Company's payroll department will pay such time in the employee's payroll at their regular rate of pay.

### No payment of Unused Sick Leave Upon Separation

An employee is not entitled to payment of accrued, earned sick leave on separation from employment.