



**POLICY: Paid Sick Time**

<i>Original Implementation Date:</i>	6/17	<i>Date Reviewed/ Revised:</i>	1/29/20	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	2
--------------------------------------	------	--------------------------------	---------	--------------------------------	-----------------	-----------------	---

**PURPOSE:** To establish the policy governing the allocation and usage of paid sick time.

**POLICY:** All staff will be front loaded paid sick time (PST) according to their employment status on their date of hire and annually on or about January 1<sup>st</sup> thereafter.

**Notifying and Taking PST:** When employees need to use PST employees are expected to notify his or her supervisor before the scheduled work day or as soon as practical. A request for PST must include the expected duration of the absence. Employees must notify his or her supervisors on each additional day of absence. In all circumstances, employees are responsible for specifying that the time off is for PST reasons so that the absence may be designated as a PST absence.

Employees should make a good faith effort to attempt to schedule the time off in a manner that does not impact business operations.

Reasons for taking PST include, but are not limited to:

- Medical events including mental or physical illness, injury, or the need to seek medical treatment/diagnoses.
- A family member’s illness, injury or health condition. “Family member” includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands *in loco parentis*; a biological, adoptive, or foster parent, stepparent, or legal guardian of any employee or the employee’s spouse or registered domestic partner, or a person who stood *in loco parentis* when the employee was a minor; spouse or registered domestic partner; grandparent; grandchild; or sibling.
- A public health emergency.
- Absences due to domestic violence, sexual violence, abuse, or stalking of an employee or an employee’s family member.

Employees who take PST for the reasons stated above will be considered to have “excused” absences, for purposes of the Attendance Policy. Employees will not be disciplined or retaliated against for appropriate use of PST.

**Documentation:** Employees who miss three or more consecutive shifts must provide written documentation explaining the need for PST. Where the absence is health related, a health care professional must state that the sick time is necessary. In cases not health related (listed in the approved reasons above), documentation from the employee or other professionals will be accepted.

**PST Usage:** The usage of sick time for hourly non-exempt employees can be in hourly increments or fractions thereof. Sun Health’s timekeeping system requires exempt employees to request time off in 8 hour increments. In the event the exempt employee does not have a full 8 hours to cover the day any available time off can be used. The employee’s timecard editor will need to address this during payroll processing. PST will be paid at the employee’s regular rate of pay at the time of absence.

## **POLICY: Paid Sick Time**

**Maximum Amount:** Sun Health will deposit up to 40 PST hours per year for Full-Time and Regular Part-Time employees annually. Sun Health will make an initial deposit of 20 PST hours per year for Non-Benefited Part-Time, PRN, POOL, On Call and Seasonal employees and ensure compliance with state law on a quarterly basis.

**When PST Has Been Exhausted:** Once an employee exhausts their balance of PST, employees who are unable to return to work because of a continuing illness will be required to use available PTO. This also applies to any leave of absence (LOA). Employees without a PTO balance, or who do not accrue PTO, will take this time off without pay. The company will not advance PST against future benefits.

**Integration with Other Benefits:** It is the employee's responsibility to apply for any benefits for which they may be eligible because of the illness or disability, including Arizona State Disability Insurance, workers' compensation insurance, and/or any other disability insurance benefits. PST benefits will be fully integrated with other available benefits such that at no time will an employee be paid more than their regular compensation.

**Separation of Employment:** PST is not eligible for payout for any reason.

**No Discrimination or Retaliation:** The Company prohibits discrimination and retaliation against employees who request or use PST for authorized circumstances, for making a complaint about PST, or informing a person about a suspected violation of this policy. Likewise, the Company prohibits discrimination and retaliation for cooperating or participating in any investigation, administrative hearing, or judicial action regarding an alleged violation, opposing any position.

**RELATED POLICIES OR REFERENCES:** *Paid Time Off: Exempt (Salaried) Employees; Paid Time Off: Non-Exempt (Hourly) Employees; Attendance; Bereavement Leave; Family Medical Leave Act (FMLA); Medical and Personal Leave of Absence; Military Leave of Absence; Voluntary Resignation; Arizona Fair Wages and Healthy Families Act.*