

BENCO
Personnel Manual

PAID SICK TIME

Paid sick time may be used for absences due to the following reasons:

- An employee or employee's family member needs care or treatment for mental or physical illness, injury or health condition, need for medical diagnosis or need for preventive medical care
- Parental Leave
- Bereavement Leave within the employee's family
- In the event of a public health emergency, including, but not limited to:
 - Closure of the employee's place of business, or the school or place of care of the employee's child, by order of a public official due to a public health emergency
 - Self-care or care for a family member if it has been determined by the lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others.

Upon hire an employee will begin to earn and accrue paid sick time at the rate of 1 hour of paid sick leave for every 30 hours the employee works up to 56 hours per year. The employee is eligible to use paid sick time as it is accrued. Upon the employee's anniversary date of hire, if an employee works at least 20 regularly scheduled hours per week, the employee will begin accruing paid sick time hours using the following Sick Accrual Schedule. Sick time will be awarded based on the employee's day of the month in which they were hired.

A regularly scheduled employee earning paid sick time hours that has dropped below 20 regularly scheduled hours permanently for any length of time will accrue paid sick time at 1 hour for every 30 hours worked up to 56 hours per year. If that same employee begins working at least 20 regularly scheduled hours again, the employee will begin accruing sick time hours based on the Sick Accrual Schedule. Sick time will be awarded based on the employee's day of the month in which they were hired.

If an employee knows in advance of any qualifying reason that allows the use of paid sick time, the employee must notify their supervisor as soon as possible. The employee must fill out an employee leave request form and submit it to their supervisor two weeks prior to using the paid sick time.

If an employee is absent for three or more consecutive days due to illness, Benco may require the employee to provide a doctor's note, at the expense of Benco. The doctor's note must have the beginning date of the leave, state any restrictions, and the employee's expected date of return to work. If an employee needs to take a leave of absence due to surgery and/or illness/injury, Benco will request a doctor's note. The employee may be eligible for OFLA/FMLA Leave. (See OFLA/FMLA policy)

If the employee is unable to return to work on the expected date of return, the employee is required to notify the Personnel Director and their immediate supervisor at least 24 hours in advance. If the employee doctor's note states that they will have restrictions when returning to work, the employee must notify the Personnel Director and their supervisor of those restrictions at least 24 hours prior to returning to work. All unused paid sick time hours will not be paid to the employee upon leaving Benco, whether the separation of employment is of a voluntary or involuntary nature. If an employee is re-hired within 180 days from their separation date, the employee will be entitled to use previously accrued paid sick time immediately upon re-hire. Paid sick time will not be accrued during an absence extending 30 consecutive days or more unless the Executive Director has approved otherwise, or the employee is eligible for FMLA or OFLA or Military leave.

If sick time is used during a 40-hour week, it will not count towards overtime. Employees cannot accrue more than 240 hours of paid sick time. The following Sick Accrual Schedule will be used to compute accrued sick leave hours for employees employed for one year or more.

Sick Accrual Schedule:

EMPLOYEE	HOURS/MONTH	HOURS/YEAR	MAXIMUM
Salaried Exempt	8	96	240
Full-time (30-40)	8	96	240
Half-time (20-29)	5	60	240
Sub/Part-time (0-19) 1 hour per 30 hours worked		56	240

Sick time cash out/conversion:

If an employee has over 80 hours of sick time, they have the option to cash out and/or convert sick time into vacation hours each year in May and November. An employee cannot cash out and/or convert more than 48 hours of sick time each May and November.

Option 1: Paid sick time over 80 hours can be cashed out at the rate of two hours to one hour of paid sick time. Paid sick time hours cashed out will be in the form of a paper check and will be available with the first payroll each year in May and November.

Option 2: Paid sick time over 80 hours may be converted to vacation hours at the rate of two paid sick time hours to one hour of vacation time. (Vacation time cannot exceed 240 hours.)

Option 3: Paid sick time over 80 hours may be converted at the rate of two paid sick time hours to one hour, split between cash out and vacation hours. (Vacation time cannot exceed 240 hours.)

The cash out/conversion decreases the employee's paid sick time by the total number of hours the employee chooses to cash out or convert to vacation hours. The conversion increases the employee's vacation hours by the number of paid sick time hours the employee has converted to vacation time.

Approved By: Julie Hansen
Julie Hansen, Benco Board President

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