



<b>Policy Name:</b> III.20 Sick Pay Policy	<b>Section:</b> III Human Resources	<b>Programs:</b> All
	<b>Standard/Area:</b> F 4 Workforce Development and Management	<b>Review Date:</b> 8.28.25
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## Section I: Intent

MVCS provides earned paid sick time to support employees' health and well-being and to care for immediate family members. This policy complies with Massachusetts Earned Sick Time Law, and it is designed to be clear, accessible, and non-discriminatory.

## Section II: Policy

MVCS will provide paid sick time to eligible employees to address personal health needs and to care for eligible family members. Accrued sick time is earned and may be used in accordance with this policy and Massachusetts law. MVCS will not discriminate or retaliate against an employee for exercising rights under this policy.

This policy applies to all regular employees working in Massachusetts. Benefit eligible Part-time employees accrue sick time on a pro-rated basis. Temporary/contract staff are eligible only to the extent required by law or contract terms.

### Eligibility

***Benefit eligible Regular Full-Time Employees***

***Benefit Eligible Regular Part-Time Employees***

### **Per Massachusetts law**

Employees working less than 20 hours per week earn 1 hour for every 30 hours worked. Employees earning sick time pursuant to the Massachusetts law will be paid at the rate the employee would have been paid had the employee worked that day.



## Section III: Benefit Descriptions and Procedures

### *Accrual of Sick Time*

Benefit Regular full-time and benefit regular part-time employees working at least 20 hours per week, accrue up to 12 days paid sick leave in any one fiscal year, **pro-rated** according to their regular scheduled hours. All other employees who are not regular full-time (working at least 40 hours per week) or regular part-time (working at least 20 hours per week), **are eligible to accrue 1 hour for every 30 hours worked per fiscal year, up to a maximum of 40 hours.**

### *Use of Sick Time*

Accrual of sick time begins on the employee's date of hire, but employees may not use such earned sick time until 90 days after their start date. Absence for reasons of illness/health related activities during the initial 90 days of employment is unpaid unless other laws apply. The smallest amount of sick time an employee may take is 1 hour.

### *Accumulation of Sick Leave*

For full-time employees effective June 30, unused sick leave may be carried over from one fiscal year to the next up to a maximum of 208 hours. For part time employees, the maximum carryover amount will be prorated on the basis of regularly scheduled hours. Employees working fewer than 20 hours per week may not use more than 40 hours of accrued sick time per fiscal year (per the Massachusetts Sick Leave regulation).

### *Usage*

Sick time may be used for the following reasons:

- Care for the employee's own or their child, spouse, parent or spouse's parent suffering from a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care or preventative medical care, or need for a wellness day.
- Attend medical or dental appointments for themselves or their child, spouse, parent or spouse's parent.

MVCS may change the sick pay policy with regard to contagious disease based on state and federal guidelines to support the needs of our employees.

### *Verification of Use of Sick Time*

The Agency will require an employee to submit documentation to HR to support the use of sick time if the absence:

- Exceeds 24 consecutively scheduled work hours or 3 consecutive days on which the employee is scheduled to work;



- Occurs within 2 weeks prior to an employee's final scheduled day of work (except in the case of temporary employees); or
- Occurs after 4 unforeseeable and/or undocumented absences within a 3 month period.

In other circumstances, the Agency may, at its discretion, require the employee to personally verify in writing that they have used sick time for an allowable purpose. Required documentation must be submitted within 7 days of the absence. Additional time may be granted for good cause shown.

#### *Notification of Sick Time*

***Employees should remember that regular, reliable attendance and timeliness is expected. If an employee is repeatedly absent, late, or leaves work early for reasons not covered by earned sick time, is absent or tardy for more than 40 hours in a year, commits fraud or abuse by engaging in an activity that is not consistent with allowable purposes for sick time, or exhibits a clear pattern of taking sick time on days just before or after a weekend, vacation, or holiday, the employee may be subject to disciplinary action.***

- a. Employees must record absences in the Time and Attendance (HRIS) system whenever sick leave is taken.
- b. Employees using sick time should request time off through the Time and Attendance (HRIS) System with their immediate supervisor at the earliest possible time, and preferably before the start of scheduled working hours. Where the use of sick time can be expected, such as for scheduled surgeries, medical treatments, or recovery periods, an employee should notify his/her supervisor as far in advance as possible.

#### *Absence Notification Procedures*

If an employee determines that they need to be absent, to be late or to leave work early, the employee must give advance notice to his or her supervisor as soon as possible. Notice should be provided in person, by telephone or e-mail or text. The employee is also required to request absences in the time and attendance (HRIS) system whenever sick time is taken, as noted above.

If an employee is unable to notify the company of their absence due to an emergency or medical condition, a family member or designated representative may contact the employer on their behalf.

#### *Payout of Sick Time*

Sick time is not payable upon termination of employment.

#### *Interaction with Other Leave*

Where applicable, sick time will run concurrently with other federal and state leaves (FMLA, Parental Leave, Leave to Address Abusive Behavior, Small Necessities Leave, MA PFML or other leave of absence policies).



Employees may choose to use, or the Agency may require employees to use, sick time to receive pay when taking other approved leave that would otherwise be unpaid.

## **Section IV: Distribution and Training**

The Policy and associated attachments are distributed on the MVCS shared Drive (P) and also on the Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Operating Officer.

## **Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources**

Massachusetts Earned Sick Time Law – Part I, Title XXI, Ch. 149, Sect. 148C