

PART-TIME EMPLOYEE - PAID SICK TIME POLICY

Policy Number:

Owner Department: Office of Human Resources

Approved Date/Effective Date: July 1, 2017

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

Effective July 1, 2017, the [Arizona Fair Wages and Healthy Families Act](#) requires employers to provide all employees at least 40 hours of paid sick time per year to care for themselves or a family member. This policy is to identify the paid sick time for part-time employees.

II. POLICY STATUS

New

III. SCOPE/KEY STAKEHOLDERS

Part-time employees to include Staff, Adjunct Faculty, Teachers Assistants, FWS student workers and Temporary workers.

IV. DEFINITION(S)

Year: SCNM Fiscal Year (October 1 – September 30)

Part-time Employee: scheduled workweek of less than 40 hours

FWS: student worker awarded Department of Education (ED) Federal Work Study Funding through SCNM Financial Aid Office

Paid Sick Time (PST): time that is compensated at the same hourly rate and with the same benefits, as the employee normally earns during hours worked

Family Member (for purposes of this policy):

- Children of any age (including biological, adopted, or foster children, legal wards, children of a domestic partner, or children for whom the employee stands *in loco parentis*);
- Parents (including biological, foster, stepparents or adoptive parents or legal guardians of the employee or the employee's spouse or domestic partner, including persons who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child);
- Spouse or a registered domestic partner
- Grandparent, grandchild or sibling (whether biological, foster, adoptive or step) of the employee or the employee's spouse or domestic partner, or
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

PART-TIME EMPLOYEE - PAID SICK TIME POLICY

Paid Sick Time may be used for any of the following reasons:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive care.
- Closure of the employee's place of business by order of a public health official or need to care for a child whose school or place of care has been closed by order of a public health official.
- Care for oneself or family member when it has been determined by health authorities or a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease.
- Absence due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - Medical attention needed to recover from injury or disability caused by domestic violence, sexual violence, abuse or stalking
 - Services from a domestic or sexual violence program or victim services organization
 - Psychological or other counseling
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
 - Legal services related to the domestic violence, sexual violence, abuse or stalking.

Reasonable Documentation: A note signed by a health care professional. For paid sick leave taken for domestic violence reasons, a police report, court order, signed statement from a domestic violence services organization, signed statement from an attorney, clergy member, doctor, or the employee's own written statement.

V. POLICY ITEMS

A. Paid Sick Time Guidelines

Upon hire, all part-time (including temporary and seasonal) SCNM employees will begin to accrue one hour of paid sick time for every 30 hours worked. Employees may accrue a maximum 40 hours paid sick time per year. All unused, earned PST carries over to the following year, however, use of earned PST is capped at 40 hours per year. Employees are eligible to begin using accrued paid sick time after 90 days of employment.

Employees must use paid sick leave in a minimum of one-hour increments.

When unable to report to work due to illness or for one of the reasons listed above, employees must give their supervisor reasonable advance notice of the need to use paid sick leave and shall make a reasonable effort to schedule the use of the paid sick leave in a manner that does not unduly disrupt the Company's operations. If

PART-TIME EMPLOYEE - PAID SICK TIME POLICY

reasonable advance notice is not possible, employees should contact their supervisor as soon as practically possible and prior to the beginning of their shift, if possible. An employee’s request for paid sick leave may be made orally, in writing, by electronic means, or by any other means acceptable to SCNM. When possible, SCNM may require the employee’s request to include the expected duration of the absence.

SCNM may require reasonable documentation that leave is being used for one of the purposes outlined above when the employee takes three or more days of consecutive paid sick leave.

Paid sick leave will not be used in the calculation of hours worked for purposes of overtime. SCNM does not pay out unused paid sick time upon termination of employment. Employees who are rehired within nine months of separation from employment may be eligible for reinstatement of previously accrued paid sick time. Reinstated sick time will be available for immediate use upon rehire.

Paid sick time under this policy may run concurrently with leave taken under other applicable policies, including leave taken under the Family and Medical Leave Act (FMLA).

Employees who are denied needed paid sick time for one of the purposes listed in this section should contact the Office of Human Resources for an individualized review.

VI. RESPONSIBILITY FOR IMPLEMENTATION

Office of Human Resources

VII. RELATED POLICIES

N/A

VIII. RELATED DOCUMENTS

Employee Handbook

IX. NEXT REVIEW DATE

N/A

X. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	Presidents Council/6/28/17	07/01/2017	
2			

XI. POLICY AUTHOR/CONTACT

Office of Human Resources