From Rev. Andy 6.24.2019:

The sick leave policy has been rewritten. Here’s a summary of the changes written by Nancy H.:

The sick leave benefit for full-time regular employees was changed in three ways:

1. Sick leave cannot be used until the ninetieth calendar day after commencing employment.  (Old Policy: Employee could use it as soon as it was accrued.)

2.  One month of sick leave will be earned on the first day of employment and every month thereafter on the first day of the month.  (Old policy:  Employee earned one month of sick leave if on the payroll for 15 or more calendar days in the month.)

3. The Fair Wages and Healthy Families Act list of acceptable uses of sick leave is a little more expansive than what may have been allowed under the original VUU policy.

This policy is FYI only; we do not need to approve this as it is employee policy, not Board Policy.

I pulled this from a website for reference:

Proposition 206, the **Fair Wages and Healthy Families Act**, was a ballot initiative approved in November 2016. This law requires all Arizona employers to provide paid sick leave, effective July 1, 2017.

Arizona employees will begin accruing paid sick time beginning on **July 1, 2017** or on the employee’s start date, whichever comes later.

Employees may use their accrued sick time for themselves or to take care of family members.

Sick leave can be used for the following:

* Medical care or mental or physical illness, injury, or health conditions.
* Circumstances relating to public health emergency or communicable disease exposure.
* Absence due to domestic violence, sexual violence, abuse, or stalking.

**VUU Revised policy:**

**Sick Leave:** Paid sick leave shall accrue and paid time off shall be granted in accordance with Arizona’s Fair Wages and Healthy Families Act. An employee will begin earning sick leave on the first day of employment and be eligible to use it, in hourly increments. Accrued sick leave may be carried over from one year to the next; total sick leave accrued may not exceed the limits listed below. An employee may use earned paid sick time as it is accrued, except that employee must wait until the ninetieth calendar day after commencing employment before using accrued earned paid sick time.

Accrued sick leave will not be paid to an employee upon separation.

An employee desiring to use sick leave must give appropriate notice to the supervisor. When the use of earned paid sick time is foreseeable, employee shall make a good faith effort to provide notice to the employee’s supervisor of the need for such time in advance of the use if the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt employer’s operations.

Sick leave may be used for any purpose outlined in Arizona’s Fair Wages and Healthy Families Act.

“Exempt” refers to employees who are exempt from the federal Fair Labor Standards Act’s overtime pay requirements. “Non-exempt” refers to employees who are eligible for overtime pay under the federal Fair Labor Standards Act.

Full-time exempt and non-exempt regular employees working 40 hours per week

One month of sick leave (6.67 hours) will be allotted on the first day of employment and on the first day of each month thereafter.

6.67 hours of sick leave will be earned per month

80 hours of sick leave is maximum allowed accumulation in one calendar year

160 hours of sick leave is maximum allowed accumulation at any one time

Part-time exempt and non-exempt regular employees working 30 hours or more per week

\*\*Exempt employees

Number of hours worked per week will be defined in employee’s letter of employment.

.0385 hour of sick leave will be earned per hour of work

60 hours of sick leave is maximum allowed accumulation in one calendar year

120 hours of sick leave is maximum allowed accumulation at any one time

\*\*Non-exempt employees

.0385 hours of sick leave will be earned per hour of work

60 hours of sick leave is maximum allowed accumulation in one calendar year

120 hours of sick leave is maximum allowed accumulation at any one time

Part-time exempt and non-exempt employees working less than 30 hours per week

\*\*Exempt employees

Number of hours worked per week will be defined in employee’s letter of employment.

1 hour of sick leave will be earned per 30 hours of work

40 hours of sick leave is maximum allowed accumulation in one calendar year

40 hours of sick leave is maximum allowed accumulation at any one time.

\*\*Non-exempt employees

1 hour of sick leave will be earned per 30 hours of work

40 hours of sick leave is maximum allowed accumulation in one calendar year

40 hours of sick leave is maximum allowed accumulation at any one time.