



Sick, Vacation, Holiday, & Attendance Policy

We regularly audit and analyze our processes and offerings. The goals are to:

1. Ensure fair and compliant best practices
2. Increase standardization to support “One Trust”
3. Continuously live our Cultural Compasses

Across All States

• Sick Time

- We offer sick time for all full-time, part-time, and non-agency* temporary employees
 - (1) hour is earned for every (30) hours worked
 - Begins accruing on day 1 (your hire date)
 - May be used as soon as earned (**in .5 hour/30 minute increments**)
 - Cannot dip into a negative balance
 - Rolls-over into a new year
 - Not payable upon termination
 - Accrual caps vary by state law. Please consult your local HR representative for support.
 - **We verify that all contracts with temporary agencies are in compliance with state paid sick leave laws. This means that if you are on assignment with The Management Trust through a staffing service, then we have verified your agency provides you with the appropriate amount of sick time.*
- If you are sick for (3) or more days, a medical care provider’s note, either clearing you for full-duty or indicating restrictions, will be required before you return to work
 - The Management Trust reserves the right to request proof via a medical care provider’s note of illness, injury/accident, or any disability that impacts your ability to perform the essential functions of your job

• Vacation

- We offer vacation to all full-time employees (working 30 or more hours per week)
 - Earning schedule
 - 0-61 months of service completed = 3.34 hours/pay period
 - 62-121 months of service completed = 5 hours/pay period
 - 122 months-on of service completed = 6.67 hours/pay period
 - Note – we have (24) annual pay periods
 - Begins accruing on day 1 of the next full pay period
 - Note – If a new hire starts on the first day of a pay period, then accrual also begins on that day
 - May be used as soon as earned (**in .5 hour/30 minute increments**)
 - Cannot dip into a negative balance
 - Rolls-over into a new year
 - Accrual cap is 1.5x your current accrual rate
- Vacation accrual is paused while employees are on unpaid leave of absence (LOA)

- The Management Trust reserves the right to approve or deny vacation requests due to business need
- **Holiday Pay**
 - For full-time employees, we pay (8) hours of regular pay on a holiday, plus any time worked on that holiday
 - For part-time employees, we pay based on the number of normally scheduled hours (i.e. 4), plus any time worked on a holiday
 - Employees on unpaid leave of absence (LOA) are not eligible for holiday pay
- **Please Note**
 - Certain Association employees may have grandfathered/slightly different sick, vacation, and/or holiday benefits. Please consult your local HR representative for support.
- **Attendance**
 - As a valued member of our team, you are expected to be present in order to contribute to the success of The Management Trust, including the success of fellow employees, clients, and vendors. If you will be late or absent then you must provide reasonable advance notice directly to your supervisor. In the case of an emergency please contact your supervisor as soon as possible. If you cannot reach your supervisor, then please contact a member of Human Resources to relay the message. Reminder to contact us each day that you will be late or absence.
 - If you are absent for (3) consecutive days without alerting The Management Trust, then you will be deemed to have voluntarily abandoned/resigned from your job

Sick Leave In California*

(*applied Trust-wide, except where required to differ per state law)

All employees in California who are unable to report to work due to illness or injury must provide reasonable advance notice directly to his/her supervisor. If you cannot reach your supervisor, then please contact a member of Human Resources to relay the message. Reminder to contact us each day that you will be late or absent.

In compliance with California Labor Code 246, an employee who, on or after July 1, 2015, works in California for the same employer for (30) or more days within a year from the commencement of employment, is entitled to paid sick days at a rate of (1) hour per every (30) hours worked. In California, we cap the annual accrual of sick leave at (48) hours. These hours begin accruing on your hire date, may be used as soon as earned (in 30 minute increments), and roll-over into a new year. We do not allow employees to dip into the negative balance for sick time, and these hours are not paid upon termination.

Sick leave may be used for the employee's own medical condition or health of a family member: **child** (biological, adopted, foster, step, legal ward, or child to whom the employee stands in loco parentis; this definition of a child is applicable regardless of age or dependency status), **parent** (biological, adoptive, foster, step, or legal guardian of an employee or the employee's spouse, registered domestic partner, or

a person who stood in loco parentis when the employee was a minor child), **spouse, domestic partner, grandparent, grandchild, or sibling.**

Sick leave may be used for illness, preventative care, treatment of an existing health condition, for support as a victim of domestic violence, sexual assault, or stalking. Employees may not be terminated or retaliated against for requesting or using sick leave for the reasons listed above.

Employee Signature: _____ Date: _____

Employee Printed Name: _____