

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Compensation**  
**Section 405 – Sick Leave**

**1. General Information**

- a. See Section 403 – Leave (General) for leave accrual while on unpaid leave.

**2. Policies**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides paid sick leave to all regular full-time, regular abbreviated schedule, and regular part-time employees for periods of temporary absence due to illnesses, injuries, mental health, or medical appointments.
- b. Regular full-time employees will accrue sick leave at the rate of 96 hours per calendar year (8 hours accrued on the first day of each month).
- c. Regular abbreviated schedule employees will accrue sick leave at the rate of 72 hours per calendar year (6 hours accrued on the first day of each month).
- d. Regular part-time employees will accrue sick leave at the rate of 48 hours per calendar year (4 hours accrued on the first day of each month).
- e. Sick leave is calculated on the basis of a “benefit year,” the 12-month period that begins on the employee’s initial hire date.
- f. Sick leave is earned on the last workday of the month for all employees on active pay status on that day.
  - Employees are on active pay status when they are working or on earned leave. Employees on a leave of absence without pay and/or being paid from donated leave are not considered to be on active pay status.
- g. An employee earns sick leave as of the first day of the month following employment, regardless of when he/she starts work.
- h. An employee who is on leave of absence without pay does not accrue sick leave.
- i. Paid sick leave can be used in minimum increments of 15 minutes.
- j. An employee, to include those within their 90-day introductory period, may use sick leave for an absence due to his or her own illness, injury, or medical appointment or that of a child, stepchild, parent, stepparent, grandparent, spouse, spouse’s parent, child or spouse’s step child of the employee.

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Compensation**

**Section 405 – Sick Leave**

- k. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.
- l. Sick leave will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
- m. Employees may accrue and carry over up to a maximum of 960 hours (120 days) at the end of each calendar year. Any hours in excess of 960 at the end of a calendar year will not carry over and will no longer be available for use.
- n. Unused sick leave will not be paid to employees upon termination of employment.
  - Previous hours of accrued unused sick leave may be reinstated (at the discretion of the President) when an employee returns to PFC, and separation was in good standing, within two years of separation from the last workday.

**3. Optional Mental Health Days**

- a. The Partnership believes that mental health is just as important as physical health. We support employees to use sick leave to prevent and address mental health issues.
- b. To help destigmatize mental illness and to promote mental health, the Partnership has established two days in the year that all staff may use their sick leave to take a mental health day company-wide.
  - i. The Monday after Easter
  - ii. The Friday before Labor Day
- c. These two company-wide mental health days are optional. Employees may choose to use them or work instead.
- d. Taking the Optional Mental Health Day:
  - i. Employees must inform and discuss their intent to take the day with their supervisor.
  - ii. Employees must use their own sick leave for the day.
  - iii. Employees should consult with their supervisor to ensure that their total weekly hours equal 40.
- e. Working on an Optional Mental Health Day:
  - i. The Partnership will treat the optional mental health day as a closure for normal business operations. The building will remain open for tenants and their clients.
  - ii. Employees who choose to work, must follow these guidelines:
    - 1. Discuss with your supervisor in detail what you will work on and where you will

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Section 405 – Sick Leave**

work.

2. The nature of work should be oriented toward individual tasks, projects or assignments.
3. Employees should refrain from work that requires collaboration out of respect for coworkers who wish to take the day off.
4. Employees may not conduct business travel of any kind.
5. Employees may not schedule external, in-person meetings. You may schedule in-person meetings at the Partnership building or virtual meetings, but be mindful of coworkers who decide to take the day off.
6. In the event of a work-related emergency, please contact HR at 910-826-3075.