

**National Bureau of Economic Research
Austin, TX Sick Leave Policy**

Employees of the National Bureau of Economic Research (“NBER”) based in Austin, TX will accrue one hour of paid sick leave for every thirty (30) hours worked beginning at the commencement of employment (or October 1, 2018, whichever is later) up to a maximum of sixty-four (64) hours of paid sick leave per calendar year. A newly-hired employee must complete sixty (60) days of employment before he or she may use paid sick leave.

Paid sick leave that is earned under this policy may be used for the following reasons (a) to care for or treat the employee’s physical or mental illness or injury, preventative medical or health care, or health condition; (b) the employee's need to care for a family member's physical or mental illness, preventative medical or health care, injury, or health condition; or; (c) the employee's need to seek medical attention, seek relocation, obtain services from a victim services organization, or participate in legal or court ordered action related to an incident of victimization from domestic abuse, sexual assault, or stalking involving the employee or employee's family member. A family member includes an employee's spouse, child, parent, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship.

Employees are requested to give as much advance notice as possible of any leave granted under this policy. Employees may be required to provide documentation from a licensed health care provider for any leave that exceeds three (3) consecutive work days.

An employee is entitled to carry over accrued, unused paid sick leave to the following calendar year, but in no event will an employee be permitted to have a total balance of more than sixty-four (64) hours of accrued, unused sick leave at any time. Employees will not be paid for accrued, unused paid sick leave upon termination of employment. If an employee is rehired within six (6) months of separation, any previously earned paid sick time will be reinstated and the employee is entitled to use earned paid sick time immediately upon the re-commencement of employment.