

**National Bureau of Economic Research
Duluth, Minnesota Sick and Safe Leave Policy**

Employees of the National Bureau of Economic Research (“NBER”) based in Duluth, Minnesota will accrue one hour of paid sick and safe leave for every fifty (50) hours worked beginning at the commencement of employment (or January 1, 2020, 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 a ninety (90)-day period of employment before he or she may use paid sick leave.

Paid sick and safe time that is earned under this policy may be used in the event of an employee’s own mental or physical illness, injury or health condition. This includes the employee’s need for medical diagnosis, care, treatment, or preventative medical care. An employee may also use “sick time” to provide care for a family member with a mental or physical illness, or health condition. This includes care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury, health condition or preventative care. An employee may use “safe time” in the event of an absence due to domestic assault, sexual assault, or stalking of the employee or of the employee’s family member. An employee may use sick and safe time hours for activities such as:

- Medical and psychological counseling
- Relocation, victim services, and other safety planning
- Seeking a restraining order or legal counsel
- Participating in a legal proceeding or filing a police report

For the purposes of this policy, a “family member” includes a child, stepchild, adopted child, foster child, legal ward, child for whom the employee is a legal guardian, spouse, domestic partner, sibling, stepsibling, foster sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, foster grandchild, grandparent, step-grandparent, and 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 up to forty (40) hours of accrued, unused paid sick leave to the following calendar year, but in no event will an employee be permitted to accrue more than sixty four (64) hours of paid sick leave, and in no event will an employee be permitted to use more than forty (40) hours of paid sick leave in any calendar year. Employees will not be paid for accrued, unused paid sick leave upon termination of employment.