

National Bureau of Economic Research Maryland Sick Leave Policy

Employees of the National Bureau of Economic Research (“NBER”) based in Maryland will accrue one hour of paid sick leave for every thirty (30) hours worked beginning at the commencement of employment (or February 11, 2018, whichever is later) up to a maximum of forty (40) hours of paid sick leave per calendar year. A newly-hired employee must complete one-hundred and six (106) 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 mental or physical illness, injury, or condition; (b) to obtain preventative medical care for the employee or the employee’s family member; (c) to care for a family member with a mental or physical illness, injury, or condition; (d) for maternity or paternity leave; or (e) the absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee’s family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking. A family member includes a spouse, child, parent, grandparent, grandchild, or sibling as defined in the Maryland Healthy Working Families Act.

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 thirty-seven (37) weeks 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.