

**National Bureau of Economic Research  
Arizona Sick Leave Policy**

Employees of the National Bureau of Economic Research (“NBER”) based in Arizona will accrue one hour of paid sick leave for every thirty (30) hours worked beginning at the commencement of employment (or July 1, 2017, whichever is later), up to a maximum of twenty-four (24) 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 leave that is earned under this policy may be used for :

1. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
2. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
3. Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
4. Notwithstanding section 13-4439, Arizona Revised Statutes, absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
  - (a) Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
  - (b) Services from a domestic violence or sexual violence program or victim services organization;
  - (c) Psychological or other counseling;
  - (d) Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
  - (e) Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

For the purposes of this policy, eligible family members include an employee's child (regardless of age or dependency, including adopted, foster, step or legal ward, children of a spouse or domestic partner, or children for whom the employee stands *in loco parentis*), spouse, domestic partner, parent (biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or the employee's spouse or domestic partner was a minor child), grandparents, grandchildren, or siblings (including foster, adoptive, or step relationships) of the employee or of the employee's spouse or domestic partner.

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.

In cases of domestic violence, sexual violence, abuse or stalking, one of the following types of documentation selected by the employee shall be considered reasonable documentation:

1. A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking;
2. A protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking;
3. A signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking;
4. A signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization;
5. A signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse or stalking; or
6. An employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes of subsection A, paragraph 4 of this section. The employee's written statement, by itself, is reasonable documentation for absences under this paragraph. The written statement does not need to be in an affidavit format or notarized, but shall be legible if handwritten and shall reasonably make clear the employee's identity, and if applicable, the employee's relationship to the family member.

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 use more than twenty-four (24) hours of

paid sick leave in any calendar year. Employees will not be paid for accrued, unused paid sick leave upon termination of employment. If an employee is rehired within nine 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.