

National Bureau of Economic Research Massachusetts Sick Leave Policy

Employees of the National Bureau of Economic Research (“NBER”) based in Massachusetts will accrue one hour of paid sick leave for every thirty (30) hours worked beginning at the commencement of employment or July 1, 2015, whichever is later), up to a maximum of forty (40) 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 in the event of (a) the employee’s illness or need for preventive medical care, (b) an eligible family member’s illness or need for preventive medical care, (c) the closure of NBER or the school or child care provider of the employee’s child due to a public health emergency or (d) the employee’s need to address the psychological, physical or legal effects of domestic violence, sexual assault, 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, a child of a person who has assumed the responsibility of parenthood), spouse, domestic partner, parent, sibling (including half-siblings, step-siblings and siblings related through adoption), grandchild or grandparent, or the child or parent of an 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 use of earned sick time that:

- i. exceeds twenty-four (24) consecutively scheduled work hours;
- ii. exceeds three (3) consecutive days on which the employee is scheduled to work;
- iii. occurs within two (2) weeks prior to an employee’s final scheduled day of work before termination of employment, except in the case of temporary employees;
- iv. occurs after four (4) unforeseeable and undocumented absences within a three (3)-month period; or
- v. for employees aged 17 and under, occurs after three (3) unforeseeable and undocumented absences within a three (3)-month period.

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 have a total balance of more than forty (40) hours of accrued, unused sick leave in one calendar year, 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.