

**National Bureau of Economic Research
San Francisco, California Sick Leave Policy**

Employees of the National Bureau of Economic Research (“NBER”) based in San Francisco, CA will accrue one hour of paid sick leave for every thirty (30) hours worked beginning ninety days after the commencement of employment up to a maximum of seventy-two (72) 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 leave that exceeds three (3) consecutive work days.

An employee is entitled to carry over up to seventy-two (72) hours of accrued, unused paid sick leave to the following calendar year, but in no event will an employee’s total accrued hours exceed the applicable cap in any calendar year. Employees will not be paid for accrued, unused paid sick leave upon termination of employment.