

**National Bureau of Economic Research
Pittsburgh, PA Sick Leave Policy**

Employees of the National Bureau of Economic Research (“NBER”) based in Pittsburgh, PA will accrue one hour of paid sick leave for every thirty-five (35) hours worked beginning at the commencement of employment (or March 15, 2020, whichever is later), up to a maximum of forty (40) hours of paid sick leave per calendar year. To be eligible, an employee must work in Pittsburgh at least thirty five (35) hours per 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; or (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 a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member’s presence in the community would jeopardize the health of others because of the family member’s exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease. For the purposes of this policy, eligible family members include (1) A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; (2) A biological, foster, adoptive, or step-parent, or legal guardian of an employee or an employee’s spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child; (3) A person to whom the employee is legally married under the laws of any state; (4) A grandparent or spouse or domestic partner of a grandparent; (5) A grandchild; (6) A biological, foster, or adopted sibling; (7) A domestic partner; (8) Any individual for whom the employee has received oral permission from the employer to care for at the time of the employee’s request to make use of sick time.

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 have access to more than forty (40) hours of paid sick leave. Employees will not be paid for accrued, unused paid sick leave upon termination of employment.