

Paid Sick Time Benefit for Non-Benefits Eligible Employees

WHO IS ELIGIBLE

Employees who are non-benefits eligible ARE eligible to earn paid sick time. To be eligible, you must work at least 80 hours in a 120-day period.

Here are a couple examples to illustrate whether you might be eligible for this benefit:

- Organist who plays 2 hours per week at mass is about 8 hours per month. In a 120-day period, 4 months, this person would work roughly 32 hours (8 hours per months x 4 months = 32 hours worked in the 120-day period). This employee has not worked the minimum number of hours to be eligible, 80 hours in a 120-day period, so therefore, this employee is NOT eligible for this benefit.
- Parish staff member works 10 hours per week on miscellaneous clerical work. In a month, this person works roughly 40 hours. In a 120 period, this person works roughly 160 hours (10 hours per week x 4 weeks per month, x 4 months). Therefore, this person DOES meet the minimum requirement of working at least 80 hours in a 120 period and IS eligible for this benefit.
- Any type of paid employee such as a seasonal worker, a substitute teacher, a temporary employee, or any other paid employee is eligible for this benefit. Because they are NOT employees, temporary workers hired through an agency and contractors are NOT eligible.

HOW MUCH PAID SICK TIME CAN BE EARNED

One hour of paid sick time is earned for every 40 hours worked. A maximum of 40 hours is possible to earn in a year. If not used, any accrued but not used time can be carried over the next year with a maximum of 20 hours.

If you are also taking an FMLA approved leave, please speak with your business manager or HR manager, as special rules apply.

WHAT PAID SICK TIME CAN BE USED FOR

Sick time is to be used by an eligible employee or a family member who is ill or injured, receiving medical care, or is the victim of domestic violence, stalking, or if a public health emergency closes a work location, school or daycare. A snow day is NOT considered a public health emergency and cannot be used to take paid sick time.

HOW TO TAKE PAID SICK TIME

Paid Sick Time can be taken in hourly, half day, or full day increments. Time must be used in at least full hour increments.

If you leave the employment of the Archdiocese of Chicago, any accrued time is NOT paid out to you.