


Advanced Sciences and Technologies, LLC

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POLICIES AND STANDARD PRACTICES	APPROVAL FRANK A. VALENTI, PRESIDENT/CEO	EFFECTIVE 09/01/2019		
		SUPERSEDES DATED 10/29/2018		

OFFICE OF PRIME RESPONSIBILITY


Any questions or suggestions regarding this policy should be directed to the Human Resources Department.

1. POLICY

- 1.1 It is the policy of Advanced Sciences and Technologies, LLC (AS&T) to provide sick leave to cover periods of temporary disability resulting from illness or injury which prevents the employee from reporting to work.
- 1.2 Employees are required to call their manager regarding their inability to report to work.
- 1.3 Unused sick time is not reimbursable upon termination.
- 1.4 The affect of sick leave hours on the calculation of overtime/extended work hours is as follows:
 - o NON-EXEMPT EMPLOYEES:
 - Sick leave hours DO COUNT as hours worked.
 - o EXEMPT EMPLOYEES:
 - Sick leave hours DO NOT COUNT as hours worked.
- 1.5 Extended hours and overtime hours may be worked on holidays, but not on sick, vacation and leave of absence days.
- 1.6 The number of hours per day that employees will be paid for sick leave is equal to the number of hours per day stipulated by their pre-approved designated work schedule.
- 1.7 Payment for sick leave will be at the employee's base rate excluding shift differential and lead differential.

2. ELIGIBILITY

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All full-time, part-time and NJ Casual employees, as defined in AS&T's Policy No. 2002, are eligible to participate in the AS&T's Sick Leave Program.

Employees begin to accrue sick time on the first day of hire.

3. **DEFINITION**

AS&T's Fiscal Year: January 1 through December 31.


4. **REPORTING ABSENCES DUE TO ILLNESS/DISABILITY**

An employee who is unable to report to work because of illness or injury will notify his/her manager on the first day of absence prior to 9 a.m., preferably by telephone. After determining the anticipated period of absence, the manager will inform the Human Resource Department if the absence is expected to be for 3 or more consecutive work days.

5. **ACCRUAL RATES**

- 5.1 Full-time (40 hours per week) employees earn up to a maximum of five (5) working days of sick leave with pay during a fiscal year, at the rate of 0.77 hours for each complete week of service.
- 5.2 Part-time employees (30 hours/week to 39 hours/week) accrue sick leave at a rate of 0.577 hours for each complete week of service. Employees earn up to a maximum of 30 hours during a fiscal year.
- 5.3 Part-time employees (20 hours/week to 29 hours/week) accrue sick leave at a rate of 0.385 hours for each complete week of service. Employees earn up to a maximum of 20 hours during a fiscal year.
- 5.4 Casual employees do not accrue sick leave (with the exception of New Jersey Casual employees). NJ Casual employees accrue sick leave at a rate of 1.0 hour for every 30 hours worked. Employees earn up to a maximum of 40 hours during a fiscal year.

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6. GENERAL

6.1 Sickness (absence) Before/After A Holiday

If an employee is unable to report to work (or work his/her designated hours) on the regular work day immediately preceding the holiday or on the regular work day immediately following the day the holiday is observed by AS&T due to illness, that employee may only be paid for the holiday if he/she obtains a letter from the attending physician addressed to AS&T, explaining the illness in detail.

The physician's letter and written request for holiday payment by the employee is to be submitted to his/her immediate Manager. The decision to pay or not pay the individual will be made by the President/CEO based on the justification provided. The letters should then be forwarded to the Accounting Department for processing. The physician's letter and the approved written request from the employee should be sent to the Accounting Department before the timesheet is submitted.


If a decision "Not To Pay" is made, the Accounting Department will notify the employee's manager who will notify the employee.

6.2 Sickness/Disability Plan and Payments

6.2.1 The AS&T's Sick Leave Policy compliments the AS&T's Short Term Disability & Long Term Disability Plan coverage which is available to full-time employees.

6.2.2 An employee may be granted a medical Leave of Absence if he/she is unable to perform his/her job due to sickness or injury. The use of available sick leave may be used if the duration of the illness/injury is less than the elimination period of the disability carrier (seven (7) calendar days). Please refer to the Family Medical Leave Act (FMLA) Policy (Number 3013) for additional information.

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6.2.3 Employees receiving company sponsored disability insurance, Worker’s Compensation, Social Security Benefits, and any benefits payable under state disability laws will not be eligible for sick leave salary.

6.3 Maximum Sick Leave Accrual/Unused Sick Leave

6.3.1 Sick leave may be accrued with no maximum limitation (there is no limit on the amount of hours that can be carried over from one year to the next).

6.3.2 Sick leave will be paid only up to the balance of sick pay available.

6.3.3 Employees will not be reimbursed for unused sick leave upon termination.

6.4 Absence Beyond Accrued Sick Leave Coverage

When an absence due to temporary disability resulting from illness or injury will extend beyond the limits of accrued sick leave, the employee has the option of requesting that he/she be:

6.4.1 Placed on the AS&T’s Short Term Disability/Long Term Disability Plan (if eligible).

6.4.2 Placed on Medical Leave of Absence without pay.


6.5 Sickness after resignation has been tendered

After an employee tenders his/her resignation or within the last two weeks of employment, whichever is longer, employees are not eligible to receive payment for sick leave. If an employee has a sick leave event and is required to take time off, AS&T will not reimburse the employee for the time.

6.6 Reporting Back to Work

6.6.1 **Employee**

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When an employee reports back to work after an absence due to illness or disability he/she will, before beginning work, report to his/her manager and if absence has been for 3 or more consecutive work days he/she will:

- 6.6.1.1 Have available a letter from the attending doctor explaining the illness in detail.
- 6.6.1.2 Obtain and fill out a Return to Work Report.
- 6.6.1.3 Attach the doctor's letter to the Return To Work Report.
- 6.6.1.4 Have the report promptly delivered to the Human Resources Department.

6.6.2 **Supervisor**


When an employee returns to work, after an absence of 3 or more consecutive work days, his/her manager will promptly report to Human Resources Department the time and date of return to work and indicate that the employee is submitting a Return to Work Report (with the doctor's letter). See Return To Work Policy No. 7009.

6.7 Protection Accorded Return to Work Reports

Since the information contained in the report is for the exclusive use of the Director of Human Resources (or designee), it has been classified as "PERSONAL DATA". When the report is in transit between employees and the Human Resources Manager, it should be enclosed in a properly marked and addressed container.

7. **LOSS/REINSTATEMENT OF SICK LEAVE FOR LAID-OFF/REINSTATED EMPLOYEES**

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Employees who were terminated because of reduction in workforce will have their sick time restored if their period of layoff does not exceed their years of continuous (or adjusted) service with AS&T.

8. **EXCEPTIONS**

Exceptions to this policy require the approval of the President/CEO.