



## POLICY AND PROCEDURES # 9 – EMPLOYEE BENEFITS

The Range Manager is the record keeping and approving official for all leave. There are two leave types:

1. Paid Time Off (PTO) - Employees will receive 40 hours of PTO after one full year of employment, and 80 hours of PTO after three full years of employment. PTO must be used in the year it is earned. PTO not used in the year after it accrues will be forfeited. If an employee's employment is terminated other than for cause, he or she may be paid for the PTO not used as of the time of termination at the sole discretion of RSSC. If an employee has a break in employment, a new anniversary date begins if the employee is reemployed. Any time off taken in excess of the authorized PTO will be in a without pay status unless otherwise authorized by RSSC policies. PTO must be scheduled at least 30 days in advance unless there is an emergency.
2. Earned Paid Sick Leave (EPSL)

Beginning 90 days after commencement of employment, employees begin to accrue EPSL. EPSL may be used for:

- A. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care or treatment of mental or physical illness, injury or health conditions; an employee's need for preventative medical care; y health matter, including Doctor's appointments.
- B. 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 condition; care of a family member who needs preventative care;

C. Closure of RSSC's facilities 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 or oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;

D. Absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:

1. Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
2. Services from a domestic violence or sexual violence program or victim services organization;
3. Psychological or other counseling;
4. Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
5. Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic violence, sexual violence, abuse or stalking.

Full-time employees accrue one hour of EPSL leave for every 30 hours worked, up to the maximum of 40 hours per year. Part time employees accrue one hour of EPSL for every 30 hours worked. An employee may use EPSL as it accrues. EPSL may be used in hourly increments and will be carried over from one year to the next, however, employees can only accrue and use up to 40 hours of EPSL per year. A year is counted from the date an employee begins working for RSSC.

If an employee has a break in employment and is rehired within nine months, previously accrued EPSL that had not been used shall be reinstated, and the employee will be entitled to use accrued EPSL and accrue additional EPSL at the re-commencement of employment up to 40 hours per year.

EPSL shall be provided upon the request of an employee. Such request may be made orally, in writing, or by electronic means to the Range Manager. When possible, the request must include the expected duration of the absence.

When the use of EPSL is foreseeable, the employee must make a good faith effort to provide notice of the need for such time to the Range Manager in advance of the use of the EPSL and shall make a reasonable effort to schedule the use of EPSL in a manner that does not disrupt RSSC's operations.

If the need to EPSL is not foreseeable, the employee must make a good faith effort to notify the Range Manager of the need for EPSL as soon as reasonably possible. Such notice may be made telephonically, in writing, or by electronic means.

RSSC will not require, as a condition of an employee's taking EPSL, that the employee search for or find a replacement worker to cover the hours during which the employee is using EPSL.

For EPSL of three or more consecutive days, RSSC may require documentation signed by a health care professional indicating that the earned paid sick time is necessary. In cases of domestic violence, sexual violence, abuse or stalking, it is sufficient for the employee to provide a

copy of a police report, protective order, injunction against harassment, a general court order or other evidence from a court or prosecuting attorney, a signed statement from a domestic violence or sexual violence program or victim services organization, a signed statement from a victim advocate, a signed statement from an attorney, member of the clergy, or a medical or other professional or the employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse or stalking.

No documentation needs to explain the nature of the health condition or the details of the domestic violence, sexual violence, abuse or stalking.

Any time off taken in excess of EPSL will be in a without pay status unless otherwise authorized by RSSC policies.

Employees will not be reimbursed for any unused EPSL upon termination of employment, resignation, retirement or other separation from employment.

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