

## Sick/Safe Leave Policy

New Employees are subject to 15 week probation before eligibility for sick leave begins. During the probation period your hours will be calculated. After the 15 week probation period ends, an employee who works at least 12 hours per week ( a week is Sunday to the following Saturday ) on a consistent basis, which Endless Options defines as working at least 12 IISS hours per week; for 16 weeks over a four consecutive month period of time will be eligible to earn sick/safe leave. A respite service is not consistent and doesn't count toward this accrual. Sick/safe leave will be accrued at a rate of:

One hour of sick/safe leave for every 30 IISS hours documented and verified on your timesheet.

Once you have met these criteria to accrue sick/safe leave any additional weeks throughout the remaining calendar year that you work will be used to calculate your time accrued towards sick/safe leave. If you fail to maintain the eligibility criteria for qualifying: **12 IISS hours per week; for 16 weeks over a four consecutive month period of time. You will not be eligible for earning additional leave. But are still entitled to time accrued.**

Reasons you may no longer qualify for additional sick/safe leave might be:

If your assignment changes (You **reduce your hours or are given a change in clients which causes a reduction in hours**) sick/safe leave will be accrued if you work at least 12 IISS hours for 16 weeks in 4 consecutive months of the calendar year. Once you have met this criterion to accrue sick leave any additional weeks throughout the remaining calendar year that you work will be used to calculate your time accrued towards sick/safe leave.

Since Endless Options is a Title 10 classified employer we are not obligated to grant your request for sick/safe leave time. Our first obligation continues to be our clients and their need for consistency in programming. If management feels granting paid sick/safe leave would jeopardize a client's program objectives as a Title 10 employer we will exercise our right to deny your request. We take our responsibility seriously regarding your rights to paid sick/safe leave and our duty to the client's needs.

### How to Use Paid Leave

**\*\*Endless Options reserves the right to reimburse for leave during no more than 2 shifts (whole or half) in one pay period due to our Title 10 status. The hour time frame will be determined based upon daily hours submitted for IISS services on the technician timesheet, for a single shift. It will be based upon your consistent schedule over a 3 month consecutive period.**

1. Paid sick/safe leave will only be granted when accompanied by a **Request form**, which can be found on our employee page at endlessoptions-md.net. To request sick/safe leave for more than a single shift; in addition to the **Request form** we will need an official **doctor's excuse form** from your attending physician. If either document appears questionable, additional information may be requested before use of sick leave is granted.
2. **Paid sick/safe leave will be limited to a maximum of two shifts per pay period.** A shift will be determined by **the hour time frame that is typically submitted for IISS services on your timesheet, for a single shift.**
3. Failure to submit proper paper work and to provide ample notice when possible to both the family and management of Endless Options will result in your request being denied.

### Definitions and Uses

- 1) **Sick Time:** Time off for employee who is ill and unable to work an entire IISS shift. If the employee is taking 2 consecutive days, a doctor's note is required to support the time.
- 2) **Preventative Care:** For employees who work 20 IISS hours weekly, ½ of a shift may be submitted to attend doctors' appointments. Doctor's notes are required for any hours submitted.
- 3) **Safe Time:** Time off relating to issues of domestic violence affecting the employee or a member of their immediate family (mother, father, sister, brother, child).
- 4) **Vacation Time:** When a technician's student is on an extended vacation that affects 3 or more of the scheduled sessions, a technician may use hours for up to 2 shifts during that week. This may be used only one time per calendar year.\*\*\*The State of Maryland doesn't require that we provide this service, but Endless Options values our employees and, as such, is willing to provide this courtesy.

\*In requesting leave to support a family member you must provide written proof when possible to support your need to provide support.

\*Failure to submit proper paper work and to provide ample notice when possible to both the family and management of Endless Options will result in your request being denied or processed in the following month. **The paperwork is required at the time of the use, not at the end of the month for payroll.**

The "New" House Bill1, the Maryland Healthy Working Families Act became effective as of February 11, 2018. Endless Options is tracking your hours as of that date. Based on Endless Options guidelines for qualifying, qualifying employees will meet criteria by May 11, 2018. Each employee who qualifies will be notified monthly by e-mail of their accrued paid sick and safe

leave. It is incumbent upon each employee to provide a working e-mail that is regularly checked by them. **Failure to do so may result in you not receiving those hours.**

Once you submit proper paper work to the office by e-mail at [endlessoptions@hotmail.com](mailto:endlessoptions@hotmail.com) your request will be reviewed and a response will be sent back to you within 24hours. If this is a time sensitive request of an emergency nature you can call the Administrative Officer, Joseph Lindemon at 443-801-9501 to expedite your request.

Any concerns or request to repeal a management decision regarding requested sick/safe leave should be directed to Joseph Lindemon at the number below. Appeals will only be dealt with over the phone they will not be debated by e-mail or text. Correspondence for appeals that come in by text or e-mail will be deleted.

Joseph Lindemon  
Administrative Manager for Endless Options LLC  
443-801-9501