

## DRAFT PERSONAL PAID LEAVE FOR ALL WORKERS

### Eligibility

Personal leave is provided to all employees regular full-time employees and regular part-time employees who work at least 20 hours per week on a consistent basis.

For record-keeping purposes, RAILS will issue full time employees' and part time employees working 20 hours or more per week personal leave up front on January 1 of every calendar year as detailed below.

Part time employees working less than 20 hours per week will receive personal leave on an accrual basis as detailed below. Personal leave allotment begins upon hire ~~or transfer into an eligible position,~~ as noted above. Personal leave is prorated for new hires based on start date.

**Allotment Rate**      January 1 Distribution of ~~Total~~ Annual Personal Leave

#### Status

Full-time, Part-time 20 hours or more      Full-time employees and part-time employees shall be provided in writing what their anticipated paid leave would be if they accrued at a rate of 1 hour of leave for every 40 hours worked up to a maximum of 40 hours of leave. This leave shall be available for immediate use on January 1 of each year. Should an employee work more hours than anticipated, the employee shall accrue additional hours of leave at the same rate up to a maximum of 40 hours total. RAILS will not diminish or recoup any time in the event that an employee works fewer hours than anticipated. ~~40-37.50 hours /5.3300 days~~ RAILS will award paid leave annually at the beginning of each calendar year (January 1).

Part-time (less than 20 hours)      Part-time employees ~~who are scheduled to work at least 20 hours per week~~ ~~personal time hours~~ are eligible ~~for prorated to~~ accrue personal leave. ~~For example, an employee who works 22.5 hours per week is eligible for 22.5 hours of personal leave (22.5/37.5\* 37.5)~~ RAILS will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of paid leave time for every 40 hours worked. Once the individual employee reaches 40 hours of paid leave time, the employee will stop accruing during that calendar year.

Full-time employee's and part-time employee's working 20 hours or more per week Paid personal days must be taken by the end of the calendar year in which they are received or they will be lost. Part-time employees working less than 20 hours per week paid personal leave shall

roll over from year to year up to a maximum of 80 hours. Part-time employees shall only be allowed to use a maximum of 40 hours of paid leave in any 1 calendar year.

The paid personal day benefit is subject to the following additional rules:

1. To receive payment for personal leave, an employee ~~should~~must notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.

~~2. Although paid personal days may be scheduled for use the day before or after a paid holiday or to extend vacations or weekends, this type of scheduling is dependent upon the advance approval of the supervisor. Consideration will be given to whether or not the hours can be covered by other staff members.~~  
Approval of a leave request shall be based on the operational needs of the Employer. The Employer may decline the leave if leave granted during a particular time period would significantly impact the operations of the Employer. Denials of a leave request will be made in writing.

3. Personal leave will not be paid out upon ~~termination~~separation from employment. Should an employee be rehired within 12 months of separation, they will be credited with the leave they accrued but did not use. Notwithstanding any other section of this policy, this leave will be available for immediate use.

4. The Employer shall maintain records of ~~each at~~ least 3 years of each employee's hours worked for each day in each workweek, the total paid leave that was earned based on the hours worked in the case of part-time employees, the paid leave used in each workweek, requests made for paid leave, written denials, and the remaining paid leave balance for each employee upon separation from employment.

5. At no time will the Employer attempt to recoup any excess used paid leave time from any employee upon separation from employment.

~~Hours per week are based on the employee's offer letter or employee change letter.~~

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Part time employees working less than 20 hours per week will receive personal leave on an accrual basis as detailed below. Personal leave allotment begins upon hire as noted above. Personal leave is prorated for new hires based on start date.

<b>Allotment Rate</b>	January 1 Distribution of Annual Personal Leave
<b>Status</b>	
Full-time, Part-time 20 hours or more	Full-time employees and part-time employees shall be provided in writing what their anticipated paid leave would be if they accrued at a rate of 1 hour of leave for every 40 hours worked up to a maximum of 40 hours of leave. This leave shall be available for immediate use on January 1 of each year. Should an employee work more hours than anticipated, the employee shall accrue additional hours of leave at the same rate up to a maximum of 40 hours total. RAILS will not diminish or recoup any time in the event that an employee works fewer hours than anticipated.
Part-time (less than 20 hours)	Part-time employees are eligible to accrue personal leave. RAILS will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of paid leave time for every 40 hours worked. Once the individual employee reaches 40 hours of paid leave time, the employee will stop accruing during that calendar year.

Full-time employees and part-time employee's working 20 hours or more per week paid personal days must be taken by the end of the calendar year in which they are received, or they will be lost. Part-time employees working less than 20 hours per week paid personal leave shall roll over from year to year up to a maximum of 80 hours. Part-time employees shall only be allowed to use a maximum of 40 hours of paid leave in any 1 calendar year.

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1. To receive payment for personal leave, an employee should notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.
2. Approval of a leave request shall be based on the operational needs of the Employer. The Employer may decline the leave if leave granted during a particular time period would significantly impact the operations of the Employer. Denials of a leave request will be made in writing.

3. Personal leave will not be paid out upon separation from employment. Should an employee be rehired within 12 months of separation, they will be credited with the leave they accrued but did not use. Notwithstanding any other section of this policy, this leave will be available for immediate use.

4. The Employer shall maintain records of at least 3 years of each employee's hours worked for each day in each workweek, the total paid leave that was earned based on the hours worked in the case of part-time employees, the paid leave used in each workweek, requests made for paid leave, written denials, and the remaining paid leave balance for each employee upon separation from employment.

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