



MEMORANDUM
(Supersedes All Previous Versions)

To: Analytic Linguists Working in Vermont under the Service Contract Act under Wage Determination 2012-0012

From: Joseph Citrano, Vice President

Re: Paid Sick Leave

The State of Vermont has adopted a law that entitles employees who work an average of at least eighteen (18) hours per week during a year within the State of Vermont to certain paid sick leave. Eligible employees may earn: (i) up to twenty-four hours of paid sick leave from January 1, 2017 through December 31, 2018 and (ii) up to forty (40) hours of paid sick leave per year after January 1, 2019. The law provides that paid sick leave can be used for the following purposes:

- Care for the employee's own physical or mental illness, injury or medical conditions that requires homecare, professional medical diagnosis or care, or preventative medical care, including diagnostic, preventative, routine or therapeutic health treatment;
- Care for the employee's family member (including a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child) who is suffering from a physical or mental illness, injury or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- Care for the employee's sick or injured family member, including helping that individual obtain diagnostic, preventative routine or therapeutic health treatment, or accompanying the employee's family member to an appointment related to his or her long-term care, including travel to/from an appointment, a pharmacy, or other location;
- Arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's family member who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking;

- The employee needs to care for a parent, grandparent, spouse, child, brother, sister, parent-in-law, grandchild, or foster child, because the school or business where the individual is normally located during the employee's workday is closed for public health or safety reasons.

The Vermont law provides that these employees are entitled to accrue one (1) hour of paid sick leave for every fifty-two (52) hours worked for the Company, up to the maximum accrual amounts (24 hours for the period January 1, 2017 through December 31, 2018 and 40 hours per year commencing January 1, 2019). However, under the law, new employees are not entitled to use paid sick time until they have been employed by the Company for one year and existing employees are not entitled to use paid sick time until January 1, 2018.

Metlang uses a consecutive 12-month period based upon the employee's hire date for purposes of a "year." Under our Company policy, Analytic Linguists working in Vermont under the Service Contract Act under Wage Determination 2012-0012 accrue paid vacation/paid time off ("V/PTO"), which employees are entitled to use for the purposes of paid sick leave, and/or paid sick time as follows:

- two (2) weeks of paid vacation after one (1) year of service;
- three (3) weeks of paid vacation after five (5) years of service; and
- four (4) weeks of paid vacation after fifteen (15) years of service.
- During an employee's initial year of employment, i.e. that time prior to the employee's first anniversary based upon his/her date of hire and during which time the employee would not have otherwise accrued paid vacation time, as set forth above, the employee will be entitled to accrue paid sick leave solely for purposes of the Vermont leave law effective with the employee's date of hire or January 1, 2017 (whichever is later), at the rate of one (1) hour for every fifty-two (52) hours worked up to a maximum of twenty-four (24) hours for the period January 1, 2017 through December 31, 2018 and up to forty (40) hours per year commencing January 1, 2019, solely for the purposes set forth in the Vermont law.

Accordingly, Metlang employees accrue V/PTO, which can be used for sick time reasons specified in the Vermont sick leave law, at a rate that is equal to or more generous than what is required under the Vermont sick leave law.

Metlang employees who work an average of at least eighteen (18) hours per week during a year within Vermont are entitled to use their V/PTO for vacation, personal reasons and for the sick time reasons specified in the law (and outlined above). However, Vermont employees are not entitled to additional paid time off under the Vermont law, on top of the V/PTO accrued under Company policy. Time taken for sick leave purposes under the law will count against the employee's V/PTO or sick time, as applicable.

Employees who are eligible for sick leave under the law will receive written notice of their rights. A copy of this notice will be posted in the nearest Metlang admin office and on our website www.metlang.com under the forms section.

If an employee at the end of a calendar year does not accrue as much V/PTO as he/she has used during that year, the employee's vacation or sick leave accrual for the following year will be reduced to the extent of such overuse, to the extent permitted by law.

Notice of the need to use V/PTO for purposes of illness of the employee or the employee's family member shall be provided before the start of the employee's shift on the day such leave is required, if possible. If circumstances beyond the employee's control prevent such notice, the employee shall be required to provide as much notice as possible.

Employees who need to use V/PTO, for any of the other purposes outlined in the Vermont sick leave law, must provide seven (7) calendar days' notice before the requested day off in the case of foreseeable situations, and as soon as practicable in unforeseeable situations.

If an employee is absent for more than three (3) consecutive work days, for any of the purposes outlined in the Vermont sick leave law, the Company may require reasonable documentation from the employee's medical provider that the use of V/PTO for the purposes of sick leave was authorized, to the extent permitted by law. The Company may also require the employee to submit written confirmation that the employee used paid sick leave under this policy for one of the purposes outlined in the law.

The use of V/PTO for vacation or personal reasons must be requested no less than one (1) month in advance of the need for such leave. In such case, vacation time will generally be approved on a first-come, first-serve basis.

V/PTO (whether taken via paid vacation time or sick time) may be taken in no less than one (1) hour increments (for example if an employee needs to come in late after a doctor appointment).

Metlang prohibits retaliation against any employee who uses sick time, or who otherwise exercises their rights under the any applicable sick leave law.

More information for Vermont employees can be found at:
<http://labor.vermont.gov/learn-more-about-vermonts-new-earned-sick-time-law/>

Please direct any questions to me at: Jcitrano@metlang.com

Thank you.

