



Metropolitan Interpreters and Translators

**MEMORANDUM**

(Supersedes all previous versions of this memo)

To: Connecticut Hourly Employees Who Do Not Work under the Service Contract Act

From: Joseph Citrano, Vice President

Re: **Paid Sick Leave**

The State of Connecticut has adopted a law that entitles all employees who work within the State of Connecticut (whether they are full time, part time, temporary or seasonal) with up to forty (40) hours of paid sick leave from assignments in Connecticut. Eligible employees can take Connecticut paid sick leave for the following purposes:

- (1) Care for the employee's child, spouse, parent, or parent of a spouse, 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;
- (2) Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;

Eligible employees may also use paid sick leave if the employee is a victim of family violence or sexual assault:

- (1) for medical care or psychological or other counseling for physical or psychological injury or disability;
- (2) to obtain services from a victim services organization;
- (3) to relocate due to such family violence or sexual assault;
- (4) to participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

The Connecticut law provides that these employees are entitled to accrue one (1) hour of paid sick leave for every forty (40) hours worked for the Company, up to a maximum of forty (40) hours of paid sick leave per year. Metlang uses a consecutive 12-month period based upon the employee's hire date for purposes of a "year." Under our Company policy, Metlang's hourly employees who are not working under the Service Contract Act paid sick time as follows:

- Hourly employees are entitled to accrue paid sick leave solely for purposes of the Connecticut sick leave law, effective with the employee's date of hire, at the rate of one (1) hour for every forty (40) hours worked up to a maximum of forty (40) hours per year. However, employees in their initial year of employment may not begin to use their accrued sick time until completing six hundred eighty (680) hours of employment.
- Hourly employees with unused accrued sick time at the end of the year can rollover up to forty (40) hours to the new year. However, employees may not use more sick time than they would otherwise accrue in a single calendar year, as set forth above. The rollover provision allows employees to use paid sick time at the start of a year where they might not yet have accrued such time.
- Salaried employees accrue one (1) week of paid sick leave in addition to their allotted vacation time (vacation time can be used for the purposes of sick leave) after one (1) year of service.
- During a salaried 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 or sick time as set forth above, the employee will be entitled to accrue paid sick leave solely for purposes of the Connecticut sick leave law, effective with the employee's date of hire, at the rate of one (1) hour for every forty (40) hours worked up to a maximum of forty (40) hours in this initial year of employment. However, employees in their initial year of employment may not begin to use accrued sick time until completing six hundred eighty (680) hours of employment.

Accordingly, Metlang employees accrue paid vacation and/or sick time at a rate that is equal to or more generous than what is required under the Connecticut sick leave law (i.e., the law provides for accrual of one (1) hour of paid sick time for every forty (40) hours worked).

Metlang employees who work in Connecticut are entitled to use their accrued paid vacation time for vacation, personal reasons and for the sick time reasons specified in the law (and outlined above). However, Connecticut employees are not entitled to additional paid time off under the Connecticut law, on top of the paid vacation and/or sick time accrued under Company policy. Time taken for sick leave purposes under the law will count against the employee's paid vacation 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 is posted in the nearest Metlang admin office and can be found on our website [www.metlang.com](http://www.metlang.com) under the forms section.

If an employee at the end of a calendar year does not accrue as much paid leave 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. If an employee's employment is terminated for any reason, other than job elimination, after taking more paid leave than was earned, this will be treated as a wage advance, which the Company can deduct from the employee's final paycheck subject to the provisions of State Law.

Notice of the need to use paid vacation or sick time 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 paid vacation or sick time, for any of the other purposes outlined in the Connecticut 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 Connecticut sick leave law, the Company may require reasonable documentation from the employee's medical provider that the use of sick time was authorized. 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 vacation time 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.

Sick time (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 Connecticut sick leave law.

More information for Connecticut employees can be found at:  
<http://www.ctdol.state.ct.us/wgwkstnd/sickleave.htm>

Please direct any questions to me at: [Jcitrano@metlang.com](mailto:Jcitrano@metlang.com)

Thank you.