



NRI Sick Leave Policy

This is NRI Staffing Resources' Sick Leave Policy based on the laws enacted by the District of Columbia (DC), Montgomery County, Maryland (MC) and Maryland (MD). The policy is subject to change at any time.

Employees covered by this policy are NRI employees assigned to work at an NRI client in the District of Columbia or Maryland.

- Leave earned while working in DC can only be used while working in DC.
- Leave earned while working in MC or any other part of MD, can be used while working anywhere in Maryland. The maximum amount of leave that can be used will be determined by where you are working, rather than where in Maryland it was earned.

Sick leave is paid time off used for the reasons listed below:

In DC, MC and MD

- To care for you or a family member's mental or physical illness, injury, or condition
- To obtain preventive medical care for you or a family member
- For the birth of a child or for the placement of a child with you, for adoption or foster care
- Absence from work due to domestic violence, sexual assault, or stalking committed against you or a family member to obtain medical, social or legal services

In MC and MD only

- For maternity or paternity leave
- To care for a newborn, newly adopted, or newly placed child within one year for a newborn or adoption or placement

In MC only

- When your place of business or when a family member's school or child care center is closed by a public health official due to a health emergency

Leave is accrued based on the following:

- This policy is administered on a calendar year basis.
- Accrual begins on the first day of work, but cannot be used until after the probationary period for the specific location.
- Accrual is based on hours worked; specifically, but not limited to Regular and Overtime. Time paid for leave (such as holidays, sick time, etc.) is not considered hours worked.
- After an absence of one year from working in the any specific location where you have leave, your leave will be forfeited. This applies even if you are working for NRI in a different location.
- DC accrual details
 - Probationary Period: 90 days. Leave cannot be used until this period is complete.
 - Accrual Rate: 1 hour for every 43 hours worked
 - Maximum Accrual per Year: 40 hours
 - Maximum Eligible for use per year 40 hours
 - Maximum Carryover per year: 40 hours
- MC accrual details
 - Probationary Period: 90 days. Leave cannot be used until this period is complete.
 - Accrual Rate: 1 hour for every 30 hours worked

NOTICE TO EMPLOYEES

New Benefit Available Beginning in July 2020 Information on Paid Family Leave in the District of Columbia

Your employer is subject to the District of Columbia's Paid Family Leave law, which allows covered employees to receive paid time off for qualifying parental, family, and medical events. For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov.

Covered Workers

In order to receive benefits under the Paid Family Leave program, you must have worked for an employer in DC before you experienced a covered event. Your employer should have reported your wages to the Department of Employment Services and paid taxes based on the wages they paid to you. To find out if you are a covered worker, you can ask your employer or contact the Office of Paid Family Leave using the information below. Your employer is required to tell you if you are covered by the Paid Family Leave program. You should receive information about Paid Family Leave from your employer at these three (3) times:

1. At the time you were hired (if you were hired after January 2020);
2. At least once a year starting in 2020; and
3. If (in 2020 or later) you ever asked your employer for leave that could qualify for benefits under the Paid Family Leave program.

Covered Events

There are three (3) kinds of events for which you may be eligible for Paid Family Leave benefits. Each kind of leave has its own eligibility rules and its own limit on the length of time you can receive benefits in a year. No matter how many different types of leave you may take in a year, you may receive no more than **8 weeks** of Paid Family Leave benefits in a year. The three types of leave for which you may receive benefits are:

1. Parental leave - receive benefits to bond with a new child for up to 8 weeks in a year;
2. Family leave - receive benefits to care for a family member for up to 6 weeks in a year; and
3. Medical leave - receive benefits for your own serious health condition for up to 2 weeks in a year.

Applying for Benefits

If you have experienced an event that may qualify for parental, family, or medical leave benefits, you can learn more about applying for benefits with the Office of Paid Family Leave at dcpaidfamilyleave.dc.gov.

Benefit Amounts

Paid Family Leave benefits are based on the wages your employer paid to you and reported to the Department of Employment Services. If you believe your wages were reported incorrectly, you have the right to provide proof of your correct wages. Effective July 1, 2020 through October 1, 2021, the maximum weekly benefit amount is \$1,000.

Employee Protection

The Paid Family Leave program does not provide job protection to you when you take leave and receive Paid Family Leave benefits. However, you may be protected against actions taken by your employer that are harmful to you if those actions were taken because you applied for or claimed Paid Family Leave benefits. When these harmful actions were taken because you applied for or claimed Paid Family Leave benefits, they are known as "retaliation." If you believe you have been retaliated against, you may file a complaint with the DC Office of Human Rights (OHR), which receives complaints at the following web address: www.ohr.dc.gov.

For more information about Paid Family Leave, please visit the Office of Paid Family Leave's website at dcpaidfamilyleave.dc.gov, call 202-899-3700, or email does.opfl@dc.gov.