

SECTION 6.5: PAID SICK LEAVE

The Diocese of Tucson offers two separate paid sick leave programs. The first program is the AZ Paid Sick Leave, in accordance with Arizona Law, which covers all employees regardless of status or hours. The second program is the Diocese of Tucson Sick Leave, which provides additional paid sick time for lay employees hired with scheduled hours of 20 hours or more. The borrowing of sick leave between employees is not permitted. Employees do not receive sick leave during leaves of absences without worked hours. Sick leave is not transferred when an employee resigns from one Diocese of Tucson Affiliated Organization and then is hired by another organization.

Program I: AZ Paid Sick Leave (AZSICK):

In accordance with Arizona law, effective as of July 1, 2017, all employees (including Priests) accrue earned paid sick time (AZSICK) at the rate of one (1) hour for every 30 hours worked. Employees are able to accrue up to a maximum of forty (40) hours of AZSICK per calendar year. Accrual begins on the date of hire. For employees hired after July 1, 2017, accrued AZSICK cannot be used until after 90 days of employment.

AZSICK is paid at the employee's regular rate of pay and may be used in minimum increments of 15 minutes. A maximum of 40 hours of unused AZSICK will be rolled over into the following year. However, employees are limited to using no more than 40 hours per year. Unused AZSICK will not be compensated at the time of separation.

Covered Usage: AZSICK may be used for time off for the employee or for the care of a family member for preventative medical care; having a mental or physical illness, injury, or health condition; or for obtaining diagnosis, care, or treatment for the same. If the employee or a family member is the victim of domestic violence, sexual violence, abuse, or stalking, AZSICK may be used to obtain medical attention, services, counseling, relocation, legal services, or to participate in a civil or criminal proceeding.

AZSICK may be used when the Employer, child's school or childcare provider is closed due to a public health emergency, or to care for the employee or for a family member if it is determined by health authorities or a health care provider that presence in the community may jeopardize the health of others due to exposure to a communicable disease.

Covered Family Members: Family members include your spouse, children (regardless of age), parents, grandparents, grandchildren, and siblings. Family members include those family relations resulting from adoption, foster care, step-relationships, legal guardianships, domestic partnerships, through marriage, and loco parentis status. Family members also include any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship. (Family member is defined broadly to include any member of your immediate family, or any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.)

Required Notice: Employees need to provide reasonable advance notice to the manager of the intent to use AZSICK, and if the absence is unforeseeable, the employee must contact the manager as soon as possible, preferably no later than one (1) hour before the scheduled start time. Please call and speak with the manager directly or leave a detailed voicemail/email/text message. When possible, the notification should include the expected duration of the absence.

If the employee requests three (3) or more consecutive workdays of AZSICK, the employee may be required to provide documentation to verify the need for the absence and qualification for AZSICK. Employees are not required to provide any details concerning the health condition or domestic violence incident for self or the family member. Any information provided must be kept confidential.

Recordkeeping: AZSICK does not count towards the calculation of overtime. Employees who are rehired within nine (9) months of separation will have their prior bank of unused AZSICK reinstated. Employee paystubs will list the available AZSICK amounts, amount of AZSICK taken that year, and the amount of pay the employee has received through AZSICK that year.

The Employer must maintain records of hours worked, wages paid, and AZSICK paid for four (4) years. The Employer is prohibited from discriminating or retaliating against an employee for lawful exercise of AZSICK rights. Employees will not be disciplined for the lawful use of AZSICK, but once AZSICK has been exhausted, the normal rules for unexcused absences will apply.

Payroll Procedure: PayCor will automatically calculate .0334 hours for every hour worked in that pay period and add it to the AZSICK balance. Employees will be able to use 40 hours per calendar year for any of the reasons listed in the law. If the employer is not on PayCor time and attendance the employer will need to manually track AZSICK and keep those records using the timesheet. If the employer is using PayCor time and attendance, the employee may request AZSICK from the benefit dropdown when requesting time off or completing a leave request.

Per current government policy, employees should always complete a timesheet for all hours worked and sign off on all requested paid leave time, which is included in the timesheet. All hours must be entered into the PayCor grid for calculation of pay and AZSICK.

Program II: Diocese of Tucson Sick Leave (DOTSick):

Lay employees hired to work a schedule of 20 hours or more per week will be granted additional paid sick time (DOTSICK) at the rate of 2 hour for every 40 hours worked per week. Employees are able to accrue up to a maximum of sixty-four (64) hours of DOTSICK per calendar year. Accrual begins on the date of hire. DOTSICK cannot be used until after completing 90 days of employment and cannot be used in lieu of vacation.

DOTSICK is paid at the employee's regular rate of pay and may be used in minimum increments of 15 minutes. A maximum of 680 hours of unused DOTSICK will be rolled over into the following year. Unused DOTSICK will not be compensated at the time of separation.

Covered Usage: DOTSICK may be used for time off for the employee or immediate family members for preventative medical care; having a mental or physical illness, injury, or health condition; or for obtaining diagnosis, care, or treatment for the same. In the event of an industrial injury, the employee may use DOTSICK during the first seven (7) calendar days of an absence but cannot use DOTSICK while receiving Workers' Compensation pay.

Covered Family Members: Family members include members of your immediate family (your spouse and dependent minor children under the age of 18). Family members include those family relations resulting from birth, adoption, foster care, step-relationships and legal guardianships.

Required Notice: Employees need to provide reasonable advance notice to the manager of the intent to use DOTSICK, and if the absence is unforeseeable, the employee must contact the manager as soon as possible, preferably no later than one (1) hour before the scheduled start time. Please call and speak with the manager directly or leave a detailed voicemail/email/text message. When possible, the notification should include the expected duration of the absence.

If the employee is seeking to use more than three (3) consecutive workdays of DOTSICK, the employee may be required to provide documentation to verify the need for the absence and qualification for DOTSICK as well as to assure that the employee can safely return to work. Any information provided must be kept confidential. If the employee does not provide the requested documentation, the manager may regard the absence as leave without pay.

Recordkeeping: DOTSICK does not count towards the calculation of overtime. Employees who are rehired within ninety (90) days of separation will have their prior bank of unused DOTSICK reinstated. Unused DOTSICK balances cannot be transferred or carried over from a previous employer to the new employer. Employee paystubs will list the available DOTSICK amounts, amount of DOTSICK taken that year, and the amount of pay the employee has received through DOTSICK that year.

The Employer will maintain records of hours worked, wages paid, and DOTSICK paid for four (4) years. Once DOTSICK has been exhausted, the normal rules for unexcused absences will apply.

Payroll Procedure: PayCor will automatically calculate .05 hours for every hour worked in that pay period and add it to the DOTSICK balance. If the employer is not on PayCor time and attendance the employer will need to manually track DOTSICK and keep those records using the timesheet. If the employer is using PayCor time and attendance, the employee may request DOTSICK from the benefit dropdown when requesting time off or completing a leave request.

Per current government policy, employees should always complete a timesheet for all hours worked and sign off on all requested paid leave time, which is included in the timesheet. All hours must be entered into the PayCor grid for calculation of pay and DOTSICK.