



PSYCHOTHERAPIST, CLINICAL SEXOLOGIST

SAFE AND SICK LEAVE POLICY

Paid Safe and Sick Leave

Dulcinea Pitagora LCSW PLLC (referred to here as the “Practice”) provides employees with paid safe and sick leave. Instead of using an accrual method, Practice provides its employees with safe and sick leave up front.

Front-Loaded Safe and Sick Leave

Employees receive a pro-rated number of hours of safe and sick leave on their first day of employment and subsequently:

- 10 hours at the beginning of each calendar year for employees working 5 hours/week or less;
- 16 hours at the beginning of each calendar year for employees working between 6 and 8 hours/week;
- 22 hours at the beginning of each calendar year for employees working between 9 and 11 hours/week;
- 32 hours at the beginning of each calendar year for employees working between 12 and 16 hours/week;
- 38 hours at the beginning of each calendar year for employees working between 17 and 19 hours/week; and
- 40 hours at the beginning of each calendar year for employees working 20 hours/week or more.

Employees who work more hours than anticipated may be entitled to accrue additional safe and sick leave to ensure they receive the equivalent of one hour for every 30 hours worked up to a maximum of 40 hours. For purposes of this policy, a calendar year is a period of 12 consecutive months from January to December.

Use of Safe and Sick Leave

Employees are eligible to take safe and sick leave immediately. Employees may use all of their accrued safe and sick leave, up to 40 hours per year.

Employees may take sick leave for:

- a. the employee's own preventative care, physical or mental illness, injury, or health condition, or need for medical diagnosis, care, or treatment;
- b. the diagnosis, care, or treatment of an existing health condition of or preventive care for an employee's family member (defined below); or
- c. closure of the employee's place of business or the school or childcare provider of the employee's child by order of a public health official due to a public health emergency.

Employees may take safe leave if the employee or a family member has been the victim of certain covered offenses, including domestic violence, a family offense matter, sexual offense, stalking, or human trafficking (“Covered Offense”), in order to:

- a. obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program for relief from a Covered Offense;

- b. participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family member from future Covered Offenses;
- c. meet with a civil attorney or other social service provider to obtain information and advice on or prepare or participate in a criminal or civil proceeding related to a Covered Offense or related to custody, visitation, matrimonial issues, orders of protection, immigration, housing, or discrimination in employment, housing, or consumer credit;
- d. file a complaint or domestic incident report with law enforcement;
- e. meet with a district attorney;
- f. enroll children in a new school; or
- g. take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the employee or employee's family member or to protect those who associate or work with the employee.

For purposes of this policy, a family member is anyone you consider to be a family member.

If the need for safe and sick leave is foreseeable, the employee should request the time at least seven days in advance, or as soon as possible.

Any employee who must take more than 5 consecutive sick days may be eligible for benefits under Practice's short-term disability or workers' compensation policy.

Confidentiality and Nondisclosure

Practice cannot under this policy require an employee or a healthcare provider or other service provider to disclose the details of any medical condition or covered offense relating to the employee or a family member which requires the employee to take safe or sick leave. Any information which the employee does disclose with respect to a safe and sick leave request, or information contained in a verification or documentation of proper use of safe and sick leave will be treated by Practice as confidential and will not be disclosed except by the affected employee, with the written permission of the affected employee, or as required by law.

Carryover

Employees may carry over up to 40 hours of unused safe and sick leave to the subsequent calendar year, but employees may only use up to 40 hours of safe and sick leave per year.

Safe and Sick Leave at Employment Termination

On termination of employment for any reason, employees forfeit any accrued but unused safe and sick leave.

Administration of This Policy

If you have any questions regarding this policy or if you have questions about safe and sick leave that are not addressed in this policy, please contact Dulcinea Pitagora.

Any employee who abuses this policy will be subject to disciplinary action, up to and including termination of employment.

No Retaliation

Practice expressly prohibits any form of discipline, reprisal, intimidation, retaliation, or discrimination against any individual for requesting or taking safe and sick leave, or filing a complaint for violations of this policy or applicable state or local law.

Practice is committed to enforcing this policy and prohibiting retaliation against employees who request or take safe and sick leave under this policy, or who file a related complaint. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it

immediately to Practice. If employees do not report retaliatory conduct, Practice may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Acknowledgment of Receipt and Review

I acknowledge that I received and read a copy of the Dulcinea Pitagora LCSW PLLC's Safe and Sick Leave Policy.

Signature

Printed Name / Date