



Earned Sick and Safe Time (ESST) Policy

Homeland Healthcare Service Inc is offering Earned Sick and Safe Time (ESST) effective January 1st, 2024. This benefit is available for all employees (PCAs) which are employed and work at least 80 hours in a calendar year. Please see the following important rules related to accruing and using ESST:

- Employees may use ESST paid time off for the following reasons:
 - a. the employee's mental or physical illness, treatment or preventive care;
 - b. a family member's mental or physical illness, treatment or preventive care;
 - c. absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
 - d. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
 - e. when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.
- ESST will be accrued at a rate of **1 hour per 30 hours** worked.
- ESST will be capped in a given year at **48 hours maximum**.
- ESST can only be used according to your earned balance, there will be no advance ESST allowed.
- Unused hours may be carried over to the next year, but only at a maximum of 80 hours.
- Hours cannot be used and paid as overtime.
- Approved ESST leave will be paid at the **regular hourly rate** of pay.
- Balances will be available on each pay stub and **must be tracked by the employee**.
- The following procedure will be followed to approve ESST:
 - a. Check the **balance on your most recent pay stub** for available ESST hours.
 - b. Use the [online form](#) to submit a request.
 - i. Requests must be submitted **7 days prior to date of request**. If requests are submitted less than 7 days, the request is subject to be rejected.
 - ii. Requests including hours greater than your ESST balance earned will be rejected.
 - iii. Accepted requests will be processed on the paycheck corresponding to the service period in which the hours were used.
- If leave is extended to more than 3 consecutive days, employees will be asked to provide reasonable documentation demonstrating the necessity to leave. This may be in the form of a letter from a health care professional or official stating the reasons set forth in this policy.
- If an employee leaves the company or is terminated, **unused hours will not be paid**. If the employee is rehired within 180 days, the unused hours at time of termination will be reinstated.
- Requests may be rejected if the terms of this policy are not followed.