



# **Pine-Strawberry Fire District Compensation and Benefits 4.5**

**Subject: Earned Sick Time**

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**Board Chair Signature & Date:**

*[Signature]* 4/17/2025

## **I. POLICY:**

It is the policy of Pine-Strawberry Fire District (PSFD) to provide earned paid sick time (EPST) according to the guidelines below.

## **II. PURPOSE:**

To ensure compliance with the Arizona Fair Wages and Healthy Families Act by providing members with up to 40 hours of earned paid sick time (EPST) per year.

## **III. SCOPE:**

This policy applies to all reserve, part-time, and temporary members of PSFD who do not qualify for the District PTO policy. The PSFD PTO policy meets the requirements for EPST for PSFD members who meet PSFD PTO policy.

## **IV. DEFINITIONS:**

For purposes of this policy, a family member shall be defined as follows:

- A. A child of any age (biological, adopted, foster, stepchild, child of a domestic partner, a legal ward, or any child to whom the member is in loco parentis or was when the person was a minor).
- B. A parent (a biological, stepparent, adoptive parent, foster parent, or legal guardian of a member or the member's spouse/domestic partner, or a person who stood in loco parentis when the member or member's spouse/domestic partner was a minor child).
- C. A spouse or domestic partner.

- D. A grandparent, grandchild, or sibling (biological, foster, adoptive or step-relationship) of the member or member's spouse/domestic partner.
- E. Any other individual related by blood or affinity whose close association with the member is equivalent to a family relationship.

## **V. PRACTICE:**

- A. Members shall earn 1 hour of EPST for every 30 hours worked, up to a maximum of 40 hours per fiscal year (July 1 – June 30).
- B. EPST shall be paid at the member's normal hourly rate and shall not be counted as hours worked for the purpose of the calculation of overtime.
- C. Eligible members hired after July 1, 2017, shall accrue EPST upon hire but shall not be entitled to use the EPST until the 90<sup>th</sup> day of employment.
  - 1. Prior to 90 days, any sick time shall be taken as leave without pay.
- D. Any unused, accrued EPST shall be carried over to the next fiscal year up to a maximum of 96 hours.
  - 1. Any hours accrued over 96 hours in a fiscal year will be paid to the member in full at the end of that fiscal year.
- E. EPST may be used in the following circumstances:
  - 1. For the member's own medical illness, injury, or health condition, or for care/treatment of such, or for preventative medical care.
  - 2. For the care of a family member with an illness, injury, or health condition, or for care/treatment of such, or for preventative medical care.
  - 3. In the event of closure of the District due to a public health emergency or an member's need to care for a child whose school or place of care has been closed due to a public health emergency, or if the member or a family member has been determined by health authorities to jeopardize the health of others because of exposure to a communicable disease.
  - 4. The purpose of absence needed due to domestic violence, sexual violence, abuse, or stalking, provided that the time away from work is to allow the member to obtain the following assistance for themselves

or a family member:

- a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse, or stalking;
  - b. Services from a domestic violence or sexual violence program or victim services organization;
  - c. Psychological or other counseling;
  - d. Relocation or taking steps to secure an existing home due to domestic violence, sexual violence, abuse, or stalking; or
  - e. Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic violence, sexual violence, abuse, or stalking.
- F. Unused, accrued EPST shall not be paid at the point of termination.
1. In the event that an member separates employment and is later rehired (within nine months), any unused, accrued EPST at the time of the separation shall be reinstated.
- G. In the event of a need for time off for any of the reasons set forth in practice "E" above, the member shall first use any accrued EPST.
1. Upon exhaustion of the member's EPST annual usage and/or accrual, the time shall be without pay.
- H. If the EPST is foreseeable, members shall make a good faith effort to submit a "Leave Request" form to their supervisor at least 2 weeks in advance.
1. Additionally, members shall make a good faith effort to schedule the use of EPST in a manner that does not duly disrupt District operations.
- I. If the member has a need for EPST that is not foreseeable, the member shall personally notify their supervisor as soon as possible, and no later than 2 hours prior to the start of his/her scheduled starting time.
1. If the member is unable to make the notification personally, the member shall designate another person to make the notification on their behalf.
- J. In the event that an member uses 3 or more consecutive scheduled workdays of EPST, the District may require documentation that the EPST has been used for any of the purposes listed in practice "E" above.

1. If the absence is due to the member's or the member's family member's health issue, documentation from the health care provider shall be acceptable.
  2. If the absence is due to domestic violence, sexual violence, abuse, or stalking, the member may provide written documentation from official sources.
- K. Members shall not be requested to explain the nature of the health condition or the nature of domestic violence, sexual violence, abuse, or stalking.
1. Any information the District may receive shall be kept confidential.
- L. In the event the member's use of EPST is also a qualifying event under the ADA, the District has the right to require evidence of disability or a serious health condition in accordance with federal law.
- M. Members shall not be discriminated against or subjected to retaliation for using EPST.
- N. Information regarding member's rights under the Fair Wage and Healthy Families Act is provided on a poster on PSFD bulletin boards for members.
1. Also, information is available on the Industrial Commission website at [www.azica.gov](http://www.azica.gov).

## **VI. RESPONSIBILITY:**

- A. The PSFD Board is responsible for ensuring this policy remains current.
- B. The Fire Chief is responsible for the administration and enforcement of this policy.
- C. Each supervisor is responsible for day-to-day administration of and communicating of PSFD Policies and for ensuring compliance.
- D. All PSFD personnel are responsible for being knowledgeable of this policy and must, as a condition of their employment, adhere to and comply with this policy.

- E. Failure to comply with and/or enforce approved policies and/or standard operational guidelines can result in corrective action, up to and including termination.