



Propel Schools Part Time Paid Sick Time

Definitions

Sick Time: Time provided to all regular Part Time employees for authorized paid absences

Regular Part Time Employee: An individual employed by Propel Schools in a regular, non-seasonal position. This does not include Summer workers and Athletic Coaches.

Procedures

This policy complies with the requirements of the Paid Sick Days Act as published by the City of Pittsburgh. This effective date for this policy is March 15, 2020

All regular part time employees will accrue one hour of paid sick time for every 35 hours worked. The maximum accrual is 40 hours. Sick time will roll over year to year, August through July.

Requests for use of sick time may be made orally but must be submitted to the employee's principal or supervisor, through the Ulti-Pro Time Management system within a timely manner. Failure to submit time off through Ulti-Pro will result in disciplinary actions.

Sick Time may be used in one hour increments.

Employees may begin using time accrued under this policy after 90 days of employment with Propel Schools. Requests for the use of sick time must be made in a timely manner. Requests should be submitted as soon as the need is known by the employee and must be made at least 2 hours before the start of the employee's work day.

Sick Time may be used for the following reasons:

- (1) An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- (2) Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a



family member who needs preventive medical care; or
(3) Closure of the employee’s place of business by order of a public official due to a public health emergency or an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member’s presence in the community would jeopardize the health of others because of the family member’s exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.

For the use of sick time that lasts three (3) or more full consecutive days, Propel may require the employee to present reasonable documentation that the sick time has been used for a purpose covered above. This documentation should be submitted to HR when requested by the Principal or Manager.

Upon Resignation or Termination, unused Sick Time is not paid to employees. If an employee is rehired as a part time employee within 6 months their previous sick day balance is restored. If an employee is rehired as a full time employee within 6 months the greater of their previous sick day balance or the amount listed in the Full Time Personal Time policy is given.

If an employee feels they have been denied their right to use paid sick time, they should contact the Senior Director of Human Resources. Employees that perform work within the city of Pittsburgh have the right to file a complaint with the Mayor’s Office of Equity. For more information or to file a complaint please visit <http://paysickleave.pittsburghpa.gov>.

Propel will not retaliate or discriminate against an employee because the employee has requested to use paid sick time or exercised his/her right to file a complaint with the City of Pittsburgh Office of Equity or a court. Usage of Sick Time given under this policy will not count as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action. unless the employee does not follow the applicable notification and documentation procedures described above.

Approved By	Date
Dr. Tina Chekan	6/12/23
Board of Trustees	6/12/23