



**Human Resource  
Policy**

**Subject: Driver Paid Sick Time**

**Effective Date: Jan 1, 2021**

**Revised Date:**

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Paid Sick Time (PST) applies to all Drivers who are not eligible for PTO. This policy has been created taking into consideration the States with Paid Sick Leave laws. Exceptions made as required.

**Eligibility**

1. Drivers who are not yet eligible for PTO, are entitled to PST.
2. Drivers will earn PST based on an Accrual System.
3. If an employee is rehired within one year, previously accrued and unused PST shall be reinstated.
4. Once a Driver is eligible for PTO, they will no longer be eligible for PST.

**PST Accrual System**

1. PST begins to accrue on the first day of employment.
2. PST accrues at the rate of one hour for every 30 hours worked.  
Example: An employee who works 40 hours in one week accrues 1.33 PST hours for that week
3. PST accrues up to 40 hours in a calendar year; the PST calculation will be prorated for any year in which a partial year is worked. \*
4. Accrued PST will carry over to the following year and is capped at 40 hours. \*

**Use and Scheduling**

1. Drivers may begin using accrued PST after 90 calendar days of employment. \*
2. PST is paid at the current rate of pay.
3. PST is limited to 40 hours per year. \*
4. PST may be used for:
  - a. Employee's own physical or mental illness
  - b. Care for employee's family member who has physical or mental illness
  - c. Yourself or a family member for the diagnosis, care or treatment of an existing health condition or preventive care
  - d. Absence due to domestic violence, sexual violence/assault, or stalking of employee or employee's family member
  - e. Public health emergency
5. PST may be used in hourly increments.
6. Employees are expected to contact a member of the OMT **at least an hour in advance** so that alternate plans to run the campaign may be considered and so that we may advise the client immediately if we are not able to run. It is always best to let OMT know days in advance when possible (i.e. for a scheduled appointment).
7. Employees must notify OMT or HR of their desire to use PST.
8. If two or more sick days are used consecutively, a note from a physician may be required before returning to work.

## Payment Upon Termination

Accrued, unused PST will not be paid out at the time of termination, resignation or retirement.

## \* Exceptions Noted in “Paid Sick Leave Breakdown by State”

See full Driver Paid Sick Time policy at [www.thisishowweroll.org](http://www.thisishowweroll.org)

> Handbook & HR > Benefits > PST

## Paid Sick Leave Breakdown By State

State	Accrual	Max Accrual per Year	Max Usage per Year	Usage Wait Time
Arizona	1 hour / 30 worked		40 hours	Wait 90 days
California	1 hour / 30 worked	48 hours	24 hours	Wait 90 days
Colorado	1 hour / 30 worked	48 hours		As Accrued
Maryland	1 hour / 30 worked	40 hours	64 hours	
Massachusetts	1 hour / 30 worked	40 hours	40 hours	Wait 90 days
Michigan	1 hour / 35 worked	40 hours	40 hours	Wait 90 days
Nevada	0.01923 / 1 worked	40 hours	40 hours	Wait 90 days
New Jersey	1 hour / 30 worked	40 hours	40 hours	
New York	1 hour / 30 worked	40 hours	40 hours	
Rhode Island		40 hours		
Vermont	1 hour / 52 worked		40 hours	Up to 1 year
Washington	1 hour / 40 worked	None		Wait 90 days
Washington D.C.	1 hour / 43 worked	40 hours	40 hours	Wait 90 days