

# Brookline V e r m o n t

## Earned Sick Time Policy

Any employee who works at least 18 hours per week for more than 20 weeks per year who is 18+ years old will accrue 1 hour of paid leave for every 52 hours worked.

Sick leave can be accumulated indefinitely. However, upon termination of employment, whether voluntary, involuntary, or upon retirement, no compensation shall be granted for any unused portion thereof remaining.

An employee can use sick time accrued pursuant to this policy for the following reasons:

- The employee is ill or injured.
- The employee obtains professional diagnostic, preventive, routine, or therapeutic health care.
- The employee cares for a sick or injured family member, including helping that individual obtain diagnostic, preventive, routine, or therapeutic health treatment, or accompanying the family member to an appointment related to that individual's long-term care.
- The employee is arranging for social or legal services or obtaining medical care or counseling for the employee or for the employee's family member, who is a victim of domestic violence, sexual assault, or stalking or who is relocating as the result of domestic violence, sexual assault, or stalking. As used in this section, "domestic violence," "sexual assault," and "stalking" shall have the same meanings as in 15 V.S.A. § 1151.
- The employee cares for a family member because the school or business where that individual is normally located during the employee's workday is closed for public health or safety reasons.

*\*For purposes of this policy, "family member" includes spouse, civil union partner, child, step-child, grandchild, foster child, parent, parent-in-law, grandparent, sibling, or ward of the employee.*

Employees may take earned sick leave that they have accrued in increments of one hour.

If an employee takes sick leave for longer than one (1) day, the employee must notify the Chair of the Selectboard as soon as practicable of the employee's intent to take leave and state the expected duration of the leave. The Chair of the Selectboard may, in

their sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) for three (3) or more concurrent days.

In extremely unusual circumstances, the Chair of the Selectboard may authorize additional use of sick leave.

*Approved by the Brookline Selectboard on July \_\_\_\_, 2025*

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