

Frequently Asked Questions

Sick Time

Q - How do sick time accruals work?

A – For every 30 hours worked, employees will receive 1 hour of sick time.

Example 1: An employee who works 60 hours during week 1 will have accrued 2 hours of sick time.

Example 2: An employee who works 40 hours per week will accrue 1 hour of sick time and the extra 10 hours will carry to the next week. If they work 40 hours the second week, they will accrue 1 hour because they will have 10 hours from the first week plus the first 20 hours of the second week. The remaining 20 hours worked will carry to the next week.

Q – When will sick time start to accrue?

A – Sick time will begin accruing on the first scheduled work day in January of each year for all nonexempt active employees. New hires will begin to accrue on their hire date.

Q – How many hours of sick time am I allowed to use per year?

A – Employees can use up to a maximum of 40 hours of sick time per year.

Q – What happens if I have sick time at the end of the year that I haven't used?

A – Employees have 2 options:

- 1. Get paid out for unused sick time towards the end of December. For 2020, this will take place on pay date 12/23/20.*
- 2. Carryover unused sick time to the new year.*

Q – What happens if I decide to cash out my sick time at the end of the year?

A - For those who cash out their sick time, Haartz will adjust the system to -16 hours at the beginning of January to allow employees to have 2 days to use should they get sick early in the year.

Q – Why do I have a -16 hours in my sick time accruals balance?

*A – Employers who choose to pay out employees for accrued but unused sick time may do so provided they provide 16 hours of unpaid **sick time** until the employee accrues new **paid time**, which must replace the unpaid **time** as it accrues*

Q – If I carryover sick time, will I accrue more hours of sick time during that new year?

A – Yes, employees will continue to accrue sick time, but will not be able to use or be paid for more than 40 hours per year.

Q – What happens to the hours accrued that aren't able to be used?

A - Employees who carryover sick time and don't need to use it will be able to be paid out for the unused sick time at the end of the following year.

Q- What happens to my sick time when I leave the company?

A – Employees will not be paid out sick time when they leave the company.

Vacation Time

Q - How do vacation accruals work?

A – Current employees will start to accrue vacation time beginning on January 1, 2021. Depending on the employee’s length of service at Haartz, they will accrue based on the following schedule:

- *Employees will accrue 1.54 hours per week (10 days per year) until their 4th anniversary.*
- *After their 4th anniversary they will accrue 2.31 hours of time per week (15 days per year) until their 9th anniversary.*
- *On their 9th anniversary they will accrue 3.08 hours per week (20 days per year) until their 24th anniversary.*
- *As of their 25th anniversary they will accrue 3.85 hours per week (25 days per year).*
- *When employees complete thirty (30) years of service, they earn a one-time only bonus of one (1) additional week of paid vacation.*

Q - When will new hires begin to accrue vacation time?

A - New Hires will start to accrue vacation time beginning upon their date of hire.

Q – What if I have vacation time leftover at the end of the year, that I didn’t use? What happens to it?

A – Unused vacation time will be carried over to the following year, unless it is greater than 200 hours. If an employee has more than 200 hours on the books, the amount over the 200 hours will be paid out to the employee. For 2020, this will take place on 12/23/2020.

Q – I was planning to take a vacation in March, but with the new accrual system I won’t have enough time available. Does this mean I can’t take my vacation?

A – Employees can borrow vacation time in advance of accruing it. Whatever an employee will accrue in 1 year is the amount the employee is allowed to borrow. Employees who borrow vacation time will be required to pay it back if they leave the company. HR must have a signed “Authorization for Voluntary Payroll Deduction” form on file to be eligible to use time in advance of accrual,

Q – What is the “Authorization for Voluntary Payroll Deduction” form?

A – It is a form that states employees will need to pay back borrowed vacation time if they leave the company for any reason and have not worked enough time to accrue the amount that was borrowed. If an employee is paid in advance any unaccrued vacation time, the hours will be deducted from their final pay check.

Q- What happens if I don’t sign the “Authorization for Voluntary Payroll Deduction” form?

A – Employees who don’t sign the form will not be permitted to use their vacation time until it is accrued.

Q- How will I be paid if I take a day off and don’t have any accrued time left?

A – With the exception of FMLA and Mass Paid Family Leave, employees will be required to use their vacation time. If time is not yet accrued, it will be borrowed from the time to be accrued.

Q – What happens to the accruals during my anniversary year when I should get an extra week of vacation?

A – Beginning on 1/1/2021, employees will start accruing at the higher accrual rate beginning the year prior to their anniversary date. This will allow the employee to have accrued the full week of vacation time on the official date of hire anniversary date.

Example: Employees who would typically get an extra week at the time of their 5 year anniversary will begin accruing extra time 2.31 hours per week after 4 years so they will have accrued the extra week by their 5 year anniversary.

Q – What if my milestone anniversary date (5, 10, 25 years) is in 2021?

A – On a one-time basis, we are going to make a manual adjustment for any employee with a 2021 anniversary date who would have received an additional week of vacation, on 1/1/2021. A manual adjustment will allow the accruals to catch up to where they would be if the accrual had started the previous year. By doing this, the employee will have received the additional week of vacation time on their anniversary date. Employees who qualify for this milestone event will receive a letter from Human Resources.

Q – What happens to the vacation time I didn't use when I leave the company?

A – Accrued but unused vacation time will be paid out upon termination.

Q – What happens when someone was planning to retire and was counting on getting paid the full year of vacation time when they leave?

A - Employees who worked for Haartz for 20 or more years will receive their full accrual in the year that they are leaving the company in recognition of their long tenure. All accrued but unused time at the date of retirement will be paid to the employee when they leave the company.

Q- Do employees continue to accrue time when they are on an unpaid leave of absence?

A - Employees will only accrue time for hours worked. Time will not accrue when on FMLA, Mass Paid Family Leave or any other leave of absence.

Holiday Policy

Q – What changed in the holiday policy?

A – In order to receive holiday pay, employees must work their scheduled hours on the last scheduled workday before a holiday and the first scheduled workday following the holiday.

Q – I was planning to take a vacation day the day after a holiday. Does this mean I won't get paid for the holiday?

A – If the employee has been approved to take the day off before or after the holiday as vacation, then the employee will receive holiday pay. The vacation day must be approved at least 3 days in advance. If the employee calls in and the day is not approved, the employee will not receive holiday pay.