

## PUERTO RICO

ELIGIBILITY: NON-EXEMPT (HOURLY) EMPLOYEES WORKING IN PUERTO RICO



### PAID SICK AND VACATION LEAVE GUIDELINES

#### Paid Sick Leave – Employee Notice Requirement

- Employee must accrue sick time (see below) before requesting use of sick leave.
- Employee must notify customer and Superior branch representative about his/her illness as soon as possible, but not later than the same day of his/her absence from work (except in cases of acts of force majeure).

Note: Excludes administrators, executives, and professionals. Some customers may choose to pay for all employees.

Sick leave may be used when the employee is sick or unable to work, or has been exposed to a contagious disease that requires the employee to be absent from work in order to protect his or her health or the health of others.

#### Sick Leave Accrual\* Guidelines

- Sick leave will accrue 1 day per month for each month the employee works at least 115 hours.
- Unused sick leave is accumulated for successive years, up to a maximum of 15 days per year.
- Sick leave will be paid using the hourly wage earned by the employee during the month in which the leave was *accrued*.
- Accrued sick leave is **not** required to be paid out upon termination of employment (but may be depending on customer).

Note: No sick leave is accrued during those months in which the employee works less than 115 hours.

#### Paid Vacation Leave – Employee Notice Requirement

- Any vacation time must be approved **in advance** by Customer supervisor. Also notify your Superior branch representative.

#### Vacation Leave Accrual\* Guidelines

- Vacation leave will accrue 1 ¼ days per month for each month the employee works at least 115 hours
- Vacation leave will be paid using the hourly wage earned by the employee during the month in which the leave was *accrued*.
- Vacation leave shall be granted annually, in such a way as not to disrupt the normal operation of the customer.
- Vacation leave shall be enjoyed consecutively; upon Superior's approval, vacation leave may be split if the employee has earned at least 5 days of vacation per year.
- Accrued vacation leave **will** be paid out upon termination.
- Upon written request by the employee, Superior may cash out accrued vacation in excess of 10 days.

Note: No vacation leave is accrued during those months in which the employee works less than 115 hours.

Note: Excludes administrators, executives, and professionals. Some customers may choose to pay for all employees.

\* Time spent using vacation and sick leave is counted as hours worked for purposes of accrual of these benefits.