

Fitwel Paid Sick Leave Policy



Fitwel Paid Sick Leave Policy

This document provides project teams with a policy that can be used as a template and adopted in full to comply with requirements of the Fitwel Paid Sick Leave Policy. Project teams can either use the exact content of this document to establish new policies, or update existing policies by adding any missing components from the below.

A qualifying protocol for paid sick leave must include the following:

1. Implementation

- ☐ when implementing the policy in multi-tenant commercial and residential buildings, the policy must apply to all full-time employees of the areas under the control of the building management.
- ☐ when implementing the policy in single tenant and commercial interior spaces, the policy must apply to all full-time employees of tenant spaces.

2. Short-Term Sick Leave

All full-time employees are entitled to paid short-term sick leave that:

- ☐ employees accrue a minimum of one hour of paid sick leave for every 40 hours of work
- ☐ employees are entitled to use paid sick leave hours prior to accrual.
- ☐ employees are discouraged from coming into the building or space when sick.
- ☐ advanced notice is not required to take paid sick leave.
- ☐ a note from a medical professional is not needed when fewer than three consecutive sick days are taken.

3. Long-Term Sick Leave

All full-time employees are entitled to long-term sick leave that:

- ☐ entitles employees to a minimum of 12 weeks of paid or unpaid sick leave during a 12-month period if experiencing a health condition that hinders ability to perform job duties.
- ☐ entitles employees to a minimum of **one** of the following:
 - flextime (e.g. compressed work week, shifted work week, flexible daily work hours) based on family needs or other considerations
 - telework (working remotely full- or part-time)
 - reduced schedule

4. Retaliation

Employers and/or managers are prevented from retaliating against an employee for requesting or using paid or unpaid sick leave in accordance with the policy.