



## Time Off

**Vacation Time:** Employees receive paid vacation time as outlined below:

EMPLOYEE TYPE	YEARLY TOTAL <sup>1, 2</sup>	ACCRUAL <sup>1</sup>	MAXIMUM BALANCE <sup>1</sup>
Salary (Exempt)	24 days	2 days/month	22 days
Hourly (Non-Exempt) < 2 Years	75 hours	2.885 hours/bi-weekly	75 hours
Hourly (Non-Exempt) > 2 Years	180 hours	6.924 hours/bi-weekly	165 hours

*1 Days/hours are prorated for part-time employees .2 Yearly total based on rolling 12-month period; not calendar year.*

### Sick Time:

EMPLOYEE TYPE	YEARLY TOTAL <sup>1</sup>	ACCRUAL <sup>1</sup>	MAXIMUM CARRYOVER <sup>1, 2</sup>	MAXIMUM BALANCE <sup>1</sup>
Salary (Exempt)	12 days	1 day/month	60 days	72 days
Hourly (Non-Exempt)	90 hours	3.462 hours/bi-weekly	450 hours	540 hours

*1 Days/hours are prorated for part time employees. 2 Unused sick days/hours carryover on January 1.*

Employees receive paid sick time which can be requested for themselves or certain family members as indicated below.

- **Sick:** Employee's own illness or injury.
- **Family:** Staff may use up to 12 sick days (90 hours)1 a year to care for a sick dependent (spouse or child) or seriously ill parent.
- **Sick and Safe Leave:** Rhode Island law requiring employers to provide employees with a minimum number of days to take time away from work for an injury or illness or to care for a close family member with an injury or illness.