

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 05/12/2021, Revised: 1/9/2024
RE: Maine Accrued Paid Sick Leave

Maine employees will accrue sick leave at the rate of not less than one hour for every 40 hours worked, beginning at the commencement of employment or January 1, 2021, whichever is later.

Employees may not accrue more than forty (40) hours / five (5) days of sick leave during each calendar year. Accrued, but unused sick time shall carry over to the following year up to 40 hours. Employees can take no more than 40 hours each year.

All employees may utilize accrued leave beginning on their 120th day of employment.

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. "Family member" for purposes of this policy includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid or medical attention, obtain services or counseling, or participate in safety planning.

When possible, employees should notify their supervisor in advance (no less than one hour) of their need to use available sick leave. Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.

For more information contact Maine Department of Labor at 207-623-7900, email bls.mdol@maine.gov or go to their website www.maine.gov/labor/bls