

# MEMO



**TO:** Field and Part-Time Associates  
**FROM:** Office Management  
**DATE:** 5/1/2023  
**RE:** Puerto Rico Accrued Paid Vacation and Sick

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Eligible Puerto Rico employees that work at least 130 hours per month, are entitled to earn and use up to 96 hours of paid sick time per calendar year and 120 hours of paid vacation time per calendar year.

Sick time will accrue at 8 hours per month and vacation will accrue per month based on years of service (See table below) for employees that work at least 130 hours per month. All Puerto Rico employees may utilize accrued leave beginning on their first date of employment.

Years of service	Accrual per month
Up to 1 year	4 hours
More than 1 year and up to 5 Years	6 hours
More than 5 years and up to 15 Years	8 hours
15+ years	10 hours

Employees may carry over up to 120 hours of accrued, but unused sick time and 240 hours of accrued, but unused vacation time to the next calendar year.

Puerto Rico eligible employees can request to liquidate their vacation leave. Any vacation that has been accrued over 10 days may be liquidated at the request of the employee. The request must be given in writing to HR.

**Accrued sick time 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.

Employees may use paid sick leave to care for family members and others. Qualifying employees can use up to five days of accrued sick leave for:

- The care and attention for reason of illness of the employee's children, spouse, mother, or father.
- The care and attention for reason of illness of minors, persons of advanced age (defined as a person at least 60 years old), or disabled persons of which the employee has custody or is the legal guardian.

This expanded use of sick leave is available as long as the employee maintains a balance of at least five days of sick leave.

Sick leave can be taken in no smaller increments than one (1) hours with a maximum of eight(8) hours per day and when possible, employees should notify their supervisor in advance (no less than one hour) of their need to use available sick leave. A doctor's statement may be requested by the employee's supervisor if 2 or more consecutive days of sick leave has been used. 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. Accrued but unused vacation leave will be paid out 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](mailto:hr@apolloretail.com) or faxed to (800) 783-5540.