

EARNED SICK TIME ACT LEAVE (ESTA) – Part-time

This policy takes effect on January 1, 2025, and supersedes all previous PTO policies for part time employees. For this policy, “year” is defined as the Library’s Fiscal Year (July 1 - June 30). For the first year this policy is in effect, the “year” is from January 1, 2025 to June 30, 2025.

Although EARNED SICK TIME ACT LEAVE (ESTA) begins accruing immediately upon hire, new hires must satisfactorily complete a ninety (90) calendar day introductory period before using any ESTA.

ESTA is accrued at a rate of 1 hour for every 30 hours worked. Accrued and unused ESTA carries forward to the next year. However, no more than 72 hours of ESTA may be used by an employee in any fiscal year and there is no payout option for unused ESTA.

Employees must use all available ESTA to cover missed scheduled time, including any purpose described in section 4 subsection 1 of the Earned Sick Time Act of 2018, before using any unpaid time off. ESTA is used in fifteen-minute increments (0.25 hours) which is the smallest increment we use for payroll purposes. Once exhausted, an employee may request unpaid leave. Unpaid leave may be granted at the Director’s discretion except as required by applicable law.

It is the employee’s responsibility to inform the Library Director or a supervisor when they wish to use ESTA. Foreseeable requests for ESTA must be made at least seven (7) calendar days in advance to allow for schedule adjustments. ESTA requests must be submitted through the online scheduling system, or other approved method. ESTA requests will be approved contingent on the availability of sufficient unused accrued ESTA.

Employees may be requested to provide in a timely manner reasonable documentation that the ESTA was used for a purpose described in section 4 subsection 1 of the Earned Sick Time Act of 2018, under the following circumstances:

- *To confirm appointments for future health-related needs.*
- *When the employee uses sick time on the day before or after a holiday, or during a holiday weekend.*
- *When the employee uses ESTA during the months of June and July.*
- *When the employee misses more than three (3) consecutively scheduled workdays.*

If the employee is required to provide documentation, and if the employee incurs any out-of-pocket expenses in obtaining the documentation, the Library will reimburse the employee for those expenses. A receipt for the out-of-pocket expenses must be provided.

ESTA shall be paid at the same rate as the employee’s normal hourly wage.

If an employee separates from the Library and is rehired within 6 months, any and all earned, unused ESTA will be reinstated and available to the employee for use immediately.

LEGACY CLAUSE: as a fringe benefit, current part-time employees of the Library shall be awarded a one-time starting balance of 12 hours of ESTA Leave of January 1, 2025.