

## Sick Leave

The Port Authority provides paid sick leave to assist with an employee's medical, dental, or vision treatment, and/or recovery from an illness or injury. The Port Authority also provides paid sick leave to support an employee's care for a family member, in connection with a family member's medical, dental, or vision treatment, and/or recovery from an illness or injury, when other arrangements cannot be made for such care.

For purposes of paid sick leave, family members are:

- Spouse
- Child
- Parent
- Grandparent living in the employee's home
- Any person for whom the employee is a legal guardian

The Port Authority provides paid sick leave days for bona fide illnesses, injury, or treatment. Employees shall not use paid sick leave for personal business, vacation, or other purposes, except as may be required in connection with unpaid leave under the LWOP program.

- Sick leave for all employees except firefighter personnel accrues at the rate of 5.65 hours per pay period for up to a maximum of seventeen (17) pay periods per calendar year, and a maximum accrual of 96 hours per calendar year.
- Non-firefighter employees cannot accumulate more than 480 hours of accrued and unused sick leave.
- Sick leave for firefighter employees accrues at the rate of 8.47 hours per pay period for up to a maximum of seventeen (17) pay periods per calendar year, and a maximum accrual of 144 hours per calendar year.
- Firefighter employees cannot accumulate more than 720 hours of accrued and unused sick leave.

Employees are eligible to use sick leave as soon as they have accrued it. Sick leave may not be taken in less than half-hour increments. Employees may request to use vacation time, if available, in conjunction with sick leave.

Except as described immediately below, upon the retirement, layoff, discharge, or death of an employee, the Port Authority pays the employee (or his or her beneficiary, if applicable) for all unused, accrued sick leave time at the employee's then-current pay rate. In addition, except as described immediately below, if an employee submits written notice of voluntary resignation to his or her immediate supervisor or manager and to the Human Resources Department at least two weeks prior to last date of employment, the Port Authority pays the employee for all unused, accrued sick leave time at the employee's then-current pay rate.

If an employee has not completed his or her six month introductory period, or if employment is terminated as a result of an employee's gross or willful misconduct, the Port Authority does not pay for unused accrued sick leave upon termination of employment.

Employees have the option of being paid by the Port Authority at the end of each calendar year for a portion of their unused current-year sick leave accruals, if certain conditions have been met.