



ARIS Solutions
P.O. Box 4409
White River Jct., VT 05001

To: Employers Supported by ARIS Solutions
Date: December 2018
Re: Vermont Earned Sick Time Update

This notice is important. It provides updated information about Vermont Earned Sick Time.

As of January 1, 2019, the Vermont Earned Sick Time Act allows eligible employees to use earned paid Sick Time.

Who is Eligible for Vermont Earned Sick Time?

To become eligible for Vermont Earned Sick Time an employee must be:

- at least 18 years old;
- employed by a specific employer and paid within the year, defined as twelve months from the start of employment, for at least 21 weeks within the twelve-month period; and
- employed by a specific employer and paid an average of at least 18 hours per week during the weeks of active employment within this twelve-month period.

Each quarter (January, April, July, October) ARIS Solutions will review your employee's work history for the past 12 months to determine if the employee has met the requirements listed above. Once the employee is eligible for Vermont Earned Sick Time, he/she will stay eligible for Vermont Earned Sick Time if he/she continues work for you without a break in employment.

How Do I Know if My Employee(s) is Eligible for Vermont Earned Sick Time?

ARIS Solutions will notify you when your employee(s) becomes eligible to earn paid Sick Time.

Earned Sick Time is based on each individual employer/employee relationship. If your employee is employed by more than one employer, he/she will receive a separate notice for each employer when he/she becomes eligible. Earned Sick Time cannot be "rolled over" from one employer to another employer.

How Much Vermont Earned Sick Time Can an Employee Earn?

Eligible employees earn 1 hour of Sick Time for every 52 hours worked. Sick Time is earned in whole hour "units".

Earned Sick Time is based on each individual employer/employee relationship. If you employ more than one employee, you will have a separate Sick Time account for each employee when he/she becomes eligible.

How and When Can an Employee Use Sick Time?

For employees who have met Vermont Earned Sick Time eligibility requirements, Sick Time may be used:

- On or after January 1, 2019;
- After working for you for at least one year, which is represented by 365 days from the first date of work for you paid through ARIS;
- If the employee is currently employed by you;
- For up to 40 hours of Sick Time per year or the actual hours the employee has earned if less than 40;
- In 15-minute increments as requested by the employee and as approved by you as the employer. Only you can approve Sick Time earned for the work that was performed by the employee for you as the employer.

What Can Sick Time Be Used For?

The law allows Sick Time to be used when your employee or their child, parent, grandparent, spouse, or parent-in-law is sick or injured. They can also use Sick Time for other things, like doctors' appointments for themselves or their family members.

To learn more about the Vermont Earned Sick Time Law, including what Sick Time can be used for, you can visit the Vermont Department of Labor's website at <http://labor.vermont.gov/learn-more-about-vermonts-new-earned-sick-time-law/>

Sick Time is not vacation, holiday or severance pay.

How Do I Fill Out a Timesheet for Sick Time?

For payment, Sick Time is entered on a timesheet like submitting any other service. At this time, it must be submitted on a paper timesheet because we are not able to accept Sick Time hours through our e_Timesheet system.

The Service Code to use is: **Sick Time**

You need to include the:

- Date
- Start Time
- End Time

Based on the Sick Time law, the wage that will be paid to the employee is an average of the rates for all the services paid by you to the employee in the last quarter. This rate is calculated by our computer system.

Who Do I Call with Questions?

ARIS Solutions' Customer Services team can answer your questions. We can be reached by calling (800) 798-1658 or by emailing financial@arissolutions.org. Our Customer Service team is available Monday through Friday from 8:00 a.m. to 4:00 p.m.