

ARTICLE IX – LEAVE

Section 9.4 EARNED PAID LEAVE

Accrual of Earned Paid Leave: Effective January 1, 2021, in accordance with the Maine Earned Leave Time Law, employees are entitled to earn a minimum 1 hour of paid leave for every 40 hours worked, up to 40 hours in one year of employment. Accrual of leave begins at start of employment. Earned paid leave will be paid at the employee's regular rate of pay as established in the week immediately prior to taking Earned Paid Leave.

Use of Earned Paid Leave: Once employees have been employed for 120 calendar days, they may use accrued earned paid leave for any reason and can use in increments of 1 hour or more. Employees may carry over up to 40 hours from one defined year (based on the anniversary date of hire) to the next. Employees can use up to 40 hours in any defined year (based on the anniversary date of hire.)

Notice Requirement: Employees must provide at least 4 weeks' prior notice to their supervisor of their intent to use this earned paid leave, unless leave is for an emergency, illness, or other sudden necessity where advance notice may not be feasible. Notice must be given as soon as practicable.

Leave Accrual upon Separation: Unused accrued leave (up to 40 hours) will not be paid to the employee at time of separation.