



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

To: Employees Paid Through 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;
- 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 work history for the past 12 months to determine if you have met the requirements listed above. Once you are eligible for Vermont Earned Sick Time, you will stay eligible for Vermont Earned Sick Time if you continue work for the same employer without a break in your employment.

How Do I Know if I am Eligible for Vermont Earned Sick Time?

ARIS Solutions will notify you when you become eligible to earn paid Sick Time.

Earned Sick Time is based on each individual employer/employee relationship, if you are employed by more than one employer, you will receive a separate notice for each employer when you become eligible. Earned Sick Time cannot be “rolled over” from one employer to another employer.

How Much Vermont Earned Sick Time Can I Earn?

Employees earn 1 hour of Sick Time for every 52 hours worked. Sick Time is earned in whole hour “units”.

If you are employed by more than one employer, you will have a separate Sick Time account with each employer.

It is important to remember that your Vermont Earned Sick Time is based on the employer you work for, not the person for whom you provide care.

How and When Can I 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 your employer for at least one year, which is represented by 365 days from the first date of work for your employer paid through ARIS;
- If you are currently employed by the specified employer;
- For up to 40 hours of Sick Time per year or the actual hours you have earned if less than 40;
- In 15-minute increments as requested by you and as approved by the employer for whom the work was performed.

What Can Sick Time Be Used For?

The law allows you to use Sick Time when you or your child, parent, grandparent, spouse, or parent-in-law is sick or injured. You can also use Sick Time for other things, like doctors' appointments for yourself or your 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 you will be paid is an average of the rates for all the services that you have been paid 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.