Travel Nurse across America is providing paid Sick Leave to its active travelers.

**Definition**
Sick Leave is paid time off used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, a traveler or a traveler’s immediate family member. “Family member” for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. In certain circumstances, Sick Leave may also be used for travelers who are the victims of domestic violence, sexual assault or stalking.

**Accrual**
Sick Leave may be accrued up to a total of 80 hours per year. Accrual begins June 28, 2015, or the first day of a traveler’s assignment, whichever is later. Travelers, including part-time and temporary, will earn one hour of paid Sick Leave for every 30 hours worked. Any unused Sick Leave up to a total of 80 hours can be carried over year-to-year, as long as the traveler’s employment doesn’t lapse for more than one year. Eligibility, accrual and usage details will be available on the landing page of UltiPro. A Traveler will need to log into UltiPro to review this information. Traveler’s login credentials are the same when logging in for Payroll, HR and Sick Leave needs.

**Eligibility**
In order to use accrued Sick Leave, Travelers must be active on assignment on or after June 28, 2015, and must have completed 90 days of employment with TNAA, beginning January 1, 2015. The required 90 days do not have to be continuous.

**Usage**
Once the 90-day eligibility requirement has been met, a traveler can use up to 40 hours of accrued Sick Leave per year. The year is defined as 12 months from the effective date of this policy, if a traveler is active on assignment at the time of the Sick Leave policy implementation, or 12 months from a traveler’s anniversary date. Anniversary date is defined as the assignment start date if a traveler begins after the effective date.

**How to Request/Use Sick Leave**
Travelers requesting time off under this policy should provide as much advanced notice to TNAA as practicable.

Travelers may request the leave via email sickleave@nurse.tv or by telephone--501-604-0332. In your voicemail or email, please provide the following:

- Clearly state your full name
- The last four digits of your Social Security number
- The name of the Client Facility where you are on assignment
- The date of the shift you will be missing
- The number of hours that will be missed
- A contact number to reach you

Sick leave must be requested by Monday at noon CST to be applied on the current payroll. Requests received after that deadline will be applied to the next regularly scheduled payroll. If during the pay period a traveler requests to use Sick Leave and the traveler’s hours worked meet or exceed the regularly scheduled threshold (for example: a traveler is scheduled to work 72 hours in
biweekly pay period, and works six 12-hour shifts or beyond in that time period) we will not charge the traveler’s sick leave bank for that request.

**Travelers must follow the Client Facility policy regarding absenteeism in addition to TNAA Sick Leave request procedures.**

**Rights and Limitations**

- Hours are defined as: regular (includes on-site orientation hours), overtime, call back and holiday hours that are worked.
- Hours that will not accrue for Sick Leave are: “on call”, cancelled shifts, Sick Leave hours, time off credits and any unpaid leave (such as Jury Duty or Bereavement).
- TNAA will pay no Sick leave in advance of accrual.
- Eligible travelers may begin to use paid Sick Leave under this policy in one hour increments, up to a maximum of 40 hours per year which begins 6/28/15 for active travelers and will be based upon anniversary date for all other travelers.
- Travelers must follow the Client Facility policy regarding absenteeism in addition to TNAA sick leave request procedures.
- Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, traveler or a traveler’s immediate family member. “Family member” for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for travelers who are the victims of domestic violence, sexual assault or stalking.
- The company requires travelers to use paid sick leave under this policy in minimum increments of one hour.
- Sick Leave hours do not contribute to overtime
- Unused time under this policy is not payable as a cash benefit at year end or at time of separation. However, travelers who are re-employed with the company within one year of separation (defined as 12 months from the last day of assignment) will have their accrued unused Sick Leave under this policy made available to them. Travelers who are re-employed after one year of separation forfeit any unused Sick Leave and repeat the 90-day eligibility period.
- Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law.
- Paid Sick Leave hours do not contribute toward fulfilling requirements for bonuses, including extra shift incentives, extension bonuses, or facility attendance-based completion bonuses.
- Retaliation or discrimination against an employee who requests paid sick days or uses paid sick dates or both is prohibited. If your facility is in a jurisdiction that is subject to paid sick leave legislation, an employee can file a complaint with the applicable state authority against an employer who retaliates or discriminates against the employee.
- Your rights may vary from state to state.

For more information regarding leave under this policy, contact TNAA’s Human Resource department: hr@nurse.tv