



## CALIFORNIA PAID SICK LEAVE



For employees who work in California who are eligible for sick time under the Sick Pay policy in the Handbook and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the Sick Pay policy in the Handbook and/or any other applicable sick time/leave law or ordinance. Pursuant to the Healthy Workplaces, Healthy Families Act, employees that work thirty (30) or more days in California within a year are eligible for paid sick leave. Employees include full or part time, seasonal, and temporary.

### *Accrual*

Employees begin accruing paid sick leave at the start of employment. Paid sick leave will accumulate at the rate of one (1) hour for every thirty (30) hours worked, up to a total maximum accrual of ten (10) days or eighty (80) hours, however employees may not use more than forty (40) hours of accrued sick time in any calendar year. Accrued paid sick leave carries over from year to year but is subject to the accrual cap of forty-eight (48) hours. For purposes of this policy, the calendar year is the 12 consecutive month period beginning January 1st and ending on December 31st.

### *Usage*

Employees may begin using accrued time after ninety (90) calendar days of employment.

Sick time may be used in minimum increments of two (2) hours.

An employee may not use more than 40 hours of accrued sick time in any calendar year.

Employees may use accrued sick time for absences due to:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee, an employee's family member, or an employee's designated person.
- For an employee who is a victim of domestic violence, sexual assault, or stalking:
  - o To obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child.
  - o To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
  - o To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
  - o To obtain psychological counseling or mental health services related to an experience of domestic violence, sexual assault, or stalking.
  - o To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

For purposes of this policy, "family member" means a child, spouse, registered domestic partner, parent, grandparent, grandchild, sibling, and for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship. A "designated person" means a person identified by the employee at the time the employee requests paid sick days. The Company limits employee to one designated person per 12-month period for paid sick days. A "child" includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in place of a parent (in loco parentis). A "parent" includes a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in place of a parent (in loco parentis) when the employee was a minor child.

### ***Notice and Documentation***

Notice may be given orally or in writing by the employee. If the need for paid sick leave is foreseeable, an employee must provide reasonable advance notification. If the need is unforeseeable, an employee must provide notice of the need for the leave as soon as practicable.

### ***Payment***

Sick time will be paid at the same rate as the employee earns from their employment at the time the employee uses such time, but no less than the applicable minimum wage. Paid sick time is not considered hours worked for computing overtime. Employees will be paid for sick leave not later than the payday for the next regular payroll period after the sick leave is taken.

Unused sick time will not be paid out to employees at separation. If an employee is rehired within one (1) year of the date of termination, any paid sick leave that was forfeited upon termination will be reinstated and available for the employee to use.

### ***Enforcement & Retaliation***

Employees have the right to request and use sick time and may file a complaint for alleged violations of this policy with the Department of Labor. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.