

## Paid Sick and Safe Leave Policy

As an employee of The Company, we want to provide you with the benefit of taking paid time off of work in order to care for yourself or a family member. We know that illnesses and other life events can be unexpected, and we do not want this to disrupt or interfere with your work. As such, we have outlined below our paid sick and safe leave policy. If you have any questions regarding this policy, please contact your supervisor or other designated representative.

### Accrual and Availability

Employees are provided one hour of paid sick and safe leave for every [30/40] hours worked. Paid sick leave is available to all employees, including full-time, part-time, temporary, or seasonal employees. All hours worked by non-overtime exempt employees, including overtime, count towards paid sick and safe time accrual. Overtime exempt employees will not accrue paid sick and safe time for hours worked in excess of a 40-hour work week.

Paid sick and safe leave accrues from the beginning of employment. Accrued paid sick and safe leave may be used beginning 90 calendar days after the start of employment. The accrued hours will be reflected during your typical pay cycle. After the 90-day period, employees are able to use their accrued paid sick leave in accordance with The Company's payroll practices and this policy. At least once a month, the employee will be given notice of the amount of paid sick and safe time accrued since the previous notice, the amount of paid sick and safe time used since the previous notice, and the employee's current, unused paid sick and safe time balances available for use.

Paid sick and safe leave accrues during the calendar year, from January 1 to December 31. There is no cap on the amount of paid sick leave hours accrued during the year. However, employees can carry over a maximum of [40/56/72] hours of sick leave to the next calendar year.

In the event of an employee's termination, resignation, retirement, or other separation from employment, The Company is not required to provide financial or other reimbursement for accrued paid sick and safe time that has not been used by the employee.

In the event The Company quits, sells out, exchanges, or disposes of The Company's business, or the business is otherwise acquired by a successor, an employee will retain all accrued paid sick and safe time and is entitled to use all paid sick and safe time previously and continuing to be accrued for work done within the geographical boundaries of the City of Seattle for the successor employer.

If an employee is transferred to a separate division, entity, or location within the geographic boundaries of the City of Seattle, or transferred out of the geographic boundaries of the City of Seattle and then back to a division, entity, or location within the geographic boundaries of the City of Seattle, all while remaining employed by The Company, then the employee is entitled to all paid sick and safe time previously accrued and continuing to be accrued if the division, entity, or location is within the City of Seattle.

## Authorized Uses

Employees may use their accrued, unused paid sick time to care for themselves or a family member for the following reasons:

- Mental or physical illnesses, injuries, or health conditions;
- The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
- The need for preventive medical care.

For the use of paid sick time for an employee's family member, family member is defined as:

- A child
  - Including a biological, adopted, or foster child, stepchild, a child to whom the employee stands *in loco parentis*, is a legal guardian, or is a *de facto* parent, regardless of age or dependency status
- A parent
  - Including a biological, adoptive, *de facto*, 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 loco parentis* when the employee was a minor child
- A spouse
- A registered domestic partner
- A grandparent
- A grandchild; or
- A sibling.

Employees may use their accrued, unused paid safe time when The Company has been closed by order of a public official for any health-related reason, to limit exposure to an infectious agent, biological toxin, or hazardous material; [Tier 3 only: when The Company's place of business has reduced operations or closed for any health- or safety-related reason]; or when an employee's family member's school or place of care has been closed.

Employees may also use their accrued, unused paid safe time when necessary to address issues related to domestic violence, sexual assault, or stalking. Employees may use their accrued, unused paid safe time to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
- Attend health care treatment for a victim who is the employee's family or household member;
- Obtain, or assist the employee's family member(s) in obtaining, services from a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the

employee's family or household member was a victim of domestic violence, sexual assault, or stalking; or

- Participating, for the employee or for the employee's family or household member(s), in safety planning; temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.

For purposes of leave related to domestic violence, sexual assault, or stalking, family or household member has the following definition:

- Family member: Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.
- Household member: spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons 16 years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons 16 years of age or older with whom a person 16 years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

#### Use and Payment

The Company requires employees to use paid sick and safe leave in increments of one hour or as authorized. Employees will be paid their normal hourly compensation for all paid sick or safe time used. Normal hourly compensation does not include tips, gratuities, service charges, holiday pay, or other premium rates. For employees who use paid sick leave for hours that would have been overtime hours if worked, employees will be paid their standard hourly rate.

Payment for the use of paid sick and safe leave will be made no later than the payday for the pay period in which the paid sick or safe leave was used by the employee. In the event that the paid sick or safe leave was subject to a verification requirement (see below), payment for the paid sick or safe leave will be made no later than the payday for the pay period during which verification was provided to the employer.

When the use of accrued paid sick or safe time is foreseeable, the employee should make a reasonable effort to schedule the use of paid sick or safe time in a manner that does not unduly disrupt the operations of The Company.

#### Reasonable Notice for Use

The Company requires employees to provide reasonable notice if they intend to their use accrued paid sick or safe time. If the absence is foreseeable, then The Company requires the employee to provide notice at least ten calendar days prior to the absence, or as early as is practicable. For example, scheduling a routine medical appointment more than ten days prior to the appointment date should be communicated to The Company in accordance with this provision. Notice must be

given either in writing or verbally to the employee's immediate supervisor. In the event that the employee's immediate supervisor is unavailable, the employee should give notice to the next level supervisor, where possible. If the use of accrued paid sick or safe time is unforeseeable, The Company requires employees to notify their supervisor as soon as possible and before the beginning of their next shift or day of work. In the event that an employee is unable to give advance notice to The Company because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking, the employee or his or her designee must give oral or written notice to The Company as soon as is practicable and reasonable.

The Company does not require documentation that explains the nature of the illness.

For any employee who is not offered health insurance by The Company, The Company and the employee will each pay half the cost of any out-of-pocket expense incurred by the employee in obtaining documentation requested by The Company. These expenses are limited to documentation pertaining to the cost of services provided by health care providers, the services of health care facilities, testing prescribed by health care providers, and transportation to the location where such services are provided. An employee who has declined to participate in the health insurance program offered by The Company is not entitled to reimbursement for out-of-pocket expenses.

The Company will not ask or require as a condition that an employee who plans to take paid sick or safe time search for or find a replacement worker to cover the hours during which the employee uses paid sick or safe time. If your supervisor or other member of management asks or otherwise requires an employee to do so, please contact [contact person].

#### Verification for Extended Absences

For absences exceeding three consecutive days during which the employee is required to work, The Company requires verification that an employee's use of paid sick leave is for an authorized purpose. Any information submitted under this provision will be treated in a confidential manner consistent with applicable privacy laws. The employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

For care of the employee or the employee's family member, acceptable verification may include:

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; or
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to The Company within 10 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

For use of paid safe time of more than three consecutive days for a reason listed above, The Company requires reasonable verification that the employee's use of paid safe time is for an authorized purpose outlined in this policy. Verification must be provided to The Company within a reasonable time period during or after the leave. This requirement for reasonable verification should not result in an unreasonable burden or expense on the employee and may not exceed privacy or verification requirements otherwise established by law. If you believe this verification request violates any of these, please contact your supervisor or other designated representative for further information.

For use of paid safe time in accordance with this policy, acceptable verification may include:

- A notice of reduced operations or closure, or a copy of the notice, in the format that the employee received it;
- An employee's written statement that the employee or the employee's family or household member is a victim of domestic violence, sexual assault, or stalking and that the leave taken was for one of the purposes outlined above;
- A police report indicating that the employee or employee's family or household member was a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating the employee or employee's family or household member from the perpetrator of the act of domestic violence, sexual assault, or stalking, or other evidence from the court or the prosecuting attorney that the employee or employee's family or household member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; or
- Documentation that the employee or the employee's family or household member is a victim of domestic violence, sexual assault, or stalking, from any of the following persons from whom the employee or employee's family or household member sought assistance in addressing the domestic violence, sexual assault, or stalking: an advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional. The provision of documentation under this section does not waive or diminish the confidential or privileged nature of communications between a victim of domestic violence, sexual assault, or stalking with one or more of the individuals named in this subsection.

Upon mutual consent by the employee and The Company, an employee may work additional hours or shifts during the same or next pay period without using available paid sick or paid safe time for the original missed hours or shifts. However, The Company does not require the employee to work such additional hours or shifts. Should the employee work additional shifts, The Company will comply with any applicable federal, state, or local laws concerning overtime pay.

Verification must be provided to The Company within 10 calendar days of the first day an employee used paid safe leave for such purpose.

For any verification required, please note:

- The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law.
- Any information the employee provides will be kept confidential.

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact your supervisor or other designated representative orally or in writing. The employee must indicate that the absence is for an authorized purpose and explain why verification would result in an unreasonable burden or expense on the employee. If an employee chooses to put this in writing, options for doing so include, but are not limited to:

- Completion of the Employee Verification of Authorized Use of Paid Sick Leave form; or
- Sending an e-mail to your supervisor or other designated representative.

Within 10 calendar days of receiving the employee's request, your supervisor or other designated representative will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense. Possible options may include, but are not limited to:

- Company-provided transportation;
- Sharing the cost of getting a note from a medical provider;
- Providing a note of explanation in lieu of other forms of verification; or
- Exempting the employee from the verification requirement based on the explanation provided.

The Company may choose not to pay an employee for paid sick leave taken for such absences until verification is provided. An employee has the right to contact your supervisor or other designated representative if the employee believes the proposed alternative still results in an unreasonable burden or expense.

### Confidentiality and Non-Disclosure

Information provided by an employee or others in support of an employee's request for sick or safe days, including health information and the fact that the employee or employee's family member is a victim of domestic violence, sexual assault, or stalking, that the employee has requested or obtained leave under this policy and any written or oral statement, documentation, record, or corroborating evidence provided by the employee will remain confidential.

Exemptions to this provision only if the information is:

- Requested or consented to by the employee;
- Ordered by a court or administrative agency or,
- Otherwise required by applicable federal or state law.

### Separation and Reinstatement

If an employee separates from employment, there [will/will not] be financial or other reimbursement to the employee for accrued, unused paid sick and safe leave balances available at the time of separation.

The Company will reinstate an employee's previously accrued, unused paid sick and safe leave if it rehires the employee within 12 months of separation.

The Company is not required to reinstate any hours of paid sick and safe leave previously provided to the employee through financial or other reimbursement at the time of separation, as long as the value of the paid sick and safe leave was paid at a rate that was at least equal to the employee's normal hourly compensation for each hour of accrued, unused paid sick and safe leave.

- If the period of time an employee separates from employment extends into the following calendar year, The Company is not required to reinstate more than 40 hours of accrued, unused paid sick and safe leave.

Upon rehire, The Company will provide notification to the employee of the amount of accrued, unused paid sick and safe leave available for use by the employee.

#### Retaliation Prohibited by Law

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. The Company will not discriminate or retaliate against an employee for the lawful exercise of applicable law.

If an employee feels they are being discriminated or retaliated against for the exercise rights, the employee may contact [company point of contact].