

## Paid Sick 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 can be unexpected and a burden of their own, and we do not want this to disrupt or interfere with your work. As such, we have outlined below our paid sick leave policy. If you have any questions regarding this policy, please contact your immediate supervisor or other designated representative.

### Accrual and Availability

Employees are provided one hour of paid sick leave for every 40 hours worked. Paid sick leave is available to almost all employees, including full-time, part-time, temporary, or seasonal employees. All hours that you work, including overtime, count towards your paid sick time accrual.

Paid sick 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 hours of sick leave to the next calendar year.

Accrued paid sick leave may be used beginning 90 calendar days after the start of employment. The accrued hours will be reflected during typical pay cycle. After the 90-day period, employees will be able to use their accrued paid sick leave in accordance with The Company's payroll practices.

At least once a month, the employee will be given notice of the amount of paid sick leave accrued since the previous notice, the amount of paid sick leave used since the previous notice, and the employee's current, unused paid sick leave balances available for use.

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.

### Authorized Uses

Employees may use their accrued, unused paid sick leave hours 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 leave 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 also use their accrued, unused paid sick leave when our office has been closed by order of a public official for any health-related reason; or when an employee's child's school or place of care has been closed by order of a public official for any health-related reason.

Employees may also use their accrued, unused paid sick leave time when necessary to address issues related to domestic violence, sexual assault, or stalking. Employees may use their accrued, unused paid sick leave 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 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 member was a victim of domestic violence, sexual assault, or stalking.
- Participating, for the employee or for the employee's family member(s), in: safety planning; or 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 member has the following definition:

- 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.

### Use and Payment

The Company requires employees to use paid sick leave in hourly increments or as authorized. Employees will be paid their normal hourly compensation for each hour of paid sick leave 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.

Paid sick leave will be paid in accordance with The Company's payroll practices. Employees are entitled to use their accrued paid sick leave in hourly increments or as authorized. Payment for the use of paid sick leave will be made no later than the payday for the pay period in which the paid sick leave was used by the employee. In the event that the paid sick leave was subject to a verification requirement (see below), payment for the paid sick leave will be made no later than the payday for the pay period during which verification was provided to the employer.

### Reasonable Notice

The Company requires employees to provide reasonable notice if they intend to their use accrued paid sick leave 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 leave 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 no later than the end of the first day that the employee takes such leave.

### 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 (necessary or a possible way) 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.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement:

- A written statement that the employee or an employee's family member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation and indicating that the employee or the employee's family member is a victim:
  - An advocate for victims of domestic violence, sexual assault, or stalking;
  - An attorney;
  - A member of the clergy; or
  - A medical professional.

In the event our business, or the employee's child's school or place of care, is closed by order of a public official for any health-related reason, acceptable verification may include:

- Written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care. This can include a news article, listing on a government-run website, or the school's notification.

Verification must be provided to The Company within 10 calendar days of the first day an employee used paid sick 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 their immediate supervisor 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 immediate supervisor

Within 10 calendar days of receiving the employee's request, your immediate supervisor or other designated individual 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 management if the employee believes the proposed alternative still results in an unreasonable burden or expense.

#### 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 leave balances available at the time of separation.

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

Note: The Company is not required to reinstate any hours of paid sick 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 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 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 leave.

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

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for The Company will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

### Retaliation Prohibited by Law

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

The Company does not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

If an employee feels they are being discriminated or retaliated against for the exercise of their rights, the employee may contact their supervisor or other designated representative.