

CALIFORNIA PAID SICK TIME POLICY

A. Eligibility

An employee who works in California for 30 or more days within a year from the commencement of employment is entitled to paid sick leave pursuant to California law (“CA Paid Sick Time”), except this policy does not apply to employees who work in San Francisco, CA or Oakland, CA. Employees receive 3 days or 24 hours of CA Paid Sick Time at the time of hire or July 1, 2015, whichever is later and then another 3 days or 24 hours of CA Paid Sick Time each calendar year (January 1st) thereafter.

Once an employee reaches 90 days of employment, the employee may begin to use their CA Paid Sick Time. Unused CA Paid Sick Time does not carry-over from one calendar year to the next; instead, an employee receives a full allotment of CA Paid Sick Time each calendar year to use during the calendar year.

B. Payment

Eligible employees will receive payment for CA Paid Sick Time at the same wage as the employee normally earns during regular work hours, unless otherwise required by applicable law. Employees may use their available CA Paid Sick Time as outlined below. To be eligible to receive CA Paid Sick Time, employees must provide reasonable advance notice of a foreseeable absence from work for which CA Paid Sick Time will be used. When an employee has an unforeseeable absence, the employee must provide notice as soon as practicable.

C. Usage

CA Paid Sick Time may be used for an employee’s own illness, injury or medical condition or the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or also an employee’s family member. CA Paid Sick Time may be used to seek medical treatment, counseling, social services or relief for an employee who is a victim of domestic violence, sexual assault, or stalking.

For purposes of this policy, “family member” means any of the following: (1) a child which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status; (2) 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 loco parentis when the employee was a

minor child; (3) a spouse; (4) a registered domestic partner; (5) grandparents; (6) grandchildren; and, (7) siblings.

Deductions from CA Paid Sick Time balances will be made from employee CA Paid Sick Time banks based on the actual hours the employee is absent from work due to illness or injury. However, employees are required to use a minimum of two (2) hours for each use of CA Paid Sick Leave. For example, if an employee requests 90 minutes of CA Paid Sick Leave, the employee must record and use two (2) hours of CA Paid Sick Leave; if an employee requests three hours of CA Paid Sick Leave, the employee must record and use three (3) hours of CA Paid Sick Leave. After CA Paid Sick Leave is exhausted, employees will not receive compensation due to illness or injury unless they request and are granted paid leave for which they are eligible under any other Company policy or procedure, or unless otherwise required by applicable law.

D. Notice of Balance

Effective July 1, 2015, available CA Paid Sick Time balances will be shown on employees' itemized wage statements or on a separate written document provided to employees with their paychecks and wage statements.

E. No Payout at Termination Enforcement

The Company will not pay employees for unused CA Paid Sick Time upon termination of employment.

F. No Retaliation

The Company will not discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using CA Paid Sick Time, attempting to exercise the right to use available CA Paid Sick Time, filing a complaint with the state, cooperating in an investigation into allegations of violations of the California paid sick time law.

If employees have any questions regarding this policy, they should contact Human Resources.

G. Timesheets

Time off under this policy should be coded under:

Project: RMG – People Services | Task: T016 (CA Sick Time)