



To: All G4S Employees Working in Massachusetts

From: Maureen DePasquale, Regional Human Resources Manager

Date: August 11, 2020

Re: Massachusetts Sick Pay Law

Attached to this memo, please find the “Notice of Employee Rights for Earned Sick Time under Massachusetts Law” issued by the State of Massachusetts. This is the same document we provided to you during the onboarding process. However, I wanted to provide you with it again during these challenging times as a reminder of your benefits.

This document summarizes your eligibility for earned sick time paid leave pursuant to the laws in Massachusetts effective July 1, 2015.

A brief summary of this law, including clarification of G4S procedures, is provided below:

- G4S must provide up to 40 hours of paid leave every consecutive 12-month period;
- You have a right to use up to 40 hours of paid leave per year for sick leave purposes, which you can use for when the employee or the employee’s child, spouse, parent, or parent of a spouse is sick, has a medical appointment, or has to address the effects of domestic violence.
- You have the right to be free from retaliation for using leave for sick leave purposes.

It is important to understand that as permitted by Massachusetts law, G4S Secure Solutions (USA) Inc. allows employees to use their existing paid leave (e.g., vacation or Paid Time Off (“PTO”)) for sick leave purposes as provided under Massachusetts Earned Sick Time law. Leave taken for either sick leave purposes under the law or other personal reasons, will be deducted from your paid leave bank as taken. Paid leave is allocated to an employee’s leave bank annually on the employee’s anniversary date of hire with G4S unless the site contract or collective bargaining agreement designates a different anniversary date. If you are not already eligible for vacation or PTO under G4S policies (*see* POL-0420 and POL-0401 attached), G4S has provided you with 40 hours of banked sick leave upon hire that you may use for sick leave purposes under Massachusetts law. Newly hired employees are eligible to use this time after 90 days of employment.

Please also note that because G4S provides earned sick time in a lump sum allowance of at least 40 hours at the beginning of your anniversary year (or upon hire), any unused paid sick leave you may have will not be carried over into your next anniversary year unless otherwise required by the site contract or collective bargaining agreement.

If you have any questions or concerns regarding sick leave, or if you believe have been improperly denied the use of sick leave, please contact Maureen Depasquale, HR Manager at 781-425-6800.

Thank you.

Employee Signature _____ Date _____

