

## **Arizona Supplement**

The following policies apply to employees located in Arizona. Employees are also subject to the policies in the 2025 Employee Handbook. In the event of a conflict, the policies in this Addendum govern. Employees with questions about the policies contained in this Addendum or any other matter should contact their Human Resources representative.

### **Notification of Constructive Discharge**

An employee is encouraged to communicate to the Company by contacting the Human Resources Department whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify the Company in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait 15 calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the Company. An employee may be entitled to a paid or unpaid leave of absence of up to 15 calendar days while waiting for the Company to respond to the employee's written communication about the employee's working condition.

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

### **Arizona Earned Paid Sick Time**

**Eligibility.** The Company provides earned paid sick time to employees who work in Arizona. For employees who work in Arizona who are eligible for sick time under the general Paid Sick Time policy 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 general Paid Sick Time policy and/or any other applicable sick time/leave law or ordinance.

**Accrual.** Employees begin accruing earned paid sick time pursuant to this policy at the start of employment. Employees accrue one (1) hour for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case earned paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

**Usage.** Employees may use earned paid sick time on the 90th calendar day of employment. Earned paid sick time may be used in increments of two hours or more. An employee may not use more than forty (40) hours of earned paid sick time in any calendar year.

Employees may use earned paid sick time for absences due to:

- 1) An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- 2) Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
- 4) A covered purpose relating to domestic violence, sexual violence, abuse or stalking, to allow the employee to obtain (for himself/herself or for a family member), such as medical attention; services from a victims' organization; counseling; relocation; and legal services.

For purposes of this policy, family member includes (regardless of age): a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; spouse or domestic partner; a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner; or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

An employee's use of earned paid sick time will not be conditioned upon searching for or finding a replacement worker.

The Company will assume, subject to applicable law, that employees want to use available earned paid sick time for absences for reasons set forth above and employees will be paid for such absences to the extent they have earned paid sick time available.

Employees will be advised of their earned paid sick time balance information on their itemized wage statement.

**Notice & Documentation.** Employees are required to make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the Company's operations. Requests to use earned paid sick time may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of earned paid sick time is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their supervisor in advance of the use of the earned paid sick time. When the use of earned sick time is not foreseeable, the employee is required to provide notice to their supervisor at least one (1) hour prior to the start of the employee's workday or as soon as possible under the circumstances.

For earned paid sick time of three (3) or more consecutive work days, the Company requires reasonable documentation that the earned paid sick time has been used for a covered purpose.

For reason #1 and #2 above, documentation signed by a health care professional indicating that earned paid sick time is necessary is reasonable. For reason #4 above, any of the following types of documentation selected by the employee are reasonable:

- 1) A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse or stalking;
- 2) A protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking;
- 3) A signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking;
- 4) A signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization;
- 5) A signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking; or
- 6) An employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes described above.

Documentation provided to the Company should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking.

**Payment.** Earned paid sick time will be paid at the same hourly rate the employee earns from the employee's employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of earned paid sick time is not considered hours worked for purposes of calculating overtime.

**Carryover & Payout.** An employee may carry over up to forty (40) hours of accrued, unused earned paid sick time to the following calendar year. Unused earned paid sick time will not be paid at separation.

**Enforcement & Retaliation.** Retaliation against an employee who requests or uses earned paid sick time is prohibited. An employee has the right to file a complaint if earned paid sick time as required by law is denied by an employer or if the employee is subjected to retaliation for requesting or taking earned paid sick time. The Arizona Industrial Commission's contact information is as follows: 800 W. Washington Street, Phoenix, AZ 85007 / 602-542-4515 / [www.azica.gov](http://www.azica.gov).

Questions about rights and responsibilities under the law can be answered by Human Resources.

### **Voting Time**

Registered voters are entitled to time off for voting. The law requires that registered voters be given at least three consecutive hours to vote between the opening of the polls and beginning of the regular work shift or between the end of the work shift and the closing of the polls. If your schedule conflicts with this right, you must notify your supervisor at least one day before the election so that adjustments can be made to allow time to vote. You will not lose wages, salary, or benefits due to an absence required for voting.

### **Victims' Leave**

The Company does not discriminate against any employee who is the victim of a crime. An employee who is the victim of a crime may take unpaid time off work to be present at certain criminal proceedings or to obtain an order of protection or an injunction for the health, safety, or welfare of the employee or the employee's child.

Employees will not be paid and will be required to use any accrued paid time off for this leave. Employees who take this leave will retain all seniority rights and other standing. Before taking this leave, employees must provide the following:

- A notice of each scheduled proceeding, if applicable; and

- Either the form received from law enforcement of victims' rights and information, an applicable court order, or other supporting documentation.

The Company will maintain records of an employee's leave in a confidential manner.