



# PAID SICK AND SAFE LEAVE (PSSL) POLICY

November 2018

FOR INTERNAL USE ONLY. NOT FOR DISTRIBUTION.

© 2018 Community Brands Holdings, LLC. All rights reserved. Community Brands® and other Community Brands® products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of Community Brands Holdings, LLC. All other product and service names mentioned are the trademarks of their respective companies.

# Table of Contents

- 1 Paid Sick and Safe Leave Overview
- 2 Accrual Rate
- 3 Notice and Usage
- 4 Rate of Pay
- 5 No Retaliation
- 6 Compliance with State and Local Laws

# Paid Sick and Safe Leave

The company provides its employees with up to a total of 80 hours per year of paid sick and safe leave (“PSSL”) from their jobs for any of the following qualifying purposes:

- The employee’s own physical or mental illness or injury, including preventative medical treatment, health care (including appointments with health and mental care providers), or other activities associated with a health condition.
- The employee’s need to care for a family member’s physical or mental illness, including preventative medical treatment, health care (including appointments with health and mental care providers), injury treatment, or other activities associated with a health condition.
- As a consequence of the employee or the employee’s immediate family member being a victim of domestic violence, sexual assault, or stalking.
- Any other qualifying purpose covered by applicable state or local laws.

**“Family member” includes:** child (biological, adopted, foster, stepchild, legal ward, or having in loco parentis rights), spouse, domestic partner (registered domestic partner, same-sex domestic partner), parent of employee or of spouse/domestic partner, grandparent, grandchild, sibling, spouse of child, spouse of sibling, any other individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.

## Accrual Rate

Employees will be granted 40 hours of PSSL at the inception of the policy (January 1, 2019) or on their hire date, whichever occurs later, and will then accrue 1.67 hours per

pay period for their first year. At the employee's one-year anniversary on the plan, the accrual rate will be 3.33 hours per pay period for full-time employees.

Non-exempt part-time employees, interns, and seasonal employees accrue PSSSL at a rate of one hour for every 30 hours worked, with an accrual cap of 80 hours per year.

For all employees, PSSSL will carry over from year to year; however, there is a usage cap of 80 hours of PSSSL that can be taken per calendar year.

## Notice and Usage

When the need for PSSSL or extended medical leave use is foreseeable, the employee must provide reasonable advance notification. If the need for such PSSSL is unforeseeable, the employee must provide notice of the need for leave as soon as possible. Once the usage cap of 80 hours in a calendar year is met, any additional time taken for a qualifying purpose under this policy will be unpaid.

## Rate of Pay

Employees under this policy can take PSSSL in one-hour increments and will be paid at their normal hourly rate of compensation.

Upon leaving the company, employees will not be paid for accrued but unused PSSSL.

## No Retaliation

Employees may not be terminated or retaliated against for using or requesting the use of accrued PSSSL. If an employee feels he/she has been retaliated against for doing so, please contact Human Resources immediately. If the employee feels that reporting it to

Human Resources is inappropriate for whatever reason, the employee should report it to his or her supervisor or division leader.

## Compliance with State & Local Laws

This policy is intended to comply with state and local paid sick leave laws that may be applicable for employees in various jurisdictions. To the extent that this policy offers less protections afforded by an applicable law, the company complies with those requirements for those employees covered by such law.