

Employee Sick Leave Policy

Paid Sick Leave Policy

As of July 1, 2015, California law provides for mandatory paid sick leave under the Healthy Workplaces, Healthy Families Act (the "Act"). This paid sick leave policy is intended to comply with the requirements of the Act.

Eligible Employees

Beginning July 1, 2015, all employees who have worked in California for 30 or more days within a year from the start of their employment will be entitled to paid sick time. However, employees are not eligible to take paid sick time until they have worked for 90 days from their date of hire.

Employees of Perfect Timing Personnel Services, Inc. (PTPS) will accrue 1 hour of paid sick time per 30 hours worked. You will need to meet the 90 day employment requirement before taking any sick pay. The maximum amount of paid sick time an employee is allowed to use in each year of employment is three days or 24 hours, regardless of how much paid sick time the employee has earned.

Employees may earn up to a maximum of six days or 48 hours sick time every 12 months. After an employee has reached this maximum amount, no additional paid sick time will be earned until some or all of the employee's accrued paid sick time is used.

(PTPS) does not pay employees for unused paid sick leave. Employees who are rehired with one year of separation from employment may be eligible for reinstatement of previously accrued paid sick time.

Qualifying Reasons for Paid Sick Leave

Paid sick time can be used for the following reasons:

- Diagnosis, care or treatment of an existing health condition for an employee or covered family member, as defined below.
- Preventive care for an employee or an employee's covered family member.
- For certain, specified purposes when the employee is a victim of domestic violence, sexual assault or stalking. For purposes of paid sick leave, a covered family member includes:
 - A child defined as a biological, foster or adopted child; a stepchild; or a legal ward, regardless of the age or dependency status of the child. A "child" also may be someone for whom you have accepted the duties and responsibilities of raising, even if he or she is not your legal child.

•A "parent" defined as a biological, foster or adoptive parent; a stepparent; or a legal guardian of an employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising you when you were a minor child, even if he or she is not your legal parent.

- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance oral or written notification (**PTPS**). If the need for paid sick leave is not foreseeable, employees shall provide notice to the (**PTPS**) as soon as practicable. An employee's use of paid sick time may run concurrently with other leaves under local, state or federal law.

Incremental Use

Paid sick leave can be used in 1 hour increments.

Paid Sick Leave and Workers' Compensation Benefits

Paid sick leave is a benefit that also covers absences for work related illness or injury. Employees who have a work-related illness or injury are covered by workers' compensation insurance. However, workers' compensation benefits usually do not cover absences for medical treatment. When you report a work-related illness or injury, you will be sent for medical treatment, if treatment is necessary. You will be paid your regular wages for the time you spend seeking initial medical treatment.

Any further medical treatment will be under the direction of the health care provider. Any absences from work for follow-up treatment, physical therapy or other prescribed appointments will not be paid as time worked. If you have accrued and unused paid sick leave, the additional absences from work will be paid with the use of paid sick leave. If you do not have accrued, paid sick leave, or if you have used all of your sick leave, you may choose to substitute vacation/paid time off for further absences from work, related to your illness or injury.

This regulation is subject to change based upon legislative amendments. You will be notified of any modifications if they contradict or change the above guidelines.