



SICK LEAVE POLICY

In compliance with the Healthy Workplace, Healthy Family Act of 2014 (HWHFA), this policy provides paid sick leave benefits to all eligible employees regardless of your state of residence.

- Eligible Full-Time and Part-Time Employees will receive 40-hours/5 days of paid sick leave benefits following date of hire, and annually thereafter on January 1st of each year. Unused paid sick leave benefits do not carry over from year to year. If an eligible full-time or part-time employee does not use all 40 hours of paid sick leave by December 31, unused hours will not carry over to the next year. Instead, the full-time or part-time employee's benefits will zero out and the employee will receive 40-hours of paid sick leave benefits on January 1.

- Eligible On-Call, & Temporary Employees will accrue one hour of paid sick leave under this policy for every 30 hours worked. Employees may take up to 40-hours/5 days of HWHFA paid sick leave in each employment year. Accrued but unused paid sick leave shall carry over to the following year of employment; however, accrual is capped at 48 hours/6 days.

Eligible employees may begin using HWHFA paid sick leave immediately as accrued, in minimum increments of 15 minutes, for an absence due to diagnosis, care, or treatment of an existing health condition or preventative care for the employee or the following family members:

- The employee's biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis;
- The employee's or the employee's spouse or registered domestic partner's biological, adoptive, or foster parent, stepparent, or legal guardian, or a person who stood in loco parentis when the employee was a minor child;
- The employee's spouse, registered domestic partner, grandparent, grandchild, or sibling;
- A designated person, defined as a person identified by the employee at the time the employee requests paid sick days. An employee may use paid sick leave to care for one designated person per 12-month period.

Paid sick leave under this policy can also be used by an employee who is a victim of domestic violence, sexual assault, or stalking, to obtain treatment or counseling, or engage in safety planning.

If the need for paid sick leave is foreseeable, the employee must provide reasonable advance 24 notification (a minimum of 2 hours' notice is requested) to the employee's supervisor prior to the absence. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

Each eligible employee will receive a statement with each pay stub stating the amount of HWHFA paid sick leave benefits available for the employee's use.

Unused paid sick leave benefits will not be paid to employees upon separation of employment with See Monterey. However, if an eligible employee is rehired by See Monterey within 1 year from the date of employment separation, previously accrued and unused paid sick leave benefits shall be reinstated.

See Monterey will not deny an employee the right to use accrued sick leave benefits under this policy, or discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using accrued paid sick leave benefits or exercising or attempting to exercise the rights provided by the HWHFA.