



HUMAN RESOURCES POLICY

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PURPOSE

WIS International ("Company") offers Paid Sick Time (PST) providing income continuity to employees in an event of health-related issues that prevent them from working their regularly paid hours.

COVERED EMPLOYEES: All employees.

DEFINITIONS

Family Member: Any relationship established by blood, marriage or legal action, partners (a person with whom the employee's life is interdependent and who shares a common residence) and, a daughter or son of an employee's domestic partner, or any person residing in the same household who is either dependent on the employee or the employee is a dependent of them.

Benefit Year: The calendar year (January 1 to December 31).

POLICY

All employees (full-time, part-time, temporary or seasonal employees) who work in the cities and states outlined in this policy will be eligible to take leave under this supplement. Employees begin accruing PST the 1st day of employment; however, an employee must have completed 180 days of employment with the Company before using leave under the Supplement.

REQUESTING LEAVE UNDER THIS POLICY

Leave may be taken under this Supplement in increments of one hour, or, if feasible under the Company's payroll system, increments that round to the nearest quarter hour. The rate of pay for leave taken under this Supplement will be calculated in accordance with applicable law.

If the need for paid sick time is foreseeable, employees should provide advance notice by contacting their manager or supervisor as soon as the employee knows of the need to use PST. If the need is unforeseeable, employees should provide notice to their manager or supervisor before the start of their shift or, if that is infeasible, as soon as practicable. Employees using leave under this Supplement are not required to search for or find a replacement employee to cover the periods of time in which they are absent from work for sick time purposes. Time taken under this Supplement will not be counted against the employee as part of an absence control policy.

If an employee misses more than three (3) consecutive workdays because of a reason covered under the Act, supporting documentation from a health care provider confirming the need for the amount of sick time taken and that the absences was for a paid sick time purpose under the Act may be required.

When an employee is absent because of his or her own medical condition, the employee may be asked to provide appropriate documentation upon the employee's return to work. The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law.

SEPARATION FROM EMPLOYMENT AND REHIRE

An employee who separates employment from the Company will not be paid out unused PST at separation. If an employee is rehired within twelve (12) months of his/her separation from employment, the employee will receive back all accrued, but unused, PST the employee had available at the time of separation.

DISCRIMINATION AND RETALIATION PROHIBITED



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The Company prohibits discrimination and/or retaliation against employees who request or use paid sick and safe time for authorized circumstances protected by law or for making a complaint about a suspected violation of the law.

Accrual and Carryover

Eligible employees accrue and carry over leave as provided in the existing leave policies. In the unusual event that an employee's accrual of existing leave is insufficient under state or local law, the Company will supplement the leave as necessary.

Federal Paid Sick Time Chart		
Jurisdiction	Accrual and Carryover	Use of Leave for Sick and Safe Time
Arizona	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year.	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": <ol style="list-style-type: none"> 1. Medical care or mental or physical illness, injury, or health condition; 2. Public health emergency; 3. Absence due to domestic violence, sexual violence, abuse or stalking for themselves or for family members.
California	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty-eighty (48) hours in a calendar year, but use is limited to twenty-four (24) hours in a calendar year. A maximum forty-eight (48) hours of PST can be carried over from year to year.	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": <ol style="list-style-type: none"> 1. For medical care of psychological or other counseling for physical or psychological injury or disability; or 2. To obtain services from a victim services organization, 3. To relocate due to such family violence or sexual assault, or 4. To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.
Berkeley, CA	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": <ol style="list-style-type: none"> 1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;



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	employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of seventy-two (72) hours in a calendar year.	2. For an employee who is a victim of domestic violence, sexual assault, or stalking according to the regulations.
Los Angeles, CA	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of eighty (80) hours in a calendar year, but use is limited to forty eight (48) hours in a calendar year. A maximum eighty (72) hours of PST can be carried over from year to year.	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": 1. For medical care of psychological or other counseling for physical or psychological injury or disability; or 2. To obtain services from a victim services organization, 3. To relocate due to such family violence or sexual assault, or 4. To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.
San Diego, CA	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of eighty (80) hours in a calendar year, but use is limited to forty (40) hours in a calendar year. A maximum eighty (80) hours of PST can be carried over from year to year.	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": 5. For medical care of psychological or other counseling for physical or psychological injury or disability; or 6. To obtain services from a victim services organization, 7. To relocate due to such family violence or sexual assault, or To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.



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<p>San Francisco, Oakland, Emeryville, CA</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues to a maximum paid sick leave bank of seventy-two (72) hours. However, once the maximum bank has been accrued, no further PST will accrue until previously accrued PST is used. PST can be carried over from year to year.</p>	<p>Eligible employees may take existing leave or PST for themselves and their eligible family members:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. for diagnosis, care or treatment of an existing medical condition; 2. for preventative care; 3. to attend a medical or dental appointment; 4. to attend to or provide care for a family member with a mental or physical illness; and/or 5. to recover or recuperate from an injury or health condition.
<p>Santa Monica, CA</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year. A maximum forty (40) hours of PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; 2. For an employee who is a victim of domestic violence, sexual assault, or stalking according to the regulations.
<p>Chicago/Cook County, IL</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one-hour PST for every 40 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year. Employees are allowed to carry over up to half of their unused PST, a maximum twenty (20) hours from year to year and an additional forty (40) hours for FMLA leaves.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. If they are ill or injured, or to receive medical care, treatment, diagnosis or preventative medical care; 2. If a family member is ill or injured, or to care for a family member receiving medical care, treatment, diagnosis or preventative medical care; 3. If they or a family member are victims of domestic violence or sex offense; or 4. If their place of business is closed by order of a public official due to public health emergency, or they have a child who needs care because their school or



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		place or care is closed due to a public health emergency.
Connecticut	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 40 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year, but use is limited to forty (40) hours in a calendar year. A maximum forty (40) hours of PST can be carried over from year to year.	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": 1. Illness, injury or health condition of a service worker or service worker's child or spouse 2. The medical diagnosis, care or treatment of mental illness or physical illness, injury or health condition of a service worker or service worker's child or spouse, or 3. Preventative medical care for a service worker or service worker's child or spouse.
Maryland	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, earned sick and safe leave begins to accrue on February 11, 2018, or the date on which an employee begins employment with the employer, whichever is later. An employee accrues earned sick and safe leave at a rate of at least one hour for every 30 hours the employee works; however, an employee is not entitled to earn more than 40 hours of earned sick and safe leave in a year or accrue more than 64 hours of earned sick and safe leave at any time.	Eligible employees may take leave under this Supplement as follows: 1. To care for or treat the employee's mental or physical illness, injury, or condition; 2. To obtain preventative medical care for the employee or the employee's family member; 3. To care for a family member with a mental or physical illness, injury, or condition; 4. For maternity or paternity leave; or 5. The absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.
Massachusetts	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": 1. to care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or



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	<p>hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of eighty (80) hours in a calendar year, but use is limited to forty (40) hours in a calendar year, but use is limited to forty (40) hours in a calendar year. A maximum forty (40) hours of PST can be carried over from year to year. The PST accrued under this supplement is not paid out on termination.</p>	<p>mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or</p> <ol style="list-style-type: none"> 2. to care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or 3. to attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or 4. to address the psychological, physical or legal effects of domestic violence on the employee or the employee's child; or 5. to travel to and from an appointment, a pharmacy or other location related to the purpose for which the time was taken.
Michigan	<p>Eligible employees will accrue one hour of PSSL for every 35 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PSSL accrues up to a maximum weekly accrual of one (1) hour and a maximum annual accrual of forty (40) hours in a calendar year. Use of PSSL is limited to forty (40) hours in a calendar year. Once an employee has accrued 40 hours of leave in a calendar year, the employee will cease accruing leave for the remainder of the year, even if leave is used. Up to forty (40) hours of unused PSSL can be carried over from year to year.</p>	<p>Eligible employees may take PSSL as follows:</p> <ol style="list-style-type: none"> 1. For an employee's mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for an employee's need for preventive medical care. 2. To allow an employee to care for his/her family member with a mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for care of an employee's family member who needs preventive medical care. 3. Time off needed when an employee or a family member is a victim of domestic violence or sexual assault. 4. For certain public health emergencies including closure by a public official of the employee's primary workplace or the school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others because of his or



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		<p>her exposure to a communicable disease (even if the employee or family member has not actually contracted the disease).</p>
<p>Minneapolis, MN</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of eighty (80) hours in a calendar year, but use is limited to forty-eight (48) hours in a calendar year. A maximum eighty (80) hours of PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care. 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability. 3. To care for a family member with a serious health condition. 4. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job. 5. To care for a child of the employee who is suffering from a non-serious illness, injury or condition. 6. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent. 7. For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.



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<p>St. Paul, MN</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year. A maximum eighty (80) hours of PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care. 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability. 3. To care for a family member with a serious health condition. 4. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job. 5. To care for a child of the employee who is suffering from a non-serious illness, injury or condition. 6. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent. 7. For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.
<p>Montgomery County, MD</p>	<p>Eligible employees will accrue one hour of PST for every 30 hours worked in Montgomery County. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a</p>	<p>Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care.



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	<p>maximum annual accrual of forty (56) hours in a calendar year. Up to fifty-six (56) hours of unused PST can be carried over from year to year, but an employee may not use more than eighty (80) hours of PST in a single calendar year.</p>	<ol style="list-style-type: none"> 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18. 3. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent. 4. For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.
<p>New Jersey</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year, but use is limited to forty (40) hours in a calendar year. A maximum forty (40) hours of PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. The employee has a mental or physical illness, injury or health conditions; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care; 2. An employee needs to care for a family member with a mental or physical illness, injury or health conditions; a need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or a need for 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 of 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 of a family member when it has been determined by health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of exposure to



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		a communicable disease, whether or not the family member contracted the communicable disease.
New York City, NY, Westchester County	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year, but use is limited to forty (40) hours in a calendar year. A maximum forty (40) hours of PST can be carried over from year to year.	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": <ol style="list-style-type: none"> 1. To care for the employee's family member (child, spouse, domestic partner, parent, sibling, grandchild, and grandparent including child or parent of a spouse or domestic partner), who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or 2. To care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or 3. To attend the employee's routine medical appointment or a routine medical appointment for the employee's family member; or 4. If the employee's place of business has been closed by order of a public official due to a public health emergency, or to allow the employee to care for a child whose school or childcare provider has been closed for any of those same reasons.
Oregon	Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year, eighty (80) hours in overall bank, but use is limited to forty (40) hours in a calendar year. Unused PST can be carried over from year to year.	Eligible employees may take leave under this Supplement as follows: Employees may take leave as "sick time": <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care. 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability. 3. To care for a family member with a serious health condition.



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		<ol style="list-style-type: none"> 4. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job. 5. To care for a child of the employee who is suffering from a non-serious illness, injury or condition. 6. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member. 7. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent. 8. To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations. 9. For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.
Philadelphia, PA	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 40 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year, but use is limited to forty (40) hours in a calendar year. Unused PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for an employee's need for preventive medical care; or 2. To allow an employee to care for his/her family member (child, spouse, domestic partner registered with a city or state, parent, parent-in-law or grandparent) with a mental or physical illness, injury, or health condition, or to allow an



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		<p>employee to obtain medical diagnosis, care, or treatment for the same, or for care of an employee's family member who needs preventive medical care.</p> <p>3. An employee is a victim of domestic violence, sexual assault, or stalking, or a family member of a victim, and needs time off to seek legal or law enforcement assistance, treatment by a health care provider, social services, mental health counseling, safety planning, relocation, or other actions to increase safety for the Employee or the Employee's family member.</p>
Rhode Island	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 32 hours worked. For accrual purposes, exempt employees are deemed to work 32 hours per week unless the employee regularly works less than 32 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of thirty two (32) hours in a calendar year, but use is limited to thirty two (32) hours in a calendar year. Unused PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for an employee's need for preventive medical care; or 2. To allow an employee to care for his/her family member (child, spouse, domestic partner registered with a city or state, parent, parent-in-law or grandparent) with a mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for care of an employee's family member who needs preventive medical care. 3. An employee is a victim of domestic violence, sexual assault, or stalking, or a family member of a victim, and needs time off to seek legal or law enforcement assistance, treatment by a health care provider, social services, mental health counseling, safety planning, relocation, or other actions to increase safety for the Employee or the Employee's family member.



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<p>Seattle, WA</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 30 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues to a maximum paid sick leave bank of seventy-two (72) hours. Up to seventy-two (72) hours of PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for an employee's need for preventive medical care; or 2. To allow an employee to care for his/her family member (child, spouse, domestic partner registered with a city or state, parent, parent-in-law or grandparent) with a mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for care of an employee's family member who needs preventive medical care. <p>Employees may take leave as "safe time" for the following reasons:</p> <ol style="list-style-type: none"> 1. The employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or to allow the Employee to care for a child whose school or place of care has been closed for any of those same reasons (weather-related business or school closures, or closures related to loss of power or loss of water are not included); or 2. An employee is a victim of domestic violence, sexual assault, or stalking, or a family member of a victim, and needs time off to seek legal or law enforcement assistance, treatment by a health care provider, social services, mental health counseling, safety planning, relocation, or other actions to increase safety for the Employee or the Employee's family member. 3. For use of Safe Time, "family member" means children, step-children, current or former spouses, domestic partners registered with a city or state, parents, parents-in-law, step-parents, grandparents, grandchildren, persons
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		<p>with whom the employee has a child in common, any person related to the employee by blood or marriage, or domestic partnership, and any person with whom the employee has a current or former dating or cohabitation relationship.</p>
Spokane, WA	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 40 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. Up to twenty-four (24) hours of PST can be carried over from year to year but use of PST is limited to forty (40) hours in a calendar year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care. 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability. 3. To care for a family member with a serious health condition. 4. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job. 5. To care for a child of the employee who is suffering from a non-serious illness, injury or condition. 6. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member. 7. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent. 8. For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care



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		<p>provider that the presence of the employee or a family member presents a health risk to others.</p>
<p>Tacoma, WA</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 40 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. Up to twenty-four (24) hours of PST can be carried over from year to year but use of PST is limited to twenty-four (24) hours in a calendar year and forty (40) hours with carryover.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care. 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability. 3. To care for a family member with a serious health condition. 4. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job. 5. To care for a child of the employee who is suffering from a non-serious illness, injury or condition. 6. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member. 7. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent. 8. For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.



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<p>Vermont</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 52 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues up to a maximum annual accrual of forty (40) hours in a calendar year, but use is limited to forty (40) hours in a calendar year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care. 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability. 3. To care for a family member with a serious health condition. 4. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job. 5. To care for a child of the employee who is suffering from a non-serious illness, injury or condition. 6. To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member. 7. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent. 8. For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.
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<p>Washington State</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 40 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. PST accrues to a maximum paid sick leave bank of forty (40) hours. Up to forty (40) hours of PST can be carried over from year to year.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 3. For an employee's mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for an employee's need for preventive medical care; or 4. To allow an employee to care for his/her family member (child, spouse, domestic partner registered with a city or state, parent, parent-in-law or grandparent) with a mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for care of an employee's family member who needs preventive medical care. <p>Employees may take leave as "safe time" for the following reasons:</p> <ol style="list-style-type: none"> 4. The employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material, or to allow the Employee to care for a child whose school or place of care has been closed for any of those same reasons (weather-related business or school closures, or closures related to loss of power or loss of water are not included); or 5. An employee is a victim of domestic violence, sexual assault, or stalking, or a family member of a victim, and needs time off to seek legal or law enforcement assistance, treatment by a health care provider, social services, mental health counseling, safety planning, relocation, or other actions to increase safety for the Employee or the Employee's family member. <p>For use of Safe Time, "family member" means children, step-children, current or former spouses, domestic partners registered with a city or state, parents, parents-in-law, step-parents, grandparents, grandchildren, persons with whom the employee has a child</p>
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		<p>in common, any person related to the employee by blood or marriage, or domestic partnership, and any person with whom the employee has a current or former dating or cohabitation relationship.</p>
<p>Washington, D.C.</p>	<p>Eligible employees who are not covered by existing leave policies will accrue one hour of PST for every 37 hours worked. For accrual purposes, exempt employees are deemed to work 40 hours per week unless the employee regularly works less than 40 hours per week. Non-exempt employees accrue paid sick leave on all hours worked, including overtime hours. The use of PST is limited to seven (7) days in a calendar year and seven (7) days annual accrual cap.</p>	<p>Eligible employees may take leave under this Supplement as follows:</p> <p>Employees may take leave as "sick time":</p> <ol style="list-style-type: none"> 1. For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care. 2. To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability. 3. To care for a family member with a serious health condition. 4. To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job. 5. To care for a child of the employee who is suffering from a non-serious illness, injury or condition. 6. To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.