

Allegheny County CONTRACTOR Paid Sick Time Policy Addendum

The attached policy is an addition to the current New Hire Orientation Guide. Please read this addendum carefully since it is important to familiarize yourself with both your rights and responsibilities as an employee. It is each employee's responsibility to comply with this policy. This addendum supersedes the policies of any earlier version of the policy you may have received.

The Company provides eligible employees with paid sick time in accordance with the Allegheny County Paid Sick Days Ordinance (PSDO).

Eligible Employees

All employees, including full-time and part-time employees, are generally eligible to accrue paid sick time if they perform at least 35 hours of work within the geographic boundaries of Allegheny County in a calendar year.

Accrual and Use of Sick Time

Eligible employees begin to accrue paid sick time on their first day of employment. Employees accrue one hour of paid sick time for every 35 hours worked in Allegheny County, up to a maximum of 40 hours in a calendar year ("Leave Year").

Eligible employees may not use accrued sick time until the 90th calendar day after the start of their employment. Thereafter, they may use sick time as it accrues in one-hour increments.

Employees are not required to search for or find someone to cover their shifts or do their work when they take paid sick time.

Reasons Sick Time May Be Used

Paid sick time may be used for the following reasons:

- An employee's own mental or physical illness, injury, or health condition; the need for medical diagnosis, care, or treatment; or the need for preventive care
- To care for a family member with a mental or physical illness, injury, or health condition; to assist them in obtaining a medical diagnosis, care, or treatment; or to assist them in obtaining preventive care
- For the closure of the employee's place of business by order of a public official due to a public health emergency
- 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
- To care for a family member when health authorities or health care providers determine that an individual's presence in the community would jeopardize others' health because of the individual's exposure to a communicable disease, whether or not the individual actually contracted the communicable disease.

Eligible family members include the following:

- A child (including a biological, adopted, foster, or stepchild; a child of a domestic partner; a legal ward or a child for whom the employee is a legal guardian; or a child to whom the employee stands *in loco parentis*)
- A spouse or domestic partner
- A sibling (including a biological, adopted, or foster sibling)
- A parent (including a biological, adoptive, foster, or stepparent of the employee or the employee's spouse or domestic partner; a legal guardian of the employee or the employee's spouse or domestic partner; or a person who stood *in loco parentis* when the employee was a minor child)
- A grandchild
- A grandparent (including a grandparent's spouse or domestic partner)

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- Any individual for whom the employee has received permission from the Company to care for at the time of the sick leave request

The Company reserves the right to take disciplinary action if an employee's use of sick time is not for a covered purpose.

Requesting Sick Time/Documentation

When the need for paid sick time is foreseeable, employees must provide reasonable advance notice. Employees should provide notice as soon as possible and must provide notice at least seven days before the date sick time will begin, absent extenuating circumstances. Employees are expected to make reasonable efforts to schedule sick time in a manner that does not unduly disrupt Company operations.

If the need for sick time is unforeseeable or if employees are unable to provide notice seven days in advance, the employee must make a good-faith effort to notify the Company as soon as possible. Absent unusual circumstances, employees must follow the Company's standard call-off procedure by verbally notifying their Client Supervisor and VanderHouwen Human Resources.

VanderHouwen requests that employees complete and return the sick leave request form within 5 business days of returning from sick leave so that the time can be properly recorded and paid.

When possible, the request should include the expected duration of the absence. If sick time is for three or more full, consecutive days, the Company may request that employees provide reasonable documentation that the sick time is being used for a permissible purpose. This documentation does not need to explain the precise nature of an illness (the employee's own illness or that of a family member). Employees will also be expected to comply with any requests for documentation for absences that qualify for leave under the federal Family and Medical Leave Act.

Rate of Pay for Sick Time

Sick time is paid based on the employee's base rate of pay at the time the leave is taken or the state minimum wage, whichever is more. Employees will also receive the same benefits they would have received at the time leave is used. However, if an employee uses paid sick time for scheduled overtime, the Company will not pay the employee at the overtime rate.

Employees will be paid only for the hours they are scheduled to work.

Carryover

Up to 40 hours of accrued but unused sick time will carry over from year to year, but with an overall cap of 40 hours of sick time per Leave Year. Therefore, once an employee has a bank of 40 hours of paid sick time, no additional time will accrue in that Leave Year.

Separation From Employment

The Company does not pay employees for accrued, unused sick time upon separation from employment for any reason. If an employee is rehired by the Company within six months of the date of separation from employment (whether at the same or a different location), previously accrued but unused sick time will be reinstated and the employee will be permitted to accrue additional time and use any accrued sick time immediately.

Confidentiality

The Company will treat health information about an employee or an employee's family member as confidential and take reasonable steps to protect its confidentiality. The Company will not disclose such health information except to the affected employee or with that employee's written permission, in accordance with applicable federal and state medical privacy laws.

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Effect on Other Rights and Policies

The Company may provide other forms of leave for employees to care for their own or a family member's medical condition under certain federal, state, and local laws. Leave under this policy will run at the same time as leave available under those laws, provided that the eligibility requirements for the applicable law are met. Employees should contact Human Resources for information about other federal, state, and local medical or family leave rights.

No Discrimination or Retaliation

The Company will not retaliate, discriminate against or tolerate retaliation or discrimination against any employee because the employee has exercised rights protected under the PSDO, including requesting or using sick time in accordance with the PSDO; attempting to or filing a complaint with the Allegheny County Department of Administrative Services or a court; informing anyone about an employer's alleged violation of the PSDO; informing anyone of their PSDO rights; participating or attempting to participate in an investigation or prosecution of any alleged PSDO violation, or otherwise exercising any rights afforded under the PSDO.

Employees have a right to file a written complaint with the Allegheny County Department of Administrative Services if they believe they have been denied the right to accrue and use sick time as required by the PSDO or if they believe they have been retaliated against for exercising their rights under the PSDO.