



VanderHouwen

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OREGON SICK TIME POLICY

Effective January 1, 2016

VanderHouwen provides its employees with sick time in accordance with the state of Oregon Sick Time Administrative Rules. In the event of any conflict between this policy and applicable law, the law will be followed. For any questions about sick time, please contact Human Resources at hr@vanderhouwen.com.

Eligibility

VanderHouwen contractors working in the state of Oregon will be eligible for up to 40 hours of paid sick leave per year. For purposes of sick time, the year is defined as January 1 through December 31. Eligible employees begin accruing sick time on the first day of employment. Eligible employees may begin using sick time on their 91st calendar day of employment and may use sick time as it is accrued.

Sick Time Accrual

Eligible employees earn 1 hour of sick time for every 30 hours worked and may accrue a maximum of 40 hours of sick time in a year. Exempt employees are presumed to work 40 hours in each workweek for the purposes of sick time accrual unless their normal workweek is less than 40 hours, in which case sick time is accrued based upon the employee's normal workweek.

An employee may carry over up to 40 hours of accrued sick time for use in subsequent years. However, an employee may only take 40 hours of sick leave each year.

Each employee will be provided a written accounting at least quarterly of the amount of accrued and unused sick time available. *Please check your pay stub for this information or contact hr@vanderhouwen.com.*

Qualifying Absences

Sick time may be used for the following reasons:

- 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.

- 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.
- To care for a family member with a serious health condition.
- 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.
- To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
- 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.
- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent for proceedings related to domestic violence, harassment, sexual assault, or stalking.
- To seek medical treatment, recover from injuries, or obtain services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations.
- For certain public health emergencies.

For purposes of sick leave, "family member" is defined to include the employee's spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, a parent of an employee's same-gender domestic partner, an employee's grandparent or grandchild, or a person with whom the employee is or was in a relationship of in loco parentis. Also, the biological, adopted, foster child or stepchild of an employee or the child of an employee's same-gender domestic partner can be applied in this category.

Use of Sick Time

Sick time may be used for qualifying absences in increments of one hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences. However, employees may choose to trade shifts instead of using sick time if approved by his or her supervisor. When using sick time, employees are not required to find coverage for their shift.

When using sick time, employees will be paid at the rate the employee would have earned had they not been absent, however, employees will not be paid for lost tips, commissions, or overtime.

Accrued, but unused sick time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment. An employee rehired within 6 months of separation is entitled to use previously accrued sick time immediately upon re-employment.

Employee Notice

For planned sick time, the employee should notify Human Resources up to 10 days prior to the date the time will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations.

When sick leave is unforeseeable, the employee must verbally notify his or her supervisor and send a message to HR@vanderhouwen.com of the need for sick leave before the start of the scheduled work shift, or as soon as practicable, and may need to submit a written sick leave request to Human Resources within 3 days of returning to work.

Employee Documentation

Employees are to submit VanderHouwen's Paid Sick/FMLA/OFLA/FLA Leave Request Form when requesting paid sick time for the appropriate pay period. If an employee uses more than three consecutive days of sick time, VanderHouwen may request supporting documentation verifying the employee was out for a qualifying reason.

Interaction with Other Leave

An employee's use of sick time may run concurrently with other leave under state and federal law, including leave taken pursuant to the Oregon Family Leave Act (OFLA) or Family Medical Leave Act (FMLA). An employee may not use paid sick time while receiving workers' compensation benefits.

Prohibition on Discrimination

No employee will suffer discrimination or retaliation for requesting, using, deny, interfere or complaining that they are not receiving sick time as required by the state of Oregon. Employees may file a complaint with the Bureau of Labor and Industries (BOLI) if they feel sick leave has been denied or if they believe they have suffered retaliation for requesting or taking sick time. Employees are also encouraged to bring any concerns or request additional information to Human Resources about the use of sick time.