



VanderHouwen

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CALIFORNIA PAID SICK LEAVE POLICY

Effective January 1, 2018

VanderHouwen provides its employees with sick leave in accordance with California State Law. In the event of any conflict between this policy and applicable law, the law will be followed. For any questions about sick leave, please contact Human Resources at hr@vanderhouwen.com.

Eligible Employees

Employees who perform work at least 30 days in a year in the state of California are eligible for sick leave. For purposes of sick leave, the year is defined as January 1 through December 31. Eligible employees begin accruing sick time from the outset of employment for the hours performed in California. Eligible employees may begin using sick time on their 90th calendar day of employment.

Sick Time Accrual

Eligible employees earn 1 hour of sick time for every 30 hours performed in California. 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 48 hours of accrued sick time for use in the next calendar year. However, an employee may only take 24 hours of sick leave each year.

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

Qualifying Absences

Sick/Safe time may be used for the following reasons:

- For an employee's personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments;
- To care for a family member with an illness, injury, or medical appointment;
- If the employee's place of business closes for a public health emergency, or to care for a child whose school or daycare closes for a similar reason;
- For certain reasons related to domestic violence, harassment, sexual assault, or stalking.

For purposes of sick/safe leave, "family member" is defined to include the spouse or domestic partner of the employee, the biological, adoptive, or foster parent or child of the employee, the grandparent or grandchild of the employee, or sibling.

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 client manager. 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. Reinstatement of previously accrued, unused sick time will occur if an employee is rehired within 12 months of separation.

Employee Notice

For planned sick leave, the employee must notify Human Resources as soon as practicable. Employees must make reasonable efforts to schedule planned sick leave in a manner that does not unduly disrupt operations and should attempt not to schedule sick leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

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 will need to submit a written sick leave request to Human Resources within 3 days of returning to work.

VanderHouwen may deny sick leave if the employee fails to provide notice as stated in this policy or fails to reasonably attempt to schedule sick leave in a manner that does not unduly disrupt operations.

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 California Family Rights Act (CFRA) or Family Medical Leave Act (FMLA).

Prohibition on Discrimination

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick time as required by the law. Employees may file a complaint with the California Labor Commissioner 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 to Human Resources about the use of sick time or possible retaliation.

For more information on sick leave, please see Human Resources or the posted Notice.

**VanderHouwen
Acknowledgement of Revised Policy**

Effective January 1, 2018

I acknowledge that I have received the California Sick Leave policy for the Employee Handbook. The attached policy is intended to be an addition to the current Employee Handbook.

I understand that it is my responsibility to read and comply with this policy. I further understand that I should consult my manager regarding any questions raised by this policy and not answered by the Employee Handbook.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____