



ARIZONA SICK LEAVE POLICY

Effective March 1st, 2019

VanderHouwen provides its employees with sick leave in accordance with Arizona 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

VanderHouwen contractor employees working in the state of Arizona 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.

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.

Eligible employees may carry over up to 40 hours of accrued, unused sick time from one year to the next resulting in a maximum accrual balance of up to 80 hours. Employees may, however, only use a maximum of 40 hours of sick time per year.

Employees will be able to determine the amount of sick leave available for use by reviewing their paystubs in Paylocity. If you need assistance with Paylocity, please reach out to Payroll@vanderhouwen.com.

Qualifying Absences

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

- The diagnosis, care, or treatment of an injury, illness or health condition of, or preventative care for, the employee or the employee's family member;
- The closure of the employee's place of business,
- The closure of a school or place of care for a child of the employee or a child of the employee's spouse or domestic partner,
- Any other public health emergency; or
- To address domestic or sexual violence, abuse, or stalking.

For purposes of this policy, "Family member" includes a spouse or registered domestic partner; a child of the employee or the employee's spouse or domestic partner (regardless of the child's age), including a biological, adopted, step- or foster child, or legal ward, or a person to whom the employee or the employee's spouse or domestic partner stands, or stood, *in loco parentis*; a parent of the employee or the employee's spouse or domestic partner, including a biological, foster, step- or adoptive parent or legal guardian; a grandparent, grandchild, or sibling of the employee or the employee's spouse or domestic partner; or any blood relative or person of such affinity or close association as to be the equivalent of a family member.

Use of Sick Time

Eligible employees may begin using sick time on their 90th calendar day of employment and may use sick time as it is accrued.

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 may use sick time for qualifying absences only. 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 and 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 nine months of separation is entitled to use previously accrued sick time immediately upon re-employment.

Employee Notice

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide at least ten days' advance notice to their Client Supervisor and VanderHouwen Human Resources of an absence from work.

Employees must also make a good-faith effort to schedule their absences in a way that does not unduly disrupt the Company's operations. If the need to use sick leave is unforeseeable, employees must provide notice to their Client Supervisor and VanderHouwen Human Resources as soon as practicable.

For accurate and timely payroll processing, VanderHouwen Human Resources must also receive confirmation of the number of hours of paid leave used by emailing the number of hours to HR@VanderHouwen.com upon your return to work from your absence. When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

In general, all use of sick leave must be pre-approved by the employee's Client Supervisor and VanderHouwen Human Resources before the absence.

In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons so that the absence may be designated as a sick leave absence.

Verification of Absence:

If an employee uses sick leave for more than three consecutive scheduled workdays, the Company may require a doctor's note or other verification of the employee's need for the absence. Depending on the circumstances, verification may include a doctor's note (for the employee's own or family member's health condition); school closure order; police report, court document, or court order of protection (indicating domestic violence, harassment, sexual assault, or stalking); and/or other verification as permitted by applicable law.

If the Company reasonably suspects that an employee is abusing sick leave, including engaging in a pattern of abuse (e.g., repeated use of unscheduled sick leave on or adjacent to weekends,

holidays, vacation days or paydays), the Company may require a doctor's note, regardless of whether the employee has used sick leave for more than three consecutive scheduled workdays.

The Company will not ask the employee to provide verification that details the employee's or family member's health or safety information and will keep confidential any documentation or verification provided regarding leave use, in accordance with federal, state and local law.

Interaction with Other Leave

An employee's use of sick time may run concurrently with other leave taken under local, state or federal law, including leave taken pursuant to the Family Medical Leave Act (FMLA).

Prohibition of Discrimination

As long as the use of sick leave complies with the requirements of this policy and the paid sick leave law, the Company will not count employees' use of sick leave as an absence or "occurrence" under any Company attendance policy. Therefore, any such use of sick leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using sick leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid

Additional Information

Employees who have questions about this policy should contact VanderHouwen Human Resources (HR@vanderhouwen.com).

Acknowledgement of Arizona Sick Leave Policy

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

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

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____