

Earned Paid Sick Leave Policy

Purpose and Summary

In compliance with the Fair Wages and Healthy Families Act (the "Act"), One Life Unlimited Inc. provides up to five days or 40 hours of paid sick leave to all employees.

Eligible Employees:

Employees will begin accruing earned paid sick leave at the commencement of employment or July 1, 2017, whichever is later. Employees will accrue earned paid sick leave immediately upon hire. Employees employed as of July 1, 2017 can start using earned paid sick leave immediately. However, employees hired after July 1, 2017 are not eligible to take earned paid sick leave until they have worked for One Life Unlimited Inc. for 90 days from their date of hire.

Sick Pay Amount:

Eligible employees will receive sick leave as follows:

Accrual Rate

Eligible employees will accrue sick leave at the rate of one hour for every 30 hours worked, but employees are not entitled to accrue or use more than 40 hours of earned paid sick leave per year. Exempt employees are presumed to work 40 hours per workweek for purposes of sick leave accrual. If their normal workweek is less than 40 hours, accrual will be based on their normal workweek.

Cap on Accrual

Employees may earn a maximum of five days or 40 hours earned paid sick leave. After an employee has reached this maximum amount, no additional paid sick leave will be earned.

Carryover

Employees will be allowed to carryover up to 40 hours of unused sick leave from one year to the next.

Qualifying Reasons for Paid Sick Leave

Paid sick leave can be used for the following reasons:

- Medical care or mental or physical illness, injury, or health condition
- A public health emergency
- Absence due to domestic violence, sexual violence, abuse, or stalking.

These qualifying reasons apply to the employee, the employee's family, or other qualifying relationship. If an employee uses earned paid sick leave on three or more consecutive work days, a doctor's note or other documentation may be required in order to return to work.

Use of Paid Sick Leave

If the need for paid sick leave is foreseeable, employees shall provide advance two weeks oral or written notification to their Care Manager. If the need for paid sick leave is not foreseeable, employees shall provide notice to the Care Manager as soon as practicable.

An employee's use of earned paid sick leave may run concurrently with other leaves under local, state or federal law.

Accrual or Usage Year

For the purposes of calculating Earned Paid Sick Leave the year will initially start on July 1st, 2017.

Each employee's year will be defined by the employee's anniversary date (date of hire).

Incremental Use

Earned paid sick leave can be used in the following increments:

- .25 increments= 15minutes
- .50 increments = 30 minutes
- .75 increments= 45 minutes
- 1 increment= 1 hour

Termination of Employment

Employees will not be paid for unused sick leave when their employment terminates. Employees cannot be discriminated or retaliated against for requesting or using accrued paid sick leave. If you have any questions about paid sick leave, please contact Dianne Leal (President-One Life Unlimited)

If rehire occurs within nine months of separation from One Life Unlimited Inc. any previously-accrued earned paid sick leave that was not used will be reinstated and the employee is entitled to use and accrue earned paid sick leave immediately at the re-commencement of employment.