**Healthy Workplace Healthy Family Act of 2014 Memo**

Effective July 1, 2015, or the first date of eligibility if after July 1, 2015, employees will receive twenty-four (24) hours or three (3) days of paid sick leave in compliance with The Health Workplace Healthy Family Act of 2014. This sick leave does not accrue or carry over from year to year. Instead, for each subsequent calendar year, on January 1st, eligible employees will receive a new allotment of twenty-four (24) hours or three (3) days of paid sick leave to be used during the ensuing year. Thereafter, each year on January 1st, you will begin again with twenty-four (24) hours or three (3) days of sick leave regardless of what remained from the previous year.

Employees can use the sick leave on the 90th day of employment with the company. Upon termination, regardless of reason, any unused sick leave will not be paid out. If the employee is rehired within one year, previously unused sick leave will be reinstated.

Sick leave is paid at your regular straight-time hourly rate in effect at the time you use it, or as otherwise required by law. You will receive payment for used sick leave no later than the payday for the next regular payroll period after the sick leave was taken.

We will not “advance” sick leave against future benefits. After you have exhausted your sick leave benefits, further absences due to illness or injury will be without pay. Sick leave may not be used for vacation or personal time off, but may be used for preventive care or the diagnosis, care or treatment of an existing health condition including, things like, medical or dental appointments, as well as a need for time off due to domestic violence, sexual assault or stalking. You may also use your annual earned sick leave to care for your injured or ill family member, including any of the following: spouse, child of any age, sibling, parent, registered domestic partner, grandparent, grandchild or any other family members specified by applicable law.

If the need for paid sick leave is reasonably foreseeable, please complete the Time-Off Request Form and circle yes for using paid sick leave. If the leave is unforeseeable, please provide notice as soon as practicable. Subject to applicable law, eligible employees may use sick leave in minimum increments of two (2) hours.

Although you are allotted sick pay benefits to cover periods of absence due to personal illness or injury, you should not automatically assume that an absence is permissible merely because you have sufficient sick pay benefits available to cover all or a portion of your time off. Subject to applicable law, we reserve the right to require a written statement from your physician or your family member’s physician certifying your absence. If your absence is due to your medical condition, to the extent allowed under the law, we reserve the right to require a written release from your physician that you can return to work.

If your absence due to illness or injury extends beyond seven (7) days, or if you are hospitalized, you should file a claim with the California Employment Development Department for State Disability Insurance. You may obtain information from Human Resources.

\*\*This memo updates and supersedes any previous company memos and the policy noted in the company handbook in connection with paid sick leave\*\*

*I acknowledge that I read and received a copy of the Healthy Workplace Healthy Family Act Memo.*

Signature Date

Print Name: