



## **California Paid Sick Leave**

All employees who have worked 30 or more days in California within a year of their employment with the company are eligible for Paid Sick Leave.

### **Procedures**

Eligible employees will accrue one hour of sick time for every 30 hours worked up to a maximum accrual of 48 hours or six days, whichever is greater, per calendar year.

After successfully completing 90 days of employment, eligible employees may begin to use paid sick time under this policy, up to a maximum of 24 hours, or three days, whichever is greater, per calendar year.

Accrued, unused time under this policy will carry over each year up to a maximum accrual of 48 hours or six days, whichever is greater.

Leave under this policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

Employees requesting time off under this policy should provide as much advanced notice to your manager and TalentWave as practicable, and employees who take more than three days of leave will be required to provide appropriate documentation to TalentWave in support of the leave taken.

Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the company within a year of separation will have their accrued unused bank of time off under this policy made available to them.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

For more information regarding leave under this policy, contact TalentWave at 650-378-4150.