

[DATE]

RE: SICK TIME POLICY

Dear Valued [COMPANY NAME] Employees,

The company understands providing paid sick days is good for employee/employer relations and reduces the likelihood of employees coming to work sick. We also understand there are times when employees may have to miss scheduled work due to a personal illness or that of an immediate family member. The following describes the eligibility, award, and use parameters of the policy.

Eligible employees will accrue one (1) hour for every 30 hours worked beginning the 31st day of employment. The company will allow an accrual up to 6 days (48 hours) maximum of sick time and **up to 3 days (24 hours) to be used annually by his/her anniversary date**, in accordance with the Healthy Workplace Healthy Families Act 2014 (AB1522). An employee may not use paid sick days until successfully completing his/her 90th day of employment in addition to qualifying by hours worked, see example. Employees may use time up to the hours in his/her regularly scheduled workday. For example:

Employee Hire Date: <u>07/01/2020</u>	Normal Daily Work Hours: <u>6 hours</u> <u>(5 days x 6 hours = 30 hours/week)</u>
Employee Eligibility Date: <u>07/31/2020</u>	Sick Time Available for Use: Based upon hours accrued
Eligible Date of Use: <u>10/01/2020</u>	<u>(30 hours worked = 1 hours ST)</u>

Sick time hours will be tracked through payroll. Any balance remaining at the end of the anniversary year will be carried into the following year up to a maximum of 6 days (48 hours). Once this maximum is reached, no further accrual will be allowed until the balance falls below this limit.

The company requires any absences be notified by the employee and approved by the supervisor as far in advance as feasible, but no less than four (4) hours prior to the start of the workday, otherwise the absence will not be approved nor will the missed hours be paid. No-shows/no-calls will be considered job abandonment and the employee will be removed from payroll. Unused sick time will not be paid to employee upon separation of employment.

[COMPANY NAME] values your health and the health of our business. We hope this notice helps you to understand these changes and the associated parameters. Should you have questions, please refer them to the administrator for clarification.

Sincerely,

[COMPANY CONTACT]

[Title]