



SEATTLE, WASHINGTON SICK AND SAFE TIME POLICY
Effective March 1, 2019

VanderHouwen provides its employees with sick and safe time in accordance with the city of Seattle, Washington Sick and Safe Leave law. In the event of any conflict between this policy and applicable law, the law will be followed. For any questions about sick and safe time, please contact Human Resources at hr@vanderhouwen.com.

Eligibility

VanderHouwen contractor employees working in the city of Seattle will begin accruing sick and safe time on the first day of employment. Eligible employees may begin using sick and safe time on their 90th calendar day of employment and may use sick and safe time as it is accrued. For purposes of sick and safe time, the year is defined as January 1 through December 31.

Sick and Safe Time Accrual

Eligible employees earn 1 hour of sick and safe time for every 30 hours worked. An employee may carry over up to 72 hours of accrued, unused sick and safe time for use in subsequent years.

Each employee will be provided an accounting of the amount of accrued and unused sick time. Please check your pay stub for this information or contact payroll@vanderhouwen.com.

Qualifying Absences

Sick time may be used for the following reasons:

- An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment

of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;

- To allow the employee to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care; and

For purposes of paid sick time, “family member” is defined to include a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling.

Safe time may be used for the following reasons:

- When an employee’s place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material.
- When an employee needs to care for a child whose school or place of care has been closed by order of a public health official to limit exposure to an infectious agent, biological toxin or hazardous material.
- An employee is also authorized to use paid safe leave for reasons related to domestic violence, sexual assault or stalking that affect the employee or the employee’s family or household member.

For purposes of paid safe time, “family or household member” includes a child, grandchild, or stepchild, parent, stepparent, parent-in-law, or grandparent, current and former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

Use of Sick and Safe time

Sick and safe 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 must use sick and safe time for qualifying absences. However, employees may choose to trade shifts instead of using sick and safe time if approved by his or her supervisor. When using sick and safe time, employees are not required to find coverage for their shift.

When using sick and safe time, employees 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 and safe time will not be paid to the employee upon termination, resignation, retirement, or other separation of employment. An employee rehired within 12 months of separation is entitled to use previously accrued sick and safe time immediately upon re-employment.

Employee Notice

For planned sick and safe time, the employee should notify Human Resources up to 10 days prior to the date the time will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned sick and safe leave in a manner that does not unduly disrupt operations.

When sick and safe leave is unforeseeable, the employee must verbally notify his or her supervisor and send a message to HR@vanderhouwen.com of the need for sick and safe leave before the start of the scheduled work shift, or as soon as practicable. Employee shall submit a written Paid Sick Leave Request Form to Human Resources at HR@vanderhouwen.com within 5 days of returning to work (only two exceptions to the 5 day rule will be granted so long as the form is received prior to next payroll period).

Employee Documentation

Employees are to submit VanderHouwen's Paid Sick Leave Request Form when requesting paid sick and safe time for the appropriate pay period. If you use sick and safe time for more than three consecutive scheduled work days, we may request verification that your use of sick and safe time is for an authorized purpose. Verification should be provided within ten

(10) calendar days following the first day on which you use paid sick and safe leave. We will not require the information provided to include the nature of the condition and will treat any information received in a confidential manner consistent with applicable privacy laws. You have a right to assert orally or in writing that the verification requirement results in an unreasonable burden or expense. In such cases, we will make a reasonable effort to identify and provide alternatives for you to meet the verification requirement in a manner that does not result in an unreasonable burden or expense on you.

Interaction with Other Leave

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

Prohibition on Discrimination

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick and safe leave. You may file a complaint if you feel sick and safe leave has been denied or if you believe you have suffered retaliation for requesting or taking sick and safe leave. You are also encouraged to bring any concerns to HR or your manager about the use of sick and safe leave or possible retaliation.



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Acknowledgment

I have read the above documents regarding my new assignment.

Signature:

Date: