



# VanderHouwen

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## PAID SICK LEAVE FOR FEDERAL CONTRACTORS

Effective March 1, 2019

VanderHouwen provides its employees placed on Federal contract projects with paid sick leave in accordance with Executive Order 13706 (the “E.O”). In the event of any conflict between this policy and applicable law, the law will be followed. For any questions about paid sick leave, please contact Human Resources at [hr@vanderhouwen.com](mailto:hr@vanderhouwen.com).

### Eligibility

VanderHouwen contractors working on Federal contract projects will be eligible for up to 7 days of paid sick leave annually. The E.O. states that Federal contractors (VanderHouwen) will be required to provide one hour of paid sick leave for every 30 hours worked, up to 56 hours per year. For purposes of paid sick leave, the year is defined as January 1 through December 31.

### Sick Time Accrual

Eligible employees begin accruing paid sick leave on the first day of employment. Exempt employees are presumed to work 40 hours in each workweek for the purposes of paid sick leave accrual unless their normal workweek is less than 40 hours, in which case paid sick leave is accrued based upon the employee’s normal workweek.

An employee may carry over paid sick leave hours not used from one accrual year to the next. Employees may not accrue more than 56 hours of paid sick leave at any time.

Each employee will be provided access to their total accrued hours via their pay check stub or by contacting [payroll@vanderhouwen.com](mailto:payroll@vanderhouwen.com).

### Use of Sick Time

Sick 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 time for qualifying absences. When using sick time, employees are not required to find coverage for their shift.

When using sick 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 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 time immediately upon re-employment.

## Qualifying Absences

Paid sick leave may be used for the following reasons:

1. A physical or mental illness, injury, or medical condition.
2. Obtaining diagnosis, care, or preventative care from a health care provider.
3. Caring for her child, parent, spouse, domestic partner, or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship who has any of the conditions or needs for diagnosis, care, or preventive care described in (1) or (2) or is otherwise in need of care.
4. Domestic violence, sexual assault, or stalking, if the time absent from work is for the purposes described in (1) or (2) or to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take related legal action, including preparation for or participation in any related civil or criminal legal proceeding, or assist an individual related to the employee as described in (3) in engaging in any of these activities.

## Employee Notice

For planned paid sick leave, the employee should notify Human Resources up to 7 calendar days prior to the date the time will commence or as soon as practicable. Employees must make reasonable efforts to schedule planned paid sick leave in a manner that does not unduly disrupt operations.

When sick leave is unforeseeable, the employee must verbally notify his or her supervisor and send a message to [HR@vanderhouwen.com](mailto:HR@vanderhouwen.com) of the need for paid sick 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](mailto: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 leave for the appropriate pay period. If an employee uses more than three consecutive days of sick time, VanderHouwen may request supporting documentation verifying the employee was out for a qualifying reason.

## Interaction with Other Leave

An employee's use of sick time may run concurrently with other leave under state and federal laws, including leave taken pursuant to the Family Medical Leave Act (FMLA), Oregon Family Leave Act (OFLA), Washington Family Leave Act (WFLA), or other state leave Acts. An employee may not use paid sick leave while receiving workers' compensation benefits.

## Prohibition on Discrimination

No employee will suffer discrimination or retaliation for requesting, using, deny, interfere or complaining that they are not receiving paid sick leave as required by E.O. 13706. Employees may file a complaint with the Department of Labor if they feel paid sick leave has been denied or if they believe they have suffered retaliation for requesting or taking paid sick leave. Employees are also encouraged to bring any concerns or request additional information to Human Resources about the use of paid sick leave.



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## Acknowledgment

I have read the above documents regarding my new assignment.

Signature:

Date: