



VanderHouwen

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Paid Sick Leave (Washington D.C)

Paid Sick Leave

VanderHouwen provides eligible employees with paid sick and safe leave in accordance with the requirements of the Accrued Sick and Safe Leave Act (ASSLA) and the Earned Sick and Safe Leave Amendment Act (ESSLA). For any questions about sick, please contact Human Resources at hr@vanderhouwen.com.

Employee Documentation

Employees are to submit VanderHouwen's Paid Sick Leave Request Form when requesting paid sick time 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.

Use of Sick Time

Sick time may be used for qualifying absences (see below) in increments of one (1) hour and may be used to cover all or part of a shift. Employees must use sick time for qualifying absences. However, employees may choose to trade shifts instead of using sick time if approved by his or her supervisor. 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 6 months of separation is entitled to use previously accrued sick time immediately upon re-employment.

Requesting Sick and Safe Leave and Documentation

If the need for paid sick and safe leave is foreseeable, employees must provide notice ten days before the leave would begin, unless they learn of the need to use leave within a shorter period.

If the need for paid sick and safe leave is unforeseeable, employees should provide notice as soon as practicable after the need for leave arises. To provide notice of the need to

use paid sick and safe leave, employees must verbally notify his or her supervisor and send a message to hr@vanderhouwen.com.

Employee shall submit a written Paid Sick Leave Request Form to Human Resources 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).

VanderHouwen may require that employees provide documentation verifying that paid sick and safe leave time was used for a covered purpose. Employees are required to provide the requested documentation within five days of the request.

For paid sick and safe leave that is needed because of domestic violence or sexual assault, satisfactory documentation includes:

- A police report indicating that the employee or a family member was a victim of domestic violence or sexual assault;
- A court document indicating that the employee or a family member is involved in legal action related to domestic violence or sexual assault; or
- A signed statement of a victim and witness advocate affirming that the employee or a family member is receiving services from a victim services organization.

The documentation need not explain the details of the violence or medical condition.

Failure to comply with these notice and documentation requirements may result in discipline.

Eligibility

All employees (whether full-time, part-time, or temporary) who perform work in the District of Columbia are eligible to accrue paid sick and safe leave.

Accrual of Leave

Employees begin to accrue leave on their date of hire. Sick and safe leave is accrued at a rate of one hour for every 87 hours worked, up to a maximum of three days per calendar year. For employees exempt under the federal Fair Labor Standards Act (FLSA), paid leave is not accrued for any hours worked beyond 40 hours in a workweek.

Accrued, unused paid leave will carry over from year to year. However, once the maximum amount of time has been accrued, no further sick and safe leave will accrue until previously accrued leave is used. Compensation for accrued and unused paid sick time is not provided upon separation from employment for any reason.

Employees may not access paid sick and safe leave until after they have been employed by VanderHouwen continuously for 90 days. Employees who are transferred or leave VanderHouwen and are rehired within one year of separation may be eligible

for reinstatement of previously accrued and unused leave and can immediately begin to accrue additional leave upon reemployment.

Reasons Sick Leave May be Used

Employees may use accrued sick and safe leave for absences resulting from any of the following:

- The employee's or eligible family member's physical or mental illness, injury or medical condition;
- To obtain professional medical diagnosis or care or preventive medical care for the employee or eligible family member; or
- If the employee or eligible family member is a victim of stalking, domestic violence or sexual abuse; provided that the absence is directly related to social or legal services pertaining to the stalking, domestic violence or sexual abuse for the purpose of:
 - Seeking medical attention for the employee or the employee's family member to treat or recover from physical or psychological injury or disability caused by the stalking, domestic violence or sexual abuse;
 - Obtaining services for the employee or the employee's family member from a victim services organization;
 - Receiving psychological or other counseling services for the employee or the employee's family member;
 - Temporarily or permanently relocating;
 - Taking legal action, including preparing for or participating in any civil or criminal legal proceeding relating to the stalking, domestic violence, or sexual abuse incident; or
 - Taking other actions that could be reasonably determined to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or the safety of those who work or associate with the employee.

Eligible family members include the employee's children (including stepchildren and foster children), grandchildren, parents, parents-in-law, stepparents, spouse, spouses of children, domestic partners, siblings, and brothers- and sisters-in-law. A person with whom the employee shares or has shared, for at least the 12 preceding months, a mutual residence and with whom the employee maintains a committed relationship is also an eligible family member under this policy, as is a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility.

Requesting Sick Leave

If the reason for leave is planned, employees must make a written request for leave at least 10 days in advance, or as early as possible. The written request must include a reason for the absence involved and the expected duration of the paid leave. If the paid

leave is unforeseeable, employees must inform VanderHouwen before the start of the shift in which the leave is being used. When the need for leave is because of an emergency, employees must inform VanderHouwen prior to the start of the next shift they are scheduled to work or within 24 hours of the onset of the emergency, whichever is sooner.

Employees must make a reasonable effort to schedule their leave in a way that does not disrupt VanderHouwen's business operations. When the reason for leave is a non-emergency situation, employees must consult with Human Resources about the date and time of their need for leave.

Leave Certification

VanderHouwen may require employees who are out on leave for three or more consecutive days and seeking compensation to provide reasonable documentation supporting their request for leave, such as a:

- Signed document from a health care provider;
- Police report indicating that the employee or family member was a victim of stalking, domestic violence or sexual abuse;
- Court order indicating the employee or employee's family member was the victim of stalking, domestic violence, or sexual abuse; or
- Signed statement from a victim and witness advocate or domestic violence counselor affirming that the employee is involved in a legal action relating to the stalking, domestic violence or sexual abuse or sought services related to the health or safety of the employee or employee's family member.

Employees must provide the certification immediately upon return to work or within one business day after returning.

Employees are prohibited from using paid sick and safe time for improper purposes. VanderHouwen may require more frequent certification from employees if there is a pattern of abuse of paid leave suspected.

Effect on Other Rights and Policies

VanderHouwen may provide other forms of leave for employees to care for medical conditions under certain federal, state, and municipal laws. In certain situations, leave under this policy may run at the same time as leave available under another federal or state law, provided eligibility requirements for that law are met. VanderHouwen is committed to complying with all applicable laws. Employees should contact Human Resources for information about other federal, state, and municipal medical or family leave rights.

Retaliation

VanderHouwen will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy or who makes a good faith complaint (including the filing of a lawsuit or cooperating in any investigation or prosecution) about a violation of either the ASSLA or the ESSLA, or who communicates with any person about such a violation. In addition, VanderHouwen will not retaliate against any employee who informs another person about their rights under either the ASSLA or the ESSLA.

**VanderHouwen
Acknowledgement of Revised Policy**

I acknowledge that I have received the Washington D.C. Handbook Addendum for the Employee Handbook. The attached policy is intended to be an addition to the current Employee Handbook.

I understand that it is my responsibility to read and comply with this policy. I further understand that I should consult my manager regarding any questions raised by this policy and not answered by the Employee Handbook.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____