

## ***Sick and Safe Leave***

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Employees who regularly work at least twelve (12) hours per week and whose primary work location is in Maryland are eligible for up to forty (40) hours of paid sick and safe leave. Eligible employees will be awarded 40 hours of sick and safe leave on January 1 each year. New hires will be awarded a pro-rated amount of sick and safe leave based on their date of hire and an accrual rate of one (1) hour of leave for every thirty (30) hours worked. Employees are not permitted to carry over any unused sick and safe leave to the following calendar year.

Sick and safe leave may be used for the following reasons:

- To care for or treat the employee's mental or physical illness, injury, or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury, or condition;
- For maternity or paternity leave; or
- Where the absence from work is necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member and the leave is being used (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault, or stalking.

For purposes of this policy, the term "family member" includes (1) an employee's spouse; (2) an employee's child, or a child for whom the employee has legal or physical custody or guardianship or stands in loco parentis; (3) the parent of an employee or the employee's spouse; (4) an employee's legal guardian; (5) an individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor; (6) an employee's grandparent; (7) an employee's grandchild; and (8) an employee's sibling. The terms "child," "parent," "grandparent," "grandchild," and "sibling" include biological, adoptive, foster, and step relationships.

Employees may not use sick and safe leave during the first 106 calendar days of their employment. Sick and safe leave may be used in increments of not less than four (4) hours.

If the need to use sick and safe leave is foreseeable (e.g., a scheduled doctor's appointment), the employee must provide notice at least seven (7) days prior to leave use. Notice must be given to the HR office in MD or your direct Supervisor. If the need to use sick and safe leave is not foreseeable, the employee must provide notice as soon as practicable. A request to use sick and safe leave may be denied if an employee fails to provide proper notice and the employee's absence will cause a disruption to the Company's operations. It is the employees responsibility to notify the HR office in MD or direct Supervisor if Sick & Safe leave time is requested.

Employees may only use sick and safe leave for one of the reasons set forth above. Employees who use sick and safe leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use sick and safe leave in the future. In an employee uses sick and safe leave for more than two (2) consecutive scheduled shifts, the employee must provide verification that the leave use was appropriate.

Each pay period, employees will be provided with a statement showing their used and available sick and safe leave.

Employees will not be paid for any unused sick and safe leave upon termination of employment. If an employee leaves employment and is rehired within thirty-seven (37) weeks of leaving, any unused sick and safe leave the employee had at the time of separation will be reinstated.

The Company will not take adverse action against any employee for using sick and safe leave. If you believe you have been retaliated against or have any questions related to sick and safe leave, please contact Human Resources.