



California Paid Sick Leave Sedona Policy

Unless exempt under the Healthy Workplace Healthy Families Act of 2014, employees (Associates) are entitled to minimum requirements for paid sick leave under the California Paid Sick Leave law.

Starting on or after July 1, 2015, Associates are eligible for paid sick leave if they have worked in California for at least 30 days within a year after commencing employment at Sedona.

Under the Alternative Method to accrual under the California paid sick leave law, beginning on July 1, 2015, employees who work in California 30 or more days from July 1, 2015 or from the commencement of hire, whichever is later, Sedona will provide 24 hours /3 days of paid sick leave at the beginning of each 12 month period after the Associate has qualified under the 30 day eligibility period and satisfied the 90 day employment period before sick leave can actually be taken. The 12 month period is calculated based on the Associates Anniversary date.

Paid sick leave taken can be used only for purposes as stated under the California Paid Sick Leave law: for Associate's own or a family member for the diagnosis, care or treatment of an existing health condition or preventive care or for specified purposes for an employee who is a victim of domestic violence, sexual assault or stalking.

For clarification purposes, the 24 hours/3 days is considered a cap for accrual allowed under the California Paid Sick Leave Law Lump Sum Method.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family Medical Leave Act (FMLA).

Associates must provide reasonable advance notification to a Sedona Account Manager if the need for paid sick leave is foreseeable. If the need is not foreseeable, employees must provide notice as soon as practicable.

Associates will be paid for sick leave taken no later than the payday for the next regular payroll period.

Unused sick leave will not carry over to the following year. You must use it for its intended purposes or lose it.

Associates will be paid their hourly wage for each hour of paid sick leave used.

Sick leave available will appear on an electronically stored document which is accessible through the Associate's login through the Sedona Compass portal.

Sedona will not compensate Associates for unused paid sick days after Associates terminate, resign, retire or otherwise separate from employment with Sedona.

Sedona will reinstate any previously unused paid sick leave for Associates who separate from Sedona and are rehired within one year from the date of separation.