

Pursuant to state law, HealthMax employees are entitled to earn sick and safe leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued per year. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1 and ends on December 31. The terms under which employees are permitted to use this leave are set forth below.

- Employees will not be paid for any unused sick and safe leave upon termination of employment. If an employee separates from employment and is rehired within 180 days, any earned and unused sick and safe leave that the employee had at the time of separation will be reinstated.
- All employees begin accruing hours on the first day of work.
- Following 80 total hours of employment in a calendar year, sick and safe leave may be used for the following authorized purposes:
 - The employee's mental or physical illness, treatment, or preventive care
 - A family member's mental or physical illness, treatment or preventive care
 - Absence due to domestic abuse, sexual assault or stalking of the employee or family member
 - Closure of the employee's place of work due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency
 - When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease
- Employees may use sick and safe time for the following family members: their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis, their spouse or registered domestic partner, their sibling, stepsibling or foster sibling, their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child, their grandchild, foster grandchild or step-grandchild, their grandparent or step-grandparent, a child of a sibling of the employee, a sibling of the parents of the employee, a child-in-law or sibling-in-law, any of the aforementioned family members of an employee's spouse or registered domestic partner, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, and up to one individual annually designated by the employee.
- When an employee uses sick and safe time for more than three (3) consecutive days, the employee may be asked to provide reasonable documentation demonstrating the necessity of the leave. Such documentation can include a letter from a health care professional or public official, or a signed and dated written statement from the employee stating that they are using sick and safe leave for one of the valid reasons listed above.

- If the need to use sick and safe leave is foreseeable (for example a scheduled doctor's appointment), employees must provide notice at least 7 days prior to the absence. In the case of an unforeseen need to take leave (for example the sudden illness of the employee or a family member), notice should be given to HealthMax as soon as practicable. Failure to notify HealthMax according to these guidelines may risk the denial of a sick and safe leave request.
- Employees will be notified of their paid sick and safe leave balances on each earnings statement, including hours available as well as hours used during that earnings statement..
- Approved sick and safe leave will be paid at the employee's hourly rate of pay. If the employee has multiple pay rates, sick and safe leave will be paid at the rate the employee would receive if working those same hours. Paid sick and safe leave time will not count as hours worked for the purposes of any overtime or additional sick and safe leave calculation.
- When an employee wishes to use sick and safe leave, written notice must be provided to any office per the above terms on a form provided by HealthMax. Notice must be provided prior to or on the time sheet due date for the pay period in which paid sick and safe hours are being requested. HealthMax will not approve paid sick and safe time requests retroactively. HealthMax administrative staff will provide written and/or verbal confirmation that the request was received. Requests may be denied if the terms of this policy are not followed.

This policy will be posted at each HealthMax office location, in the employee handbook, and upon request.