



California Paid Sick Leave Policy Outsource Field Employees

1. Purpose/Objective

Effective July 1, 2015, Outsource, LLC will provide paid sick leave to active assigned, eligible field employees¹ who have worked 30 or more days in California within a year of their employment with Outsource or at the time this Policy becomes effective.

2. Field Employee Eligibility

Outsource field employees who have worked 30 or more days in California within a year of their employment with Outsource (or from the time this Policy becomes effective) will be eligible to receive paid sick leave under California's Healthy Families Act of 2014.

3. Accrual of Sick Leave

Eligible field employees will accrue 1 hour of sick time for every 30 hours worked up to a maximum accrual of 48 hours (or 6 days, whichever is greater) per calendar year.

4. Use of Accrued Sick Leave

Following successful completion of 90 days of employment with Outsource, eligible field employees may begin to use earned sick leave under this Policy.

- (a) **How to Use Accrued Sick Leave** - Depending upon the individual employee's amount of accrued sick leave, he or she may use accrued sick leave in increments of 2 hours, but may not exceed 24 hours (or 3 days, whichever is greater) per calendar year.
- (b) **Reasons for Use of Accrued Sick Leave** - Sick leave under this Policy may be used in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of, an employee or an employee's immediate family member.
 - o **"Immediate Family Member"** - includes: spouses, registered domestic partners, children (regardless of age) parents (including step-parents and parents-in-law), grandparents and siblings. Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.
- (c) **Sick Leave & CFRA/FMLA** - Leave under this Policy may run concurrently with leave taken under other applicable policies as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

¹ "Eligible Field Employees" include, but are not limited to: low-voltage installers and technicians, journeymen, and apprentice electricians.



5. Annual Carryover & Limits on Accrued Sick Leave

Up to 48 hours (or 6 days, whichever is greater) of an eligible field employee's accrued, unused sick leave will carry over to the following year.

6. Reasonable Request & Notice to Use Sick Leave

- (a) **Reasonable Request** - Eligible field employees requesting sick leave under this Policy must make a reasonable, oral or written request to the appropriate Field Coordinator and/or Outsource's Corporate Human Resources Department to use accrued sick leave days for such reasons as those specified in Section 4(b) of this Policy.
- (b) **Notice** - Eligible field employees requesting sick leave under this Policy must provide reasonable advance notice to the appropriate Field Coordinator and/or Outsource's Corporate Human Resources Department.

7. Accrued/Unused Sick Leave & Separation from Employment

Unused sick leave under this Policy is not paid out at the time of separation from employment. However, eligible field employees who are re-employed with Outsource within a year of separation will have their accrued, unused bank of sick leave under this Policy made available to them.

8. Sick Leave Pay

Eligible field employees will receive sick leave pay equal to the hours of sick leave he or she uses multiplied by his or her standard hourly rate.

For more information regarding leave under this Policy, please contact Outsource's Human Resources Department at (310) 640-8575 or via e-mail at hr@outsource.net.

Effective Date: July 1, 2015