

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 07/07/2015
RE: Massachusetts Accrued Paid Sick Leave

Massachusetts employees will accrue sick leave at the rate of not less than one hour for every 30 hours worked; beginning at the commencement of employment or July 1, 2015, whichever is later.

Eligible employees are entitled to earn and use up to 40 hours of paid sick time in a calendar year. Employees may carry over up to 40 hours of accrued, but unused sick time to the next calendar year, but cannot use more than 40 hours in one calendar year. Once 40 hours is accrued, additional accruals will stop until time is used.

All employees may utilize accrued leave beginning on their 90th day of employment.

Accrued sick time may be used to:

- Care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
- Address the psychological, physical or legal effects of domestic violence, defined as abuse committed against an employee or the employee's dependent child by: a current or former spouse of the employee; a person with whom the employee shares a child in common; a person who is cohabitating with or has cohabitated with the employee; a person who is related by blood or marriage; or a person with whom the employee has or had a dating or engagement relationship.

Sick leave can be taken in no smaller increments than one (1) hours with a maximum of eight (8) hours per day and when possible, employees should notify their supervisor in advance (no less than one hour) of their need to use available sick leave. A doctor's statement may be requested by the employee's supervisor. Sick pay will be paid out at the employee's normal hourly pay rate.

Sick leave must be taken when an employee is scheduled and cannot be requested for time when an employee isn't normally scheduled.

Accrued but unused sick leave will not be paid upon termination. However, employees who are reemployed with the Company within one year of separation will have any unused paid sick leave accrued under this policy reinstated.

Employees will need to fill out the attached Time Away Request form and send to Human Resources. The form may be emailed to hr@apolloretail.com or faxed to (800) 783-5540.