

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 10/25/18
RE: New Jersey Accrued Paid Sick Leave

New Jersey 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 October 29, 2018, 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 120th day of employment.

Accrued sick time may be used to:

- Employee need diagnosis, care, treatment or recovery for a mental or physical illness, injury or health condition; or employee needs preventive medical care.
- Employee needs to care for family member during diagnosis, care, treatment or recovery for a mental or physical illness, injury or health condition; or family member needs preventive medical care.
- Employee or family member have been the victim of domestic violence or sexual violence and need time for treatment, counseling or to prepare for legal proceedings.
- Employee need to attend school related conferences, meetings or events regarding your child's education; or to attend a school-related meeting regarding child's health.
- Employees company closes due to public health emergency or employee needs to care for a child whose school or child care provider closes due to public health emergency.

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 if 3 or more consecutive days of sick leave has been used. Sick pay will 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.

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.