

MEMO



TO: Field and Part-Time Associates
FROM: Office Management
DATE: 1/1/2024 Update
RE: California Accrued Paid Sick Leave

California 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.

Employees may not accrue more than eighty (80) hours / ten (10) days of sick leave during each calendar year. Accrued, but unused sick time shall carry over to the following year up to 80 hours. The Company, however, limits an employee's use of paid sick leave to forty (40) hours / five (5) days per calendar year.

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

Leave under this policy may be used in connection with the diagnosis, care, or treatment of an existing health condition of, or preventative care for, the employee or the employee's family member. "Family member" for purposes of this policy includes a spouse, registered domestic partner, child (regardless of the child's age), parent (including a step-parent or parent-in-law), grandparent, grandchild, or sibling. Leave under this policy may also be used by an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid or medical attention, obtain services or counseling, or participate in safety planning.

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.