



## Sick Time Policy

Issued On:	March 18, 2026
Effective date:	March 18, 2026
Supersedes:	All policies prior to March 2026

### 1. Purpose:

We value the hard work of our employees and recognize the importance of rest, recovery, and personal well-being. This policy supports employee health and work-life balance by providing paid sick leave that may be used for illness, medical care, preventive care, or other qualifying reasons as permitted by California law.

### 2. Scope:

This policy applies to employees working in the State of California who are eligible to accrue paid sick leave in accordance with applicable state and local laws.

### 3. Policy Statement:

Employees accrue paid sick time at a rate of one hour for every 30 hours worked, up to a maximum accrual of 64 hours. Once an employee's sick time balance reaches this 64 hour cap, no additional sick time will accrue until the balance falls below the maximum threshold. Accrual will resume only after sick time is used and the available balance decreases.

Accrued sick time may be used only after an employee has completed 90 days of employment. Sick time accruals will be made available on the 90th day of employment. Sick time should be used within the calendar year in which it is earned, unless otherwise required by law. Employees may carry over up to 64 hours of unused sick time into the following calendar year. Any unused accrued sick time will not be paid out at termination of employment, voluntary or involuntary.

Employees may use up to eight hours of sick time per day, provided they have a sufficient balance available. Sick time may not be used in excess of the amount accrued, and requests that exceed the available balance will not be approved. All sick time will be paid at the employee's base rate of pay and does not count toward the calculation of overtime.