



NEW JERSEY PAID SICK LEAVE

The New Jersey Paid Sick Leave Act generally provides that employees in New Jersey are entitled to accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours of sick time in a calendar year.

Sick Time Frontloading. To satisfy the above requirement, Salaried employees are permitted to use any paid Sick Days to which they are otherwise eligible under the Company's policies for any of the Covered Reasons described below, regardless of whether such days have accrued under the Company's policies.

Sick Time Accrual. Employees who are eligible for Sick Days under the Company's policies (i.e., Salaried employees) are not eligible for additional paid sick time under this policy. All other New Jersey employees who are not eligible for Sick Days under the Company's policies (i.e., Hourly employees) will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours of sick time per calendar year. Such paid sick time will begin accruing immediately upon hire, but it may not be used until on or after the 120th day following the hire date. For purposes of this policy, exempt employees will be deemed to have worked forty (40) hours each workweek.

Carryover of Sick Time. Employees may carry over up to forty (40) hours of unused sick time from one year to the next, but may not use more than a maximum of forty (40) hours (five (5) days) of sick time in any calendar year.

Reasons for Using Sick Time. Paid sick time may be used for an absence from work due to the following reasons ("Covered Reasons"):

1. time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
2. time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
3. absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

5. time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or
6. time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

For purposes of this policy, a "family member" includes a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Use of Sick Time. Paid sick time may be taken in increments of no less than two (2) hours at a time, unless an employee is scheduled to work less than two (2) hours during his/her shift, in which case such employee may take paid sick time in increments no less than the number of hours the employee was scheduled to work during that shift.

Employee Notice and Documentation Requirements. Eligible employees must provide reasonable notice of use of paid sick time. Where such need is foreseeable, employees must give at least seven (7) days prior written notice of the intention to use the paid sick time and the expected duration of the employee's leave. Where such need is not foreseeable, employees must provide notice as soon as practicable. Employees should make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt the Company's operations. For an absence of more than three (3) consecutive work days, eligible employees may be required to provide reasonable documentation that the paid sick time was used for a Covered Reason. Any information regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

No Pay In Lieu of Unused Sick Time. Employees will not be paid for accrued, unused paid time upon termination of employment or at any other time. Paid sick time has no separate cash value, and employees are not permitted to cash out accrued, unused sick time.

Reinstatement. When there is a separation from employment and the employee is rehired within six (6) months of separation, previously accrued, unused sick time will be reinstated and such employee will be entitled to use such accrued sick time at any time after such employee is rehired.

No Retaliation. No employee will be retaliated against for using paid sick time under this policy.