



MEMORANDUM
Supersedes Memo all Previous Versions

January 19, 2016

To: California Hourly Employees Not Working under the Service Contract Act

From: Joseph Citrano, Vice President

Re: Paid Sick Leave

The State of California has adopted a law that entitles employees who work in California for 30 or more days within a year from the beginning of employment to use up to twenty-four (24) hours of paid sick leave per year for certain specified purposes. The law provides that eligible employees are entitled to *accrue* one (1) hour of paid sick leave for every thirty (30) hours worked in California, up to a maximum of forty-eight (48) hours of accrued paid sick leave per year, and may *use* up to twenty-four (24) hours of accrued sick leave per year.

Metlang uses a consecutive 12-month period based upon the employee's hire date for purposes of a "year." Under our Company policy, Metlang hourly employees accrue paid vacation (which employees are entitled to use for the purposes of paid sick leave) and/or paid sick time as follows:

- Hourly employees are entitled to accrue paid sick leave for purposes of the California sick leave law, effective with the employee's date of hire, at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) accrued hours per year. Hourly employees are entitled to use up to a maximum of forty (40) hours of accrued sick leave per year, solely for the purposes set forth in the California sick leave law. However, employees in their initial year of employment may not begin to use their accrued sick time until after ninety (90) days of employment.
 - Hourly employees with unused accrued sick time at the end of the year can rollover up to forty (40) hours to the new year. However, employees may not use more sick time than they would otherwise accrue in a single calendar year, as set forth above. The rollover provision allows employees to use paid sick time at the start of a year where they might not yet have accrued such time.

- Salaried employees accrue one (1) week of paid sick leave in addition to their allotted vacation time, after one (1) year of service.
 - During a salaried employee's initial year of employment, i.e. that time prior to the employee's first anniversary based upon his/her date of hire and during which time the employee would not have otherwise accrued paid vacation or sick time, as set forth above, the employee will be entitled to *accrue* paid sick leave solely for purposes of the California sick leave law, effective with the employee's date of hire, at the rate of one (1) hour for every thirty (30) hours worked up to a maximum of forty-eight (48) hours, and to *use* up to forty (40) hours of that accrued sick leave, in this initial year of employment. However, employees in their initial year of employment may not begin to use accrued sick time until after ninety (90) days of employment.

Accordingly, Metlang employees accrue paid vacation and/or sick time at a rate that is equal to or more generous than what is required under the California sick leave law (i.e., the law provides for accrual of one (1) hour of paid sick time for every thirty (30) hours worked, up to forty-eight (48) hours, yet the employee's use of accrued sick leave can be capped at just twenty-four (24) hours per year).

Metlang employees working in California are entitled to use their accrued paid vacation time for vacation, personal reasons and for the sick time reasons specified in the law (and outlined above). However, California employees are not entitled to additional paid time off under the California law, on top of the paid vacation and/or sick time accrued under Company policy. Time taken for sick leave purposes under the law will count against the employee's paid vacation or sick time, as applicable.

Employees who are eligible for sick leave under the law will receive written notice of their rights. A copy of this notice is posted in the nearest Metlang admin office and can be found on our website www.metlang.com under the forms section.

If an employee at the end of a calendar year does not accrue as much paid leave as he/she has used during that year, the employee's vacation or sick leave accrual for the following year will be reduced to the extent of such overuse, to the extent permitted by law.

Notice of the need to use paid vacation or sick time for purposes of illness of the employee or the employee's family member shall be provided before the start of the employee's shift on the day such leave is required, if possible. If circumstances beyond the employee's control prevent such notice, the employee shall be required to provide as much notice as possible.

Employees who need to use paid vacation or sick time, for any of the other purposes outlined in the California sick leave law, must provide seven (7) calendar days' notice

before the requested day off in the case of foreseeable situations, and as soon as practicable in unforeseeable situations.

If an employee is absent for more than three (3) consecutive work days, for any of the purposes outlined in the California sick leave law, the Company may require reasonable documentation from the employee's medical provider that the use of sick time was authorized. The Company may also require the employee to submit written confirmation that the employee used paid sick leave under this policy for one of the purposes outlined in the law.

The use of vacation time for vacation or personal reasons must be requested no less than one (1) month in advance of the need for such leave. In such case, vacation time will generally be approved on a first-come, first-serve basis.

Sick time (whether taken via paid vacation time or sick time) may be taken in no less than one (1) hour increments (for example if an employee needs to come in late after a doctor appointment).

Metlang prohibits retaliation against any employee who uses sick time, or who otherwise exercises their rights under the California sick leave law.

More information can be found at:

http://www.dir.ca.gov/dlse/Paid_Sick_Leave.htm

Please direct any questions to me at: Jcitrano@metlang.com

Thank you.