MEMORANDUM

To: Analytic Linguists working under the Service Contract Act under Wage Determination 2012-0012 within the Commonwealth of Massachusetts

From: Joseph Citrano, Vice President

Re: Paid Sick Leave

Paid Sick Leave

The State of Massachusetts has adopted a law that entitles all employees whose primary place of work is in Massachusetts (whether they are full time, part time, temporary or seasonal), with up to forty (40) hours of paid sick leave per year. These employees can take Massachusetts paid sick leave for the following purposes:

(1)   Care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;

(2)   Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;

(3)   Attend a routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse;

(4)   Address the psychological, physical or legal effects of domestic violence; or

(5)   Travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

The Massachusetts law provides that these employees are entitled to accrue one (1) hour of paid sick leave for every thirty (30) hours worked for the Company, up to a maximum of forty (40) hours of paid 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, Analytic Linguists working under the Service Contract, under Wage Determination 2012-0012 within Massachusetts

accrue paid vacation/paid time off (V/PTO), which employees are entitled to use for the purposes of paid sick leave, and/or paid sick time as follows:

- two (2) weeks of V/PTO after one (1) year of service;

- three (3) weeks of V/PTO after five (5) years of service; and

- four (4) weeks of V/PTO after fifteen (15) years of service.

- During an 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 V/PTO time as set forth above, the employee will be entitled to accrue paid sick leave solely for purposes of the Massachusetts sick leave law, effective with the employee's date of hire, at the rate of one (1) hour for every twenty-six (26) hours worked up to a maximum of forty (40) hours 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 V/PTO at a rate that is equal to or more generous than what is required under the Massachusetts sick leave law (i.e., the law provides for accrual of one (1) hour of paid sick time for every thirty (30) hours worked).

Metlang employees whose primary place of work is in Massachusetts are entitled to use their accrued V/PTO time for vacation, personal reasons and for the sick time reasons specified in the law. However, Massachusetts employees are not entitled to additional paid time off under the Massachusetts law, on top of the V/PTO accrued under Company policy. Time taken for sick leave purposes under the law will count against the employee's V/PTO, 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 V/PTO as he/she has used during that year, the employee's V/PTO accrual for the following year will be reduced to the extent of such overuse. If an employee's employment is terminated for any reason, other than job elimination, after taking more paid leave than was earned, this will be treated as a wage advance, which the Company can deduct from the employee's final paycheck subject to the provisions of State Law.

Notice of the need to use V/PTO 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 V/PTO, for any of the other purposes outlined in the Massachusetts 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 Massachusetts 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 V/PTO 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 V/PTO time or paid sick leave) 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 Massachusetts sick leave law.

More information for Massachusetts employees can be found at:
http://www.mass.gov/ago/doing-business-in-massachusetts/labor-laws-and-public-construction/earned-sick-time/

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

Thank you.