



MEMORANDUM

To: San Diego Employees Not Working under the Service Contract Act

From: Joseph Citrano, Vice President

Re: Paid Sick Leave

The City of San Diego has adopted a law that entitles employees who work two (2) or more hours in one workweek within the City of San Diego to use up to forty (40) hours of paid sick leave per year for certain 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 the City of San Diego, up to a maximum of eighty (80) hours of accrued paid sick leave per year, and may *use* up to forty (40) hours of accrued sick leave per year.

Metlang LLC / Metropolitan Interpreters and Translators Inc. (hereafter referred to as 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 sick time as follows:

- Hourly employees are entitled to accrue paid sick leave for purposes of the San Diego 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 eighty (80) 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 San Diego City 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 eighty (80) 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 (vacation time can be used for the purposes of sick leave) 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 San Diego 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 eighty (80), and to *use* up to forty (40) hours of that accrued sick leave 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 paid vacation and/or sick time at a rate that is equal to or more generous than what is required under the San Diego sick leave law.

Metlang employees working in San Diego 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, San Diego employees are not entitled to additional paid time off under the San Diego 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 will be posted in the nearest Metlang admin office and 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 San Diego 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 San Diego sick leave law, the Company may require reasonable documentation from the employee's medical provider that the use of sick time was authorized, to the extent permitted by law. 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 any applicable sick leave law.

For more information about the San Diego City Sick Leave law, you can visit <https://www.sandiego.gov/treasurer/minimum-wage-program>.

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

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Thank you.