

Employee Paid Sick Leave Notification

For work that is subject to the Paid Sick Leave Under Executive Order 13706, employees shall receive one (1) hour of paid sick leave for every 30 hours worked, with a cap of 56 hours accruable per year.

For work performed in Washington that is not subject to the Federal Paid Sick Leave Under Executive Order 13706, employees subject to Washington Paid Sick Leave Law will begin accruing paid sick leave beginning on the first day of employment dated after January 1, 2018. This leave will accrue at one (1) hour of paid sick leave for every 40 hours worked in Washington. Employees are entitled to use accrued paid sick leave beginning 90 calendar days after the start of their employment. Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

For work performed in Oregon that is not subject to the Federal Paid Sick Leave Under Executive Order 13706, non-union employees may accrue one (1) hour of paid sick leave for every 30 hours worked, with a cap of 80 hours. Employees are entitled to use accrued paid sick leave beginning 90 calendar days after the start of their employment. Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

You may use this accrued paid sick leave for the following reasons:

- To care for yourself or a family member;
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason (for Washington State only).

Conway Construction Company accrual year is January 1 to December 31

Company Name

Retaliation against you by Conway Construction Company for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW), is prohibited.

PAID SICK LEAVE POLICY

Paid Sick Leave Accrual and Availability: For work subject to the Paid Sick Leave Under Executive Order 13706, employees shall receive one (1) hour of paid sick leave for every 30 hours worked, with a cap of 56 hours accruable per year.

For work performed in Washington that is not subject to the Federal Paid Sick Leave Under Executive Order 13706, employees subject to Washington Paid Sick Leave Law will begin accruing paid sick leave beginning on the first day of employment dated after January 1, 2018. This leave will accrue at one (1) hour of paid sick leave for every 40 hours worked in Washington. Employees are entitled to use accrued paid sick leave beginning 90 calendar days after the start of their employment. Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

For work performed in Oregon that is not subject to the Federal Paid Sick Leave Under Executive Order 13706, non-union employees may accrue one (1) hour of paid sick leave for every 30 hours worked, with a cap of 80 hours. Employees are entitled to use accrued paid sick leave beginning 90 calendar days after the start of their employment. Accrued, unused paid sick leave balances of 40 hours or less will be carried over to the following year.

Employees are not entitled to accrue paid sick leave for hours paid while not working (such as vacation, paid holidays, or while using paid sick leave).

Authorized Uses of Paid Sick Leave: Employees may use their accrued, unused paid sick leave hours for the following reasons:

- To care for the employee or the employee's family member (definition below) for
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions;
 - Or the need for preventive medical care.
- The closure of Conway Construction by order of a public official for any health-related reason; or when an employee's child's school or place of care has been closed by order of a public official for any health-related reason.
- To address issues related to domestic violence, sexual assault, or stalking. This includes:
 - To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.
 - To seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
 - Attend health care treatment for a victim who is the employee's family member;

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- Obtain, or assist the employee's family member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking;
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
 - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking

Definition of Family Member: For the use of paid sick leave for an employee's family member, family member is defined as: a child; a parent; a spouse; a registered domestic partner; a grandparent; a grandchild; or a sibling. For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition: any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Employee Reasonable Notice for the Use of Paid Sick Leave: Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason. Such notice must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential. For all cases where practicable, Conway Construction requests that the employee submit an *Employee Notice for Use of Paid Sick Leave* form. If possible, notification should include the expected duration of the absence.

- **Reasonable Notice for Foreseeable Use of Paid Sick Leave:** If an employee's absence is foreseeable, the employee must provide notice to their supervisor and/or the office at least 10 days, or as early as practicable, before the first day paid sick leave is used.
- **Reasonable Notice for Unforeseeable Use of Paid Sick Leave:** If an employee's absence is unforeseeable, the employee must contact their supervisor and/or the office as soon as possible before the required start of their shift. As a best practice, and if circumstances allow, employees should provide notice as soon as the employee learns of the need for paid sick leave. In the event it is not practicable to provide notice of an unforeseeable absence, a person on the employee's behalf may provide such notice.
- **Reasonable Notice for Foreseeable Use of Paid Sick Leave for Domestic Violence Leave:** An employee must give advance oral or written notice to their supervisor and/or the office as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking.
- **Reasonable Notice for Unforeseeable Use of Paid Sick Leave for Domestic Violence Leave:** If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of

domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to their supervisor and/or the office no later than the end of the first day that the employee takes such leave.

Verification for Absences Exceeding Three Days: If an employee has used paid sick leave for an authorized purpose for more than three (3) consecutive days during which the employee is required to work, the employee must provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose. Conway Construction may choose not to pay an employee for paid sick leave taken for such absences until verification is provided. For any verification required, the employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law. Any information the employee provides will be kept confidential.

- **Verification of Care of the Employee or the Employee's Family Member:** Acceptable verification may include: a written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose; or a doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose. Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose is also acceptable. Verification must be provided to Conway Construction within 10 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.
- **Verification of Closure of the Employee's Child's School or Place of Care:** Acceptable verification may include: written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care. Verification must be provided to Conway Construction within 10 calendar days of the first day an employee used paid sick leave for such purpose.
- **Verification When an Employee or the Employee's Family Member has been a Victim of Domestic Violence, Sexual Assault, or Stalking:** The employee's choice of any one or more of the following documents satisfies this verification requirement: a written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues; a police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking; a court order of protection. The verification requirement is also satisfied by documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim: an advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical professional. Verification must be provided in a timely manner. In the event that

advance notice of the leave cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.

Unreasonable Burden or Expense for Verification: If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact the office orally or in writing. The employee must indicate that the absence is for an authorized purpose, and explain why verification would result in an unreasonable burden or expense on the employee. If an employee chooses to put this in writing, options for doing so include, but are not limited to: completion of the *Employee Verification of Authorized Use of Paid Sick Leave* form; or sending an e-mail to office@conwayconstruction.net. Within 10 calendar days of receiving the employee's request, the office will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

An employee has the right to contact the office at 360-887-3022 if the employee believes the proposed alternative still results in an unreasonable burden or expense. If an employee is not satisfied with Conway Construction's alternatives, they may consult with the Washington State Department of Labor & Industries.

Paid Sick Leave Increments of Use: Conway Construction requires employees to use paid sick leave in increments of one hour.

Rate of Pay for Use of Paid Sick Leave: Employees must be paid their "normal hourly compensation" for each hour of paid sick leave used. "Normal hourly compensation" is the hourly rate that an employee would have earned for the time during which the employee used paid sick leave. It does not include tips, gratuities, service charges, holiday pay, or other premium rates. For employees who use paid sick leave for hours that would have been overtime hours if worked, Conway Construction is not required to apply overtime standards to an employee's normal hourly compensation.

Payment for the Use of Paid Sick Leave: Conway Construction will pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee. For absences exceeding three days which require verification, payment will be made no later than the payday for the pay period during which verification was provided to the employer.

Carryover of Accrued, Unused Paid Sick Leave to the Next Year: Accrued, unused paid sick leave balances of 40 hours or less will carry over to the following year. If an employee carries over unused paid sick leave to the following year, accrual of paid sick leave in the subsequent year would be in addition to the hours accrued in the previous year and carried over. The accrual year is January 1 – December 31.

Separation: If an employee separates from employment, there will not be financial or other reimbursement to the employee for accrued, unused paid sick leave balances available at the time of separation.

Reinstatement: Conway Construction must reinstate an employee's previously accrued, unused paid sick leave if it rehires the employee within 12 months of separation. If the period of time an employee separates from employment extends into the following accrual year, an employer is not required to reinstate more than 40 hours of accrued, unused paid sick leave. Upon rehire, Conway Construction must provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee. If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment. If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Conway Construction will count towards the 90 days for purposes of determining the employee's eligibility to use paid sick leave.

Retaliation Prohibited by Law: Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. Conway Construction will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights. Conway Construction may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave. If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact the office at 360-887-3022.

If an employee is not satisfied with the Conway Construction's response, the employee may contact the Washington State Department of Labor & Industries.

Online: www.Lni.wa.gov/WorkplaceRights

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Email: ESgeneral@Lni.wa.gov

Required Notifications: At the start of employment Conway Construction will provide employees with notice of their paid sick leave rights. This notice will include information regarding: an employee's entitlement to paid sick leave; the rate at which the employee will accrue paid sick leave; the authorized purposes under which an employee may use paid sick leave; and that retaliation by Conway Construction for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act is prohibited. Conway Construction will make this information readily available to all employees.

At least once a month, Conway Construction will provide notice to its employees of: the amount of paid

sick leave accrued since notice was last made; the amount of paid sick leave reductions since notice was last made; and the total amount of unused paid sick leave available for use by the employee.

Contact Information: Employees with questions about this paid sick leave policy may contact the office at 360-887-3022