
ARIZONA STATE HANDBOOK ADDENDUM

Paid Sick Time Policy

Employees are eligible for paid sick time to take time off work due to illness, injury, or qualifying safety issues, as described below and in accord with Arizona's Fair Wages and Healthy Families Act of 2017.

Employees will accrue separate paid and safe time under this policy. Accrual begins upon hire and may be used starting the 90th calendar day of employment. This accrues at a rate of one hour of paid sick time for every 30 hours worked (and based on a part-time workweek for any part-time exempt employees.) Such employees may earn up to a maximum of 40 hours of paid sick time per Year.

A maximum of 40 hours of unused paid sick time will be rolled over into the following year, but employees cannot accrue or use more than 40 hours of paid sick time per year. Year is defined as a calendar year.

Use

Employees may use Paid Sick Time in one-hour increments to cover all or part of a shift for the following purposes:

- for their own, or to care for a family member's¹, mental or physical illness, injury or health condition, including medical diagnosis, care, or treatment, or preventive medical care;
- if a public health emergency causes Zempleo to close or the employee's child's school or daycare to close, or to care for themselves or their family member if it is determined by health authorities or a health care provider that presence in the community may jeopardize the health of others due to exposure to a communicable disease; and
- to address various qualifying issues (whether as to themselves or their covered family member) relating to domestic or sexual violence, or abuse or stalking, including the need for medical attention, services from a victim services program, counseling, relocation, legal services such as attendance at legal hearings.

Paid Sick Time will be paid at the same hourly rate as defined by law and with the same benefits, including health care benefits, as the employee normally earns during hours worked. The "same hourly rate" does not include additions to an employee's base rate for overtime or holiday pay, bonuses, or other types of incentive pay, unless otherwise permitted by law, and tips or gifts.

Notification and Verification

For foreseeable absences, the employee must provide reasonable advance notice (orally, in writing, or by electronic means) to Zempleo. For unforeseeable absences, the employee must give notice as soon as practicable. When possible, notification should include the expected duration of the absence.

¹ For the purpose of this policy, family member means an employee's spouse or registered domestic partner, children (regardless of age), parents, grandparents, grandchildren, and siblings; those family relations resulting from adoption, foster care, step-relationships, legal guardianships, domestic partnerships, through marriage, and loco parentis status; and any other individual related by blood or affinity whose close association with you is the equivalent of a family relationship.

Failure to contact Zempleo, as well as fraudulent use of sick leave, may result in discipline, up to and including termination.

Employees using Paid Sick Time are never required to find a replacement worker to cover the absence.

An employee who uses Paid Sick Time for three (3) or more consecutive days must, upon request, provide reasonable documentation, which may include documentation signed by a health care professional or a victim services organization, for example. Zempleo will not require documentation to explain the nature of the health condition or the details of the domestic violence, sexual violence, abuse, or stalking. Any information employees elect to provide will be kept confidential.

Separation

Accrued but unused paid sick time is not paid out at separation. However, if an employee is rehired within nine (9) months, Zempleo will reinstate the employee's prior paid sick time balance. Further, the employee may use accrued earned paid sick time and accrue additional earned paid sick time at the re-commencement of employment.

No Retaliation

Zempleo prohibits retaliation against any employee who requests or uses or asserts any right related to paid sick time or assists another employee in doing so or informs any person of their rights under the law. If an employee believes paid sick time has been denied or that the employee is subjected to retaliation, the employee must contact Human Resources. In addition, the employee has the right to file a complaint with or pose questions to the Industrial Commission, at 800 W. Washington, Phoenix, Arizona 85007-2022, or (602) 542-4515.

Paid Time Off for Voting

Arizona employees scheduled to work on a primary or general election day will be granted up to three consecutive hours at the beginning or end of the work shift in order to vote. Employees must apply prior to Election Day in order to be eligible. Your manager will specify the hours to be off and hours are paid at the employee's regular hourly rate. However, if the employee already has three consecutive nonworking hours before or after a regular work shift while the polls are open, then the paid time off is not available and the employee is expected to work scheduled hours.

Victim's Leave Victim's Leave

An employee who is the victim of a crime may be eligible to take unpaid leave to attend a proceeding related to the crime or obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief to help ensure the health, safety or welfare of themselves or their child, as provided by state law. Although leave is without pay, employees must use any accrued PTO first, before having an unpaid leave (but will not be required to use accrued paid sick time if the absence does not qualify for such leave). Employees may be asked to provide documentation, such as a copy of the form received from law enforcement and the notice of scheduled proceedings. Zempleo confidentially maintains records. Zempleo will only limit the leave provided under this policy if the employee's leave creates an undue hardship to its business.

Other Leaves Under Applicable Law

Zempleo will grant requests for leave required under any other applicable local, state, or federal law if any. Time off under this policy will ordinarily be unpaid except where the law requires that it be compensated. Employees should contact Human Resources if leave is needed.