

PAID SICK LEAVE

by state

Bath&BodyWorks

Location Specific Paid Sick & Family Medical Leaves

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Arizona

Associates who work in Arizona are covered by this Policy. Part-time and seasonal associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick leave for every 30 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 9 months of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick leave 90 days following the beginning of their employment and may use their paid sick leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

- The associate's mental or physical illness, injury or health condition, the associate's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, and an associate's need for preventive medical care;
- For care of a family member with a mental or physical illness, injury, or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, and care of a family member who needs preventive care;
- For closure of the employer's place of business due to a public health emergency, an associate's need to care for a child whose school or place of care has been closed due to a public health emergency, or care of oneself or one's family member who is exposed to a communicable disease and that person's presence in the community may create a health risk to others; and
- For any absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the associate or the associate's family member to obtain medical care, victim services, counseling, relocation, or legal services.

Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Location Specific Paid Sick & Family Medical Leaves

California

California has separate Paid Sick Leave Policies for the State of California, Emeryville, Los Angeles, San Francisco, Santa Monica and San Diego.

A. State of California

Associates who work in California are covered by this Policy unless covered by a more specific policy in certain locations (see below). Eligible associates receive paid sick and safe leave hours, as set forth in this Policy, in addition to any PTO they may earn under the Company's PTO Policy. All associates, may use any available PTO for any reason(s), including those listed in this Policy. Associates in Emeryville, Los Angeles, San Francisco, Santa Monica, and San Diego are covered by separate policies (see below).

Accrual and Carryover:

Eligible associates receive a pre-load of 40 hours on January 1st each year and may not carry over unused paid sick and safe leave into the following year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Associates may begin using any paid sick and safe leave 90 days following the beginning of their employment and may use paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- The diagnosis, care or treatment of an existing health condition or preventative care for themselves or a family member; and/or
- If they are a victim of domestic violence, sexual assault or stalking.

Associates may utilize all or any portion of their sick leave entitlement for either their own circumstances or for the care and support of a family member. Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible associate for requesting or using paid sick and safe leave (or against any associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

B. Emeryville

Associates who work within Emeryville city limits are covered by this Policy. Associates can accrue paid sick leave, as set forth in this Policy, in addition to any PTO they may earn under the Company's PTO Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Full-time and part-time associates accrue 1 hour of paid sick leave for every 30 hours worked in Emeryville, up to 72 hours in a calendar year. Accrual begins on their first day of employment.

All remaining unused paid sick leave may be carried over into the following year, but associates may not use more than 72 hours in a calendar year.

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Accrued and unused paid sick leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible associates may begin using any paid sick leave 90 days following the beginning of their employment and may use paid sick leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

- The associates own or for care of a family member with an illness or injury or for medical care, treatment or diagnosis; and/or
- To aid or care for a guide dog, signal dog or service dog of the associate or family member.

Associates may utilize all or any portion of their sick leave entitlement for either their own circumstances or for the care and support of a family member. Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible associate for requesting or using paid sick leave (or against any associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

C. Los Angeles

Associates who work in Los Angeles are covered by this Policy. Associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any PTO they may earn under the Company's PTO Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Full-time and part-time associates accrue 1 hour of paid sick leave for every 30 hours worked in Los Angeles, up to 72 hours in a calendar year. Accrual begins on their first day of employment.

All remaining unused paid sick leave may be carried over into the following year, but associates may not use more than 72 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible associates may begin using any paid sick leave 90 days following the beginning of their employment and may use paid sick leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick leave (and any available PTO) for themselves or a family member or for any individual related by blood or affinity whose close association with the associate is equivalent of a family relationship.

Associates may utilize all or any portion of their sick leave entitlement for either their own circumstances or for the care and support of a family member. Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required, and associates are not

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required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible associate for requesting or using paid sick leave (or against any associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

D. San Francisco

Associates who work in San Francisco are covered by this Policy. Associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any PTO they may earn under the Company's PTO Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Full-time and part-time associates accrue 1 hour of paid sick and safe leave for every 30 hours worked in San Francisco, up to 72 hours in a calendar year. Accrual begins on their first day of employment.

All remaining unused paid sick and safe leave may be carried over into the following year, but associates may not use more than 72 hours in a calendar year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible associates may begin using any paid sick and safe leave 90 days following the beginning of their employment and may use paid sick and safe leave in increments of one (1) hour.

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- For personal medical care treatment or diagnosis, including preventative care.
- To care for ill or injured family members who are receiving medical care treatment or diagnosis including preventative care.
- Any purpose related to domestic violence, sexual assault, or stalking.
- Any purpose related to bone marrow donation or organ donation.
- Isolate or quarantine to prevent the spread of COVID-19 at the recommendation of a public health official or healthcare provider;
- For a COVID-19 vaccination appointment or vaccination side effects;
- When the employee's business or work location temporarily ceases operations in response to a public health or other public official's recommendation, subject to the Eligibility for PSL guidelines, above,
- To provide care for a family member to attend a COVID-19 vaccination appointment, who is experiencing vaccination side effects, or who is not sick but who public health officials or healthcare providers have required or recommended isolate or quarantine; or
- To care for a family member whose school, childcare provider, senior care provider or work temporarily ceases operations in response to a public health or other public official's recommendation.

Associates may utilize all or any portion of their sick leave entitlement for either their own circumstances or for the care and support of a family member. Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible associate for requesting or using paid sick leave (or against any associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

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E. Santa Monica

Associates who work in Santa Monica are covered by this Policy. Associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any PTO they may earn under the Company's PTO Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Full-time and part-time associates accrue 1 hour of paid sick and safe leave for every 30 hours worked in Santa Monica, up to 72 hours in a calendar year. Accrual begins on their first day of employment.

All remaining unused paid sick and safe leave may be carried over into the following year, but associates may not use more than 72 hours in a calendar year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible associates may begin using any paid sick and safe leave 90 days following the beginning of their employment and may use paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- The diagnosis, care, or treatment of an existing health condition or preventative care for an associate or family member; and/or
- For purposes because of domestic violence sexual assault, or stalking.

Associates may utilize all or any portion of their sick leave entitlement for either their own circumstances or for the care and support of a family member. Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible associate for requesting or using paid sick and safe leave (or against any associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

F. San Diego

Associates who work in San Diego are covered by this Policy. Associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any PTO they may earn under the Company's PTO Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Full-time and part-time associates accrue 1 hour of paid sick and safe leave for every 30 hours worked in San Diego, up to 80 hours in a calendar year. Accrual begins on their first day of employment.

All remaining unused paid sick and safe leave may be carried over into the following year, but associates may not use more than 40 hours in a calendar year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

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Usage:

Eligible associates may begin using any paid sick and safe leave 90 days following the beginning of their employment, may not use more than 40 hours in any year. Paid sick and safe leave may be used in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- For personal illness, injury, or medical condition that prevents associate from performing work duties;
- For the purpose of obtaining professional diagnosis or treatment for medical condition;
- Other medical reasons such as pregnancy or obtaining a physical examination
- To care or assistance to a family member with an illness, injury, or medical condition, including assistance in obtaining professional diagnosis or treatment of a medical condition;
- For the of safe time relating to domestic violence, sexual assault or stalking; and or
- If place of business or child's school or child care is closed by order of a public official due to a public health emergency.

Associates may utilize all or any portion of their sick leave entitlement for either their own circumstances or for the care and support of a family member. Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible associate for requesting or using paid sick and safe leave (or against any associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Colorado

Associates who work in Colorado are covered by this Policy. Part-time and seasonal associates can accrue paid sick hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick for every 30 hours worked, up to 48 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 48 hours of unused paid sick to the following year but may not use more than 48 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within six (6) months of termination will have any previously unused accrued paid sick reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any paid sick immediately following the beginning of their employment and may use their paid sick in increments of one (1) hour (or greater).

Eligible associates may use paid sick (and any available PTO) for the following reasons:

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- The diagnosis, care or treatment of personal, mental, or physical illness, injury or health condition; or for preventative care.
- The care of a family member with mental or physical illness, injury, or health condition; care of family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventative medical care.
- For themselves or a family member due to being a victim of domestic abuse, sexual assault, or harassment and needs to be absent from work for purposes
- Due to the closure of the business or a child's school or place of care due to a public health concern.

Associates must provide as much notice of the need to use paid sick as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Connecticut

Associates who work in Connecticut are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 40 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired will begin accruing paid sick and safe leave upon rehire, with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave after having worked at least 680 hours and may use their earned paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- For the diagnosis, care or treatment of personal, mental, or physical illness, injury or health condition, or for preventative care.
- Mental health wellness day
- For the care of a family member with mental or physical illness, injury, or health condition; care of family member who needs medical diagnosis, care, or treatment of a physical illness, injury or health condition; care of a family member who needs preventative medical care.
- For reasons related to the closure of business's or a child's school or place of care due to an official public health emergency or care of a family member with a communicable disease or potential of a communicable disease.

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- A victim of family violence or sexual assault, or the parent or guardian of a child who is a victim of family violence or sexual assault, provided such individual is not the perpetrator or alleged perpetrator of such family violence or sexual assault, for medical care, psychological, or other counseling for a physical or psychological injury or disability, obtaining services from a victim services organization, relocating due to such family violence or sexual assault, or participating in any civil or criminal proceedings related to or resulting from such family violence or sexual assault.

Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

District of Columbia

Associates who work in the District of Columbia are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 37 hours worked, up to 56 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over any unused paid sick and safe leave to the following year but may not use more than 56 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave after having worked 90 days and may use their earned paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- The diagnosis, care or treatment of personal, mental, or physical illness, injury or health condition; or for preventive care.
- The care of a family member with mental or physical illness, injury, or health condition; care of family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care.
- To obtain care or services related to stalking, domestic violence, or sexual abuse, including but not limited to:
 - Seek medical condition to recover from physical or psychological injury or disability caused by the violence.

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- Obtain services from a victim services organization.
 - Obtain psychological or other counseling.
 - Temporarily or permanently relocate.
 - To take legal action, civil or criminal, including preparing for and participating in any proceeding.
 - To take other actions to enhance the physical, psychological, or economic health or safety of the employee or employee's family member, or to enhance the safety of any of those who associate with or work with the employee.
- Reasons related to the closure of the business or a child's school or place of care due to an official public health emergency or care of a family member with a communicable disease or potential of a communicable disease.

Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Illinois

Illinois has separate Paid Sick and Safe Leave Policies for Chicago and Cook County.

A. Chicago (Paid Leave)

Associates who work 80 hours within 30 days in the Chicago city limits are covered by this Policy. Part-time and seasonal associates can accrue paid leave hours. Part-time and seasonal associates are not eligible for the Part-time PTO plan. Full-time associates are not provided any additional paid leave under this Policy but may use their available PTO in accordance with the terms of this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid leave for every 35 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Associates may carry over up to 60 hours of unused accrued paid leave to the following year.

Accrued and unused paid leave is paid out at termination. Associates rehired within 30 days of termination and have satisfied the eligibility will not need to satisfy the waiting period again and will begin to accrue paid leave immediately.

Usage:

Eligible part-time and seasonal associates may begin using any paid leave after having worked at least 80 hours within 30 days in the city of Chicago and may use their paid leave in increments of one (1) hour (or greater).

Eligible associates may use paid leave for any reason.

Associates must provide as much notice of the need to use paid leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid leave. No retaliation may be taken against an eligible part-time

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associate for requesting or using paid leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

[Paid Leave and Paid Sick Poster](#)

B. Chicago (Paid Sick)

Associates who work 80 hours within 30-day period in the Chicago city limits are covered by this Policy. Part-time and seasonal associates can accrue paid sick hours, as set forth in this Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 35 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Associates may carry over up to 80 hours of unused accrued paid sick and safe leave to the following year

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within 30 days of termination will have any previously unused accrued paid sick reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any paid sick and safe leave after having worked at least 80 hours within a 30-day period in the city of Chicago and may use their paid sick in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- The associate's or family member that is ill or injured, or for the purpose of receiving professional care, including preventative care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance use disorders;
- The associate's or family member is the victim of domestic violence, a sex offense, or trafficking;
- The associate's place of business is closed by order of a public official due to a public health emergency or the employee needs to care for a family member whose school, class, or place of care has been closed; or
- The associate obeys an order issued by the mayor, the governor of Illinois, the Chicago Department of Public Health, or a treating health care provider, requiring the associate to:
 - Stay at home to minimize the transmission of a communicable disease,
 - Remain at home while experiencing symptoms or sick with a communicable disease, or
 - Obey a quarantine order or isolation order issued to the associate.

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

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[Paid Leave and Paid Sick Poster](#)

C. Cook County

Associates who work in specific cities in Cook County, IL are covered by this Policy. Part-time and seasonal associates can accrue paid leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid leave for every 40 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Associates may carry over up to 40 hours of unused accrued paid leave from the current year to the following year.

Accrued and unused paid leave is not paid out at termination. Associates rehired within 12 months of termination will have any previously unused accrued paid leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any paid leave after having worked at least 90 days and may use their paid leave in increments of one (1) hour (or greater).

Eligible associates may use paid leave (and any available PTO) for the following reasons:

- For any reason/purpose

Associates must provide as much notice of the need to use paid leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

D. State of Illinois

Associates who work in the state of Illinois are covered by this Policy. Part-time and seasonal associates can accrue paid leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Chicago, IL and Cook County, IL have separate paid sick leaves separate from the state of Illinois.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid leave for every 40 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Associates may carry over up to 80 hours of unused accrued paid leave from the current year to the following year.

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Accrued and unused paid leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any paid leave 90 days after January 1, 2024 or having worked at least 90 days and may use their paid leave in increments of one (1) hour (or greater).

Eligible associates may use paid leave (and any available PTO) for the following reasons:

- For any reason/purpose

Associates must provide as much notice of the need to use paid leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

[Workers Act Notice](#)

Maine

Associates who work in the state of Maine are covered by this Policy. Part-time regular and seasonal associates can accrue paid leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time regular and seasonal associates accrue 1 hour of paid leave for every (40) hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time regular and seasonal associates may carry over up to 40 hours of unused paid leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid leave is paid out at termination as long as the associate has completed 120 days of employment within their first year. Associates rehired in a one-year period of the last date of previous employment will receive any unused balance of earned paid leave that was not paid out at the time of separation of employment.

Usage:

Eligible part-time regular and seasonal associates may begin using any earned paid leave after completing 120 days of employment within their first year and may use their earned paid leave in increments of one (1) hour.

Eligible associates may use paid leave for any reason.

Associates must provide as much notice of the need to use paid leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid leave. No retaliation may be taken against an eligible part-time

Location Specific Paid Sick & Family Medical Leaves

associate for requesting or using paid leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Maryland

Maryland has separate Paid Sick and Safe Leave Policies for the State of Maryland and Montgomery County.

A. State of Maryland

Associates who work in Maryland are covered by this Policy unless covered by a more specific policy in Montgomery County (see below). Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy. Associates in Montgomery County, MD are covered by a separate policy (see below).

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 30 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year but may not use more than 64 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 37 weeks of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave 107 days following the beginning of their employment and may use their earned paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- To care for or treat the associate's mental or physical illness, injury, or condition.
- To obtain preventative medical care for the associate or the associate's family member.
- To care for a family member with a mental or physical illness, injury, or condition.
- For maternity or paternity leave.
- For absence due to domestic violence, sexual assault, or stalking committed against the associate or the associate's family member.
- To obtain medical or mental attention, victim services, legal services, or seasonal relocation related to the domestic violence, sexual assault, or stalking.

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Location Specific Paid Sick & Family Medical Leaves

B. Montgomery County

Associates who work in Montgomery County, MD are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 30 hours worked, up to 56 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 56 hours of unused paid sick and safe leave to the following year but may not use more than 56 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 9 months of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any paid sick and safe leave 90 days following the beginning of their employment and may use their paid sick and safe leave in increments of one (1) hour (or greater, up to 4 hours).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- The diagnosis, care or treatment of personal, mental, or physical illness, injury or health condition; or for preventative care.
- The care of a family member with mental or physical illness, injury, or health condition; care of family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventative medical care.
- Reasons related to the closure of the business or a child's school or place of care due to an official public health emergency or care of a family member with a communicable disease or potential of a communicable disease.

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Massachusetts

Associates who work in Massachusetts are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Location Specific Paid Sick & Family Medical Leaves

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 30 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within one year of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any paid sick and safe leave 90 days following the beginning of their employment and may use their paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- The diagnosis, care or treatment of personal, mental, or physical illness, injury or health condition; or for preventative care.
- The care of a family member with mental or physical illness, injury, or health condition; care of family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventative medical care.
- Due to the closure of the business or a child's school or place of care due to an official public health emergency or care of a family member with a communicable disease or potential of a communicable disease.

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Michigan

Associates who work in Michigan are covered by this Policy. Part-time and seasonal associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick leave for every 35 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. If an associate is rehired they will not receive any previously unused accrued paid sick time.

Usage:

Location Specific Paid Sick & Family Medical Leaves

Eligible part-time and seasonal associates may begin using any earned paid sick leave immediately upon accrual and may use their earned paid sick and safe leave in increments of one (1) hour.

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

- To care for themselves or family member's mental or physical illness, injury or other condition;
- To obtain legal services, treatment and counseling related to being a victim of domestic or sexual violence for themselves or family member, or to participate in any civil or criminal proceedings related to or result from domestic or sexual violence;
- When the store or a family member's school or child care center has been closed for a public health concern

Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Minnesota

Bloomington

Associates who work at least 80 hours in a year and in the geographic boundaries of Bloomington, MN are covered by this Policy. Part-time and seasonal associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick leave for every 30 hours worked, up to 48 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 80 hours of unused paid sick leave to the following year but may not use more than 48 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 180 days of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick leave after 80 hours and may use their earned paid sick and safe leave in increments of one (1) hour.

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

- The associate or family member's mental or physical illness; injury; health condition; need for medical diagnosis; care, including prenatal care; treatment of a mental or physical illness, injury, or health condition; or need for preventative medical or health care.
- Due to the death of a family member.

Location Specific Paid Sick & Family Medical Leaves

- An absence due to domestic abuse, sexual assault, or stalking of the associate or associate's family member, provided the absence is to:
 - Seek medical attention or psychological or other counseling services related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking;
 - Obtain services from a victim service organization;
 - Seek relocation due to domestic abuse, sexual assault, or stalking; or
 - Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from domestic abuse, sexual assault, or stalking.
- The closure of the associate's place of business by order of a public official to limit exposure to an infectious agent, biological toxin, hazardous material, or other public health emergency.
- To accommodate the associate's need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, hazardous material, or other public health emergency.
- To accommodate the associate's need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

[Notice of Employee Rights](#)

State of Minnesota

Associates who work at least 80 hours in a year and in the state of Minnesota are covered by this Policy. Part-time and seasonal associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Bloomington has a separate paid sick policy and is not eligible for Minnesota Paid Sick and Safe Leave.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick leave for every 30 hours worked, up to 48 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 80 hours of unused paid sick leave to the following year but may not use more than 48 hours in a calendar year.

Location Specific Paid Sick & Family Medical Leaves

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 180 days of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick leave after working 80 hours and may use their earned paid sick and safe leave in increments of one (1) hour.

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

- The associate's or family member's mental or physical illness, treatment, or preventive care
- absence due to domestic abuse, sexual assault or stalking of the associate or a family member;
- closure of the associate's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the associate or a family member is at risk of infecting others with a communicable disease.

Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Nevada

Associates who work in the state of Nevada are covered by this Policy. Part-time regular associates can accrue paid leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Temporary and seasonal part-time associates are not eligible. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time associates accrue 0.01923 hours of paid leave for every (1) hour worked. Accrual begins on their first day of employment.

Eligible part-time associates may carry over up to 40 hours of unused paid sick leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 90 days of termination will have any previously unused accrued paid leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time associates may begin using any earned paid sick leave immediately upon accrual and may use their earned paid leave in increments of one (1) hour.

Eligible associates may use paid leave for any reason, including:

Location Specific Paid Sick & Family Medical Leaves

- Treatment of a mental or physical illness, injury, or health condition.
- Receiving a medical diagnosis or medical care.
- Receiving or participating in preventative care.
- Participating in caregiving; or
- Addressing other personal needs related to the health of the employee.

Associates must provide as much notice of the need to use paid leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

New Jersey

Associates who work in New Jersey are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 30 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within 6 months of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick leave immediately upon accrual and may use their earned paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- To care for themselves or family member's mental or physical illness, injury or other condition; obtain legal services, treatment and counseling related to being a victim of domestic or sexual violence for themselves or condition.
- Obtain legal services, treatment and counseling related to being a victim of domestic or sexual violence for themselves or family member.
- When the store or a family member's school or child care center has been closed for a public health concern; or to attend a school related conference, meeting, function or other event requested or required by the school of the associate's child.

Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken

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against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

New Mexico

Associates who work in New Mexico are covered by this Policy. Part-time and seasonal associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick leave for every 30 hours worked, up to 64 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 64 hours of unused paid sick leave to the following year but may not use more than 64 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 12 months of termination will have any previously unused accrued paid sick reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick leave immediately upon accrual and may use their earned paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

- For care or treatment for an associate's mental or physical illness, injury, or health condition; medical diagnosis, or preventive medical care;
- An associate to care or for treatment of a family member relating to the family member's mental or physical illness, injury, or health condition; medical diagnosis, or preventive medical care;
- For meetings at the associate's child's school or place of care related to the child's health or disability;
- For absence necessary due to domestic abuse, sexual assault, or stalking suffered by the associate or a family member of the associate; provided that the leave is for the associate to:
 - Obtain medical or psychological treatment or other counseling;
 - Relocate;
 - Prepare for or participate in legal proceedings; or
 - Obtain services or assist a family member of the associate with any of the activities set forth in the statute.

Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Location Specific Paid Sick & Family Medical Leaves

Contact HR Direct for additional information regarding this Policy.

Notice of Rights

New York

New York has separate Paid Sick and Safe Leave Policies for New York City and Westchester County and the State of New York.

A. New York City

Eligibility:

Associates who work within New York City limits are covered by this Policy. Part-time and seasonal associates have the ability to accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. All associates, regardless of status, may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Usage:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 30 hours worked, up to 56 hours in a calendar year. Eligible part-time and seasonal associates begin accruing paid sick and safe leave on their 1st day of work and may begin using any earned paid sick and safe leave.

Eligible part-time and seasonal associates may use their earned paid sick and safe leave in increments of one (1) hour (or greater). Eligible full-time associates may also use their available PTO in increments one (1) hour (or greater).

Associates will be paid the same base rate for paid sick and safe leave as they would have earned had they worked those hours.

Associates will be paid for paid sick and safe leave time no later than the payday for the next regular payroll period beginning after the paid sick and safe leave time was used by the associate.

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- absence from work for the care or treatment of a mental or physical illness, injury, health condition, or for preventative medical care for an associate or an associate's family member; and/or
- absence from work when the associate or the associate's family member has been the victim of a family offense matter, sexual offense, stalking, or human trafficking, to obtain services for relief from a family offense matter, sexual offense, stalking, or human trafficking, to participate in safety planning, relocate, or take other actions to increase the safety of the associate or associate's family members from future family offense, sexual offenses, stalking, or human trafficking matters.

due to the closure of the business or a child's school or place of care due to an official public health emergency .For purposes of this Policy, family members of associates include: children (biological, adopted, or foster children, legal ward, children of an associate standing in loco parentis), grandchildren, spouses, domestic partners, parents, grandparents, children or parents of an associate's spouse or domestic partner, siblings (including half, adopted, or step siblings), any other individual related to an associate, and any other person with whom an associate has a close relationship that is like a family relationship.

Carryover:

Eligible part-time and seasonal associates may carry over all unused paid sick and safe leave to the following year but may not use more than 56 hours in a calendar year.

Location Specific Paid Sick & Family Medical Leaves

Notice Requirements:

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave.

No Retaliation:

No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy). It is a violation of the New York City Paid Safe and Sick Leave Law to take any adverse action against an associate for exercising his or her rights under the Law, and any associate who feels their rights may have been violated may contact or file a complaint with the New York City Department of Consumer Affairs.

Relation To Other Policies:

To the extent the terms of the Company's Full-Time or Part-Time PTO Policies conflict with this Policy, the terms of this Policy shall apply to the accrual and use of paid sick and safe leave by a part-time or seasonal associate and/or PTO taken by a full-time associate for reasons covered by this Policy, and the terms of the applicable PTO policy shall apply to the accrual and use of part-time PTO or full-time PTO not used for reasons covered by this Policy. The following chart indicates some key differences between the Company's Part-Time PTO Policy and this Policy:

	NYC Paid Sick and Safe Leave	Part-Time Paid Time Off (PTO)
Eligibility	Applies to part-time and seasonal associates who work within New York City limits	Applies to part-time associates with at least six months of consecutive service who worked an average of 20 or more hours per week over the measurement period(s)
Accrual	Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 30 hours worked, up to 56 hours in a calendar year	Eligible associates who work an average of 20 or more hours per week over the measurement period(s) earn 20 hours of part-time PTO every 6-months on January 1 and July 1 Measurement Period A: May1st-October 31st Part-time PTO Available- January 1 Measurement Period B: November 1st-April 30th Part-Time PTO Available- July 1
Usage	Eligible part-time and seasonal associates begin accruing paid sick and safe leave on their 1st day of work and may begin using any earned paid sick and safe leave. Associates may begin using accrued paid sick and safe leave and may use paid sick and safe leave as it is	Part-Time PTO Available January 1 may be used from January-December Part-Time PTO Available July 1 may be used from July-December

Location Specific Paid Sick & Family Medical Leaves

	accrued and in increments of one (1) hour (or greater)	
Carryover	Eligible part-time and seasonal associates may carry over all unused paid sick and safe leave to the following year but may not use more than 56 hours in a calendar year.	No carryover

More Information:

Contact HR Direct for more information about this Policy and other leave policies.

B. State of New York

Associates who work in the state of New York are covered by this Policy. New York City, NY accrual and carryover amounts will be adjusted to reflect the new State law. Paid sick can be used for reasons below, in addition to reasons previously communicated with your local ordinance. Previously accrued time may be used immediately.

Part-time and seasonal associates can accrue paid sick hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company’s Part-Time PTO Policy. Full-time associates are not provided any additional paid sick under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick for every 30 hours worked, up to 56 hours in a calendar year. Accrual begins on September 30, 2020 or on their first day of employment whichever is later.

Eligible part-time and seasonal associates may carry over all unused paid sick to the following year but may not use more than 56 hours in a calendar year.

Accrued and unused paid sick is not paid out at termination.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick beginning January 1, 2021 and may use their earned paid sick in increments of one (1) hour.

Eligible associates may use paid sick (and any available PTO) for the following reasons:

- To care for themselves or a family member;
- To accommodate a medical diagnosis, treatment, mental or physical illness, injury or other condition for themselves or a family member; or
- Due to domestic abuse, family offense, sexual offense, human trafficking or stalking for themselves or family member

Associates must provide as much notice of the need to use paid sick as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick. No retaliation may be taken against an eligible part-time

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associate for requesting or using paid sick (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

C. Westchester County, NY Safe Time Leave

Associates in Westchester County, NY are entitled to take up to 40 hours of safe time leave in a year. Current eligible associates can begin using safe time leave effective October 30, 2019. New associates can begin using safe time leave after 90 days of employment.

The safe time leave is in addition to the New York State Paid Sick.

Eligible associates may use safe time leave:

- May use safe time leave if they are a victim of domestic violence or human trafficking,
- to participate in any civil and/or criminal proceedings related to or result from domestic or human trafficking,
- and/or to move to safe location

Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick. No retaliation may be taken against an eligible associate for requesting safe time leave.

Contact HR Direct for additional information regarding this Policy.

Oregon

Associates who work in Oregon are covered by this Policy. Part-time and seasonal associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick leave for every 30 hours worked, up to 80 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 180 days of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any paid sick leave 90 days following the beginning of their employment and may use their earned paid sick leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

- The diagnosis, care or treatment of personal, mental, or physical illness, injury or health condition; or for preventative care.

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- The care of a family member with mental or physical illness, injury, or health condition; care of family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventative medical care.
- Seek assistance for domestic violence, harassment, sexual assault, or stalking, and
- Attend or arrange funerals for family members
- Bereavement
- Reasons related to the closure of the business or a child's school or place of care due to an official public health emergency or care of a family member with a communicable disease or potential of a communicable disease.
- An emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the affected area subject to the order includes either the location of the employer's place of business or the employee's home address; or
- A determination by a public official with the authority to do so that the air quality index or heat index is at a level where continued exposure to such levels would jeopardize the employee's health.

Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Pennsylvania

A. Allegheny County, PA

Associates who work in the geographical area of Allegheny County, PA are covered by this Policy. Pittsburgh, PA has a separate paid sick policy from Allegheny County, PA. Part-time and seasonal associates can accrue paid sick leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick leave for every 35 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 6 months of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick leave 90 days following the beginning of their employment and may use their paid sick leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick leave (and any available PTO) for the following reasons:

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- Associate's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; and preventative medical care.
- Associate's Family Member's mental or physical illness, injury or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; and preventative medical care.
- Closure of Associate's place of business, child's school or place of care due to a public health emergency.
- Care for a Family Member who has been determined by the health authorities or health care provider that presence in the community would jeopardize the health of others because of a communicable disease, regardless if the Family Member has actually contracted the communicable disease.

Associates must provide as much notice of the need to use paid sick leave as possible under the circumstances. Written notice or documentation is not required, and associates are not required to find their own replacement for missed work when using paid sick leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

B. Philadelphia

Associates who work within Philadelphia city limits are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 40 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 6 months of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave 90 days following the beginning of their employment and may use their earned paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- The diagnosis, care or treatment of personal, mental, or physical illness, injury or health condition; or for preventative care.
- The care of a family member with mental or physical illness, injury, or health condition; care of family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventative medical care.

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- Reasons related to the closure of the business or a child's school or place of care due to an official public health emergency or care of a family member with a communicable disease or potential of a communicable disease.
- For absence due to domestic violence, sexual assault, or stalking committed against the associate or the associate's family member, including situations in which the associate or family member is under coercive control of another person

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

NOTICE

C. Pittsburgh

Associates who work in Pittsburgh, PA are covered by this Policy. Pittsburgh's Paid Sick Policy is separate from Allegheny County, PA. Part-time and seasonal associates can accrue paid sick hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick for every 35 hours worked, up to 40 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick to the following year but may not use more than 40 hours in a calendar year.

Accrued and unused paid sick is not paid out at termination. Associates rehired within 6 months of termination will have any previously unused accrued paid sick reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick immediately upon accrual and may use their earned paid sick in increments of one (1) hour.

Eligible associates may use paid sick (and any available PTO) for the following reasons:

- To care for themselves or a family member;
- To accommodate a preventative care, medical diagnosis, treatment, mental or physical illness, injury or health condition for themselves or a family member; and/or
- When the store or a family member's school or child care center has been closed for a public health concern.

Associates must provide as much notice of the need to use paid sick as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

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Contact HR Direct for additional information regarding this Policy.

Rhode Island

Associates who work in Rhode Island are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 35 hours worked, up to 32 hours (2019; 40 hours in 2020 and subsequent years) in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year and may not use more than 40 hours in a calendar year.

Accrued and unused paid sick leave is not paid out at termination. Associates rehired within 135 days of termination will have any previously unused accrued paid sick leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave 90 days following the beginning of their employment and may use their earned paid sick and safe leave in increments of one (1) hour (or greater, up to 4 hours).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- To care for themselves or their family members for mental or physical illness, an injury or other health condition; in response to domestic violence, harassment, sexual violence or stalking; or when the store or a family member's school or child care center has been closed for a public health emergency.

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick or safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Vermont

Associates who work in Vermont are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Location Specific Paid Sick & Family Medical Leaves

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 52 hours worked, up to 24 hours in a calendar year. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 24 hours of unused paid sick and safe leave to the following year but may not use more than 24 hours in a calendar year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within 12 months of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave 90 days following the beginning of their employment and may use their earned paid sick and safe leave in increments of one (1) hour.

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- For an illness and injury.
- For professional diagnostic, preventive, routine, or therapeutic health care.
- To arrange for social or legal services, obtaining medical care or counseling, or relocating after domestic violence, sexual assault, or stalking.

Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Washington

Washington has separate Paid Sick Leave Policies for the State of Washington, Seattle, and Tacoma.

A. State of Washington

Associates who work in Washington are covered by this Policy unless covered by a more specific policy in Seattle or Tacoma (see below). Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy. Associates in Seattle and Tacoma are covered by separate policies (see below).

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 40 hours worked, with no cap on accrual. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year with no cap on usage.

Location Specific Paid Sick & Family Medical Leaves

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within 12 months of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave 90 days following the beginning of their employment and may use their earned paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- An absence resulting from an associate's mental or physical illness, injury, or health condition; to accommodate the associate's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an associate's need for preventive medical care.
- To allow the associate to provide care for a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive medical care.
- When the associate's place of business has been closed by order of a public official for any health related reason, or when an associate's child's school or place of care has been closed for such a reason.
- For absences that qualify for leave under the state's Domestic Violence Leave Act.

Associates must provide as much notice of the need to use paid sick or safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

B. Seattle

Associates who work within Seattle city limits are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 30 hours worked, with no cap on accrual. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 108 hours of unused paid sick leave to the following year but may not use more than 72 hours in a calendar year.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within 12 months of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

Usage:

Eligible part-time and seasonal associates may begin using any earned paid sick and safe leave 90 days following the beginning of their employment and may use their earned paid sick and safe leave in any increment.

Location Specific Paid Sick & Family Medical Leaves

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- For an absence resulting from the associate's mental or physical illness, injury, or health condition; to accommodate medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventive medical care.
- To allow the associate to care for a family member (includes child (of any age) sibling, and grandchild) with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive care.
- When the associate's place of business has been closed by order of a public official for any health-related reason, to limit exposure to an infectious agent, biological toxin, or hazardous material
- To allow the associate to care for a child whose school or place of care has been closed by order of a public official for any health-related reason, to limit exposure to an infectious agent, biological toxin, or hazardous material.
- To enable the associate to seek legal or law enforcement assistance or remedies to ensure the health and safety of the associate or the associate's family or household 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 enable the associate to obtain, or assist a family or household member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking.
- To enable the associate to participate in safety planning, temporarily or permanently relocate, or take other actions to increase safety of the associate or associate's family members from future domestic violence, sexual assault, or stalking.
- To enable to associate to take leave for bereavement for the death of a family member.

Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

C. Tacoma

Associates who work within Tacoma city limits are covered by this Policy. Part-time and seasonal associates can accrue paid sick and safe leave hours, as set forth in this Policy, in addition to any part-time PTO they may earn under the Company's Part-Time PTO Policy. Full-time associates are not provided any additional paid sick and safe leave under this Policy but may use their available PTO in accordance with the terms of this Policy. Regardless of status, all eligible associates may use any available PTO for any reason(s), including those listed in this Policy.

Accrual and Carryover:

Eligible part-time and seasonal associates accrue 1 hour of paid sick and safe leave for every 40 hours worked, with no cap on accrual. Accrual begins on their first day of employment.

Eligible part-time and seasonal associates may carry over up to 40 hours of unused paid sick and safe leave to the following year and have no cap on usage.

Accrued and unused paid sick and safe leave is not paid out at termination. Associates rehired within 6 months of termination will have any previously unused accrued paid sick and safe leave reinstated with no waiting period required for usage.

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Usage:

Eligible part-time and seasonal associates may begin using any paid sick and safe leave 90 days following the beginning of their employment and may use their paid sick and safe leave in increments of one (1) hour (or greater).

Eligible associates may use paid sick and safe leave (and any available PTO) for the following reasons:

- For an absence resulting from the associate's mental or physical illness, injury, or health condition; to accommodate medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventive medical care.
- To allow the associate to care for a family member with a mental or physical illness, injury, or health condition; care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or care for a family member who needs preventive care.
- When the associate's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin, or hazardous material.
- To allow the associate to care for a child whose school or place of care has been closed by order of a public official.
- To enable the associate to seek legal or law enforcement assistance or remedies to ensure the health and safety of the associate or the associate's 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 enable the associate to obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking.
- To enable the associate to participate in safety planning, temporarily or permanently relocate, or take other actions to increase safety of the associate or associate's family members from future domestic violence, sexual assault, or stalking.
- To enable the associate to take leave for bereavement for the death of a family member.

Associates must provide as much notice of the need to use paid sick and safe leave as possible under the circumstances. Written notice or documentation is not required to be provided, and associates are not required to find their own replacement for missed work when using paid sick and safe leave. No retaliation may be taken against an eligible part-time associate for requesting or using paid sick and safe leave (or against a full-time associate for requesting or using his/her available PTO for the reasons covered by this Policy).

Contact HR Direct for additional information regarding this Policy.

Paid Family and Medical Leave Notices

- 1) Colorado Paid Family & Medical Leave Insurance
 - A. [Notice of Rights](#)
- 2) Connecticut Paid Family & Medical Leave and CT FML
 - A. [Notice of Rights](#)
- 3) Oregon Paid Family and Medical Leave
 - A. [Paid Leave Model Notice](#)
- 4) Paid Family Leave in the District of Columbia
 - A. [Notice to Employees](#)

Location Specific Paid Sick & Family Medical Leaves