



## PAID SICK & SAFE LEAVE POLICY

Oki Golf provides paid sick and safe leave (PSSL) for all team members working in Washington State consistent with this policy and all applicable laws, including Washington's Paid Leave law.

### **ACCRUAL AND CARRYOVER**

Team members shall accrue PSSL at the rate of 1 hour per 40 hours worked. Accrual is based upon hours actually worked for hourly team members. Accrual is 2 hours each pay period for exempt, full-time team members. Time does not accrue when hours are paid, but time is not worked (e.g., when accrued PSSL hours are used).

At the end of each calendar year, any unused, accrued PSSL hours will be carried over to the next year up to 40 hours. Any amount of unused, accrued PSSL at the end of year over and above this carryover cap will be lost.

### **USAGE AND USAGE PURPOSES**

Accrued PSSL may be used for the following reasons:

- The team member's mental and physical illness, injury or health condition, including temporary medical disability (for example, a team member with pregnancy or childbirth), or to accommodate the team member's need for medical diagnosis, care or treatment of the team member's mental or physical illness, injury or health condition, or a team member's need for preventive care such as medical, dental or optical appointments.
- To care for a team member's family member with a mental or physical illness, injury or health condition; to care for a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; or to care for a family member who needs preventative care such as medical, dental or optical appointments.
- If the team member's workplace or team member's child's school or place of care is closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material. However, this does not include when a team member's child's school or place of care has been closed due to inclement weather, loss of power or loss of water.
- Absences resulting from the team member or his/her family members being the victim of domestic violence, sexual assault or stalking, including absences to seek law enforcement assistance or participate in legal proceeding, seek treatment from a health care provider, obtain services from a social services agency assisting such victims, to obtain mental health counseling, or to participate in safety planning, relocation for safety reasons, or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking (collective referred to in this policy as "domestic violence").

For purposes of this policy, "family member" is defined as a child (of any age) or parent (including biological, adopted, foster, step or legal guardian), a spouse, registered domestic partner, spouse's parent, grandparent, grandchild or sibling.



Team members may begin using accrued PSSL on the 90th day after their employment commences.

PSSL may be used in the same time increments consistent with the company's pay practices, i.e., on a minute-by-minute basis. Team members' accrued PSSL hours will be printed on their pay stub, including hours used and hours available.

### **RATE OF PAY WHEN PASS IS USED**

When team members use accrued PSSL for covered usages (discussed below), they will be paid at their normal compensation rate. They will not be paid for PSSL usage at overtime or any premium rates.

### **NOTICE OF ABSENCES / VERIFICATION**

Whenever possible, the request to use PSSL should include the expected duration of the absence. Whenever the need to use accrued PSSL is foreseeable (such as a planned treatment or procedure whether for the team member or his/her family members), team members shall provide a Benefit Pay Request Form to their supervisor at least 10 days, or as early as possible, before the PSSL absence is expected to start. If the need to use leave for PSSL purposes is foreseeable, but not sufficiently in advance to provide the requisite 10-day notice, the Benefit Pay Request Form must be given to the team member's supervisor as early as possible in advance of the foreseeable absence. Further, team member must give advance oral or written notice to his/her supervisor as soon as possible for the foreseeable use of PSSL to address domestic violence issues involving the team member, his/her family member, or a household member.

If the need to use accrued PSSL is not foreseeable (such as when there is an unforeseeable absence due to team member or family member illness or injury), the team member must provide notice of the need to use PSSL shall notify his/her supervisor as soon as possible before the required start of their shift, unless it is not practicable to do. In the event it is not possible for the team member to provide notice of an unforeseeable absence, another person, on the team member's behalf, may provide such notice. In the case of an unforeseen absence related to domestic violence; however, oral or written notice must be provided no later than the end of the first work day that the team member takes such leave, if possible.

Absences more than three consecutive work days for PSSL usages may need to be confirmed by documentation from a healthcare provider upon request. If this verification requirement causes an unreasonable burden or expense for the team member, they may object by promptly notifying Human Resources and providing an oral or written explanation why the use of leave was authorized for PSSL usage and how the verification requirement creates an unreasonable burden or expense on the team member. The company will consider the team member's explanation and, within ten calendar days, make a reasonable effort to identify and provide possible alternatives for the team member to meet this verification requirement in a manner which does not result in an unreasonable burden or expense on the team member.



**NO CASHOUT UPON SEPARATION**

Accrued, unused PSSL is not paid out upon separation of employment. Such time cannot be used for any other purpose. It is simply forfeited.

**EFFECT OF EMPLOYMENT REHIRE**

If a team member is rehired within 12 months of separation, the team member’s PSSL balance will be reinstated and the team member will not be required to wait 90 days to use such accrued leave if the team member met that requirement during the previous period of employment. If a team member did not meet the 90-day requirement prior to separation, the previous period of time the team member worked will count towards the 90 days for purposes of determining the team member’s eligibility to use PSSL.

**RETALIATION PROHIBITED**

Any discrimination or retaliation against a team member for lawful exercise of PSSL is not allowed. Team members will not be disciplined for the lawful use of PSSL leave. If a team member feels he/she is being discriminated or retaliated against, the team member should contact Human Resources.

Please contact Human Resources with any questions regarding this policy.

I, \_\_\_\_\_, have received a copy of the Paid Sick and Safe Leave Policy and have both read and agree to abide by its guidelines, policies and procedures.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_