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PAID SICK LEAVE POLICY

As an external employee of San Diego Insurance Temps, Inc. dba A-Star Staffing, you are entitled to the following for Paid Sick Leave (PSL) under state law:

- a. You will accrue Paid Sick Leave hours per calendar year;
- b. You may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. You have the right to file a complaint against an employer who retaliates or discriminates against an employee for:
 1. Requesting or using accrued sick days;
 2. Attempting to exercise the right to use accrued paid sick days;
 3. Filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. Cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

Eligible Employees: All hourly, non-exempt external employees of A-Star Staffing.

- ***You must be currently employed/on assignment with A-Star Staffing in order to receive and/or use your Paid Sick Leave benefit.***
- ***You are required to request use of use of your Paid Sick Leave hours orally or written (email accepted).***

Policy Effective Date	01/01/2017
Covered Employees	All employees who perform at least two hours of work in one or more calendar weeks of the year.
Permitted Uses	(1) Medical need of the employee or the employee's family member; (2) Purposes related to domestic violence, sexual assault or stalking suffered by an employee; and PSL can be used when the employee's place of business, or his or her child's care provider or school, is closed due to a public health emergency.
Covered Family Members	(1) Child iii,vi (2) Parent ix (3) Spouse, registered domestic partner, or designated person (4) Grandparent (5) Grandchild (6) Sibling x with the addition of individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
Start of Accrual	First day of work or 01/01/2017, whichever is later.
First Day PSL Can Be Used	On the 90 th calendar day of employment.
Accrual Method	One hour for every 30 hours worked.
Accrual Caps	80 hours
Use Caps	48 hours per calendar year
Carry Over	Accrued, unused PSL carries over year to year but is limited by the employer's accrual cap.
Use Increments	Required to use PSL within a minimum 2 hour increment, no more than 8 hours in a work day.
Rate of Pay	PSL is paid at the same hourly rate as the employee earns at the time PSL is used.
Effect of Interruption of Employment	If the employee is rehired within one (1) year from the date of separation, any previously accrued and unused PSL (not to exceed 80 hours) will be reinstated. Reinstated PSL can be used immediately upon rehire providing the required 30 days have been worked and the employee has reached the 90th calendar day from their original hire date.
Amount of Notice Employees Must Provide	If the need for PSL is foreseeable, the employee must provide reasonable advance notice of absence. If the need is unforeseeable, the employee must provide notice as soon as practicable.
Requirement of Doctor's Note or Other Documentation	If PSL absence exceeds three consecutive work days, employee is required to provide documentation to certify your fitness to return to work.