

COVID-19 Paid Sick Leave Policy

Purpose

The Company has established this COVID-19 Paid Sick Leave Policy to provide COVID-related emergency paid sick leave under both federal and California law.

The American Rescue Plan Act of 2021 (“ARPA”) extends the Families First Coronavirus Response Act (“FFCRA”) that the federal government created last year to assist employees affected by the COVID-19 outbreak. Matura Farrington Staffing Services is extending ARPA/FFCRA emergency paid sick leave, but not expanded family and medical leave, to its employees voluntarily through September 30, 2021, when the federal government’s ARPA/FFCRA extension expires.

On March 19, 2021, Governor Gavin Newsom signed Senate Bill 95, which provides eligible employees with COVID-19 supplemental paid sick leave, including employees who the government and/or health care providers advise to quarantine or isolate and those employees caring for COVID-impacted family members. California Supplemental Paid Sick Leave is available through September 30, 2021, and is retroactive to January 1, 2021, for leave already taken for covered reasons.

The ARPA and SB 95 are two separate benefit plans, and both provide an eligible employee up to 10 days (80 hours) of paid sick leave available to use for the qualifying reasons related to COVID-19. However, these two benefit plans run at the same time for employers who offer both ARPA paid sick leave and California Supplemental Paid Sick Leave. This means that each time an employee uses an ARPA paid sick leave hour, the employee also uses California Supplemental Paid Sick Leave hour at the same time. An employee is entitled to no more than a total of 10 days (80 hours) of paid sick leave by an employer who participates in both plans.

Eligibility

A temporary employee who is on a current assignment and active on the regular weekly payroll (meaning *actively scheduled for work*) is eligible for leave under this policy.

Reasons for Leave

- 1) The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- 3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- 4) The employee is obtaining a COVID-19 vaccination.
- 5) The employee is recovering from an illness related to receiving a COVID-19 vaccination.
- 6) The employee is seeking or waiting for test results or a medical diagnosis for COVID-19, including results or diagnosis requested by the employer.
- 7) The employee is experiencing another substantially similar condition to COVID-19 that the Secretary of Health and Human Services has specified.
- 8) The employee is caring for a family member who is subject to either number 1 or 2 above. “Family member” means spouse, registered domestic partner, parent, grandparent, grandchild, and sibling.
- 9) The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19 on the premises.

Definitions

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. This definition of a child is applicable regardless of age or dependency status.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 10 days (80 hours) of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

- For employees with varying hours, one of two methods for computing the number of hours paid will be used: If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

The Company will not provide paid emergency or supplemental paid sick leave beyond September 30, 2021. Unused paid sick leave will not carry over to the next year or be paid out to employees.

Increments and Intermittent Use of Leave

When working from home, employees may take emergency paid sick leave intermittently and in any increment agreed to with their manager. An employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

Employees who are currently working onsite may only take intermittent leave to care for his or her child when the school or place of care is closed, or the caregiver is unavailable due to COVID-19-related reasons, or to obtain a COVID-19 vaccination. As all other reasons for leave potentially could expose an employee or others in the workplace to the virus, employees taking leave for all other qualifying reasons must take leave in full-day increments until the reason for leave is over and it is safe for the employee to return to work.

Rate of Pay

Emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed \$511 per day and \$5,110 in total.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

The employee also may use emergency paid sick leave when an employee is on leave under traditional FMLA/CFRA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

Procedure for Requesting Emergency Paid Sick Leave

All employees requesting paid emergency sick leave under this policy must notify the HR Department of the need and specific reason for leave under this policy as soon as practicable. The HR Department will provide a leave form for the employee to complete. The Company will accept verbal notification until it is practicable for the employee to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave. Nor will the Company retaliate against any employee who exercises his/her rights under this policy.

Los Angeles City and Unincorporated LA County Vaccine Pay

Matura Farrington Staffing Services complies with the Los Angeles County Paid Vaccine Leave Ordinance and the Los Angeles Mayor's Vaccine Paid Sick Leave Due to COVID-19 Order. Employees who work in unincorporated areas of Los Angeles or the City of Los Angeles may receive up to four hours of paid leave for each vaccination shot to cover time off to receive a COVID-19 vaccine, including time travelling to and from an appointment, and to recover from any symptoms related to the vaccine.

Paid Vaccine Leave is retroactive to January 1, 2021. The County's paid vaccine leave ordinance expires August 31, 2021, while the City's paid vaccine leave order expires September 30, 2021.

Employees are eligible for Paid Vaccine Leave only if they have exhausted their California COVID Supplemental Paid Sick Leave.

The Company will not discriminate or retaliate against employees who exercise their rights under the County Ordinance or City Order.

Employees who wish to take Paid Vaccine Leave should contact the Matura Farrington Human Resources Department.

2021 COVID-19 Supplemental Paid Sick Leave

Effective March 29, 2021

Covered Employees in the public or private sectors who work for employers with more than 25 employees are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment.

A covered employee may take leave *if the employee is unable to work or telework for any of the following reasons:*

- Caring for Yourself: The employee is subject to quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the California Department of Public Health, the federal Centers for Disease Control and Prevention, or a local health officer with jurisdiction over the workplace, has been advised by a healthcare provider to quarantine, or is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Caring for a Family Member: The covered employee is caring for a family member who is subject to a COVID-19 quarantine or isolation period or has been advised by a healthcare provider to quarantine due to COVID-19, or is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.
- Vaccine-Related: The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related symptoms.

Paid Leave for Covered Employees

- 80 hours for those considered full-time employees. Full-time firefighters may be entitled to more than 80 hours, caps below apply.
 - For part-time employees with a regular weekly schedule, the number of hours the employee is normally scheduled to work over two weeks.
 - For part-time employees with variable schedules, 14 times the average number of hours worked per day over the past 6 months.
- Rate of Pay for COVID-19 Supplemental Paid Sick Leave: Non-exempt employees must be paid the highest of the following for each hour of leave:
 - Regular rate of pay for the workweek in which leave is taken
 - State minimum wage
 - Local minimum wage
 - Average hourly pay for preceding 90 days (not including overtime pay)
- Exempt employees must be paid the same rate of pay as wages calculated for other paid leave time.

Not to exceed \$511 per day and \$5,110 in total for 2021 COVID-19 Supplemental Paid Sick leave.

Retaliation or discrimination against a covered employee requesting or using COVID-19 supplemental paid sick leave is strictly prohibited. A covered employee who experiences such retaliation or discrimination can file a claim with the Labor Commissioner's Office. Locate the office by looking at the [list of offices on our website](http://www.dir.ca.gov/dlse/DistrictOffices.htm) (<http://www.dir.ca.gov/dlse/DistrictOffices.htm>) using the alphabetical listing of cities, locations, and communities or by calling 1-833-526-4636.

This poster must be displayed where employees can easily read it. If employees do not frequent a physical workplace, it may be disseminated to employees electronically.



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