



## California Paid Sick Leave (Statewide) Sedona Policy

Unless exempt under the Healthy Workplaces, Healthy Families Act of 2014 (the "Act"), employees ("Associates") are entitled to minimum requirements for paid sick leave. Associates are eligible for paid sick leave if they have worked in California for at least 30 days within a year after commencing employment at Sedona.

Paid sick leave accrues at a rate of one hour of paid sick leave per every 30 hours worked, beginning on January 01, 2024, or the first day of work, whichever is later. Associates begin to accrue paid sick leave on their first day of work. An Associate may use accrued sick days upon completing 90 days of employment. Associates who work less than 90 days for Sedona are not entitled to take paid sick leave.

Paid sick leave may be used only for purposes as stated under the Act: the diagnosis, care, or treatment of an existing health condition of, or preventative care for, an Associate's or an Associate's family member; or for specified purposes for an Associate who is a victim of domestic violence, sexual assault or stalking. Paid sick leave may be used in increments of no less than two hours.

An Associate may use a maximum of *five days or 40 hours* of paid sick leave in each year of employment, calculated based on the Associate's anniversary date. Accrued, unused paid sick leave carries over from year to year, except that total accrual is capped at a maximum of *80 hours or 10 days* of paid sick leave. Once the maximum accrual cap is reached, no further sick leave accrues until some of the unused accrued sick leave is taken.

An Associate who is exempt from overtime requirements is deemed to work 40 hours per workweek for the purposes of accruing paid sick leave, unless the Associate's normal workweek is less than 40 hours, in which case the Associate shall accrue paid sick days based upon that normal workweek.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family Medical Leave Act (FMLA).

Associates must provide reasonable advance notification to a Sedona Account Manager if the need for paid sick leave is foreseeable. If the need is not foreseeable, Associates must provide notice as soon as practicable.

Associates will be paid for sick leave taken no later than the payday for the next regular payroll period. Associates will be paid their hourly wage for each hour of paid sick leave used.

*Sick leave available will appear on the Associate's pay stub.*

Sedona will not compensate Associates for unused paid sick days after Associates terminate, resign, retire, or otherwise separate from employment with Sedona. Sedona will reinstate any previously unused paid sick leave for Associates who separate from Sedona and are rehired within one year from the date of separation.

Sedona also will comply with applicable paid sick leave requirements, if any, under local ordinances.

This policy supersedes any previous policies and any past practices concerning the matters addressed in this policy. If Sedona previously provided an Associate with paid sick leave under a superseded policy, to the extent any such paid sick leave has not been used by the Associate, it remains available to the Associate as accrued paid sick leave under this current policy.

**Acknowledgement of Receipt:**

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(PRINT NAME of Employer Representative)

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(PRINT NAME of Employee)

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(SIGNATURE of Employer Representative)

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(SIGNATURE of Employee)

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(Date)

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(Date)