

Paid Time Off Policy (PTO) and Paid Sick Leave (PSL) Policy

What PTO is to be used for: Paid Time Off (PTO) or Paid Sick Leave in CA (PSL) is available to eligible employees and may be used for certain purposes, including the following:

- **Your own illness or medical care.** This is defined to include an employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis care or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care.
- **Family care.** This allows you to care for a covered family member who has the medical issues listed above. It also includes instances where a lawful public health authority has determined that the covered family member's presence would jeopardize the health of others. The "covered family member" standard is generally the same as under the Oregon Family Leave Act and thus, includes a child, spouse, registered domestic partner, parent, parent-in-law, or grandparent.
- **Business or school closures.** This includes situations where your place of business or your child's school or place of care is closed by the order of a public official due to a public health emergency.
- **Domestic violence, sexual assault, or stalking.** This allows you to use "safe time" for reasons related to domestic violence, sexual assault, or stalking that affect you or your covered family member.
- **Personal time off.** Time taken for vacation or other personal time as needed.

For purposes of this policy, family member includes the spouse or domestic partner of an employee; the biological, adoptive or foster parent or child of the employee; the grandparent or grandchild of the employee; a parent-in-law of the employee; or a person with whom the employee was or is in a relationship in loco parentis.

How PTO and PSL Works:

New Employees - You will begin to bank PTO as soon as you begin working. After 90 days of employment, you will be eligible to use your PTO.

All Employees - Accrued PTO can be taken in 15-minute increments. Except in the case of emergencies or illnesses that are unforeseen, PTO should be requested and approved in advance by contacting your home branch. A **separate** paper timecard with your PTO hours, in at least 15-minute increments, must be submitted by 5 p.m. the Monday following the week it was taken, before you will be paid. **No Cash Out** – There is no ability to cash in unused PTO during your employment with NWS or RSG. In addition, any remaining accrued PTO is not paid at the time of separation. You must be currently on an assignment and scheduled to work in order to use earned and accrued PTO.

Calendar Year Is January 1st - December 31st.

You will accrue and use PTO and PSL based on the state your work assignment took place.

Key Limitations and Accruals of PTO by state:

California:

Effective date - July 1st, 2015

Employees that work for 30 or more days within a year from the beginning of employment are entitled to PSL.

Accrual rate - 1 hour per every 30 hours worked.

24 hour or 3 days maximum usage per year.

48-Hour Maximum Carry Over- You may carry over up to 48 hours to the following calendar year of employment. If you have a break in service with RSG of one year or more, your PSL is forfeited and you must meet the Initial requirements again.

Pay rate - is equal to the total regular wages for the prior 90 days divided by the total hours worked.

Oregon:

Effective date - January 1st, 2016

Accrual rate - 1 hour per every 30 hours worked.

40-Hour Maximum Per Year -Once you have used up your earned PTO within a calendar year you will not have accrued time available to use until the next calendar year and you do not accrue any new hours until the start of the next calendar year.

40-Hour Maximum Carry Over -You may carry over up to 40 hours of unused PTO into the subsequent year. If you have a break in service with NWS of one year or more, any accrued PTO is forfeited, and you must meet the initial requirements again. You cannot cash in unused PTO.

Pay rate - Is equal to your current pay rate.

Washington:

Effective date - January 1st, 2018

Accrual rate - 1 hour per every 40 hours worked.

40-Hour Maximum Carry Over - You may carry over up to 40 hours of unused PTO into the subsequent year. If you have a break in service with NWS of one year or more any accrued PTO is forfeited, and you must meet the initial requirements again. You cannot cash in unused PTO.

Pay rate - Is equal to your current pay rate.