



Paid Sick Leave Policy

Paid sick leave is available for employees* to care for their health and the health of their family members.

Paid Sick Leave Accrual and Availability

Accrual

- Employees accrue one hour of paid sick leave for every 40 hours worked.
- Employees are not entitled to accrue paid sick leave for hours paid while not working.

Availability

- Employees begin accruing paid sick leave on their date of hire.
- Employees are entitled to use their accrued paid sick leave beginning on the 90th calendar day after their date of hire.

Authorized Uses of Paid Sick Leave

Care of the employee or the employee's family member

- Employees may use their accrued paid sick leave hours to care for themselves or a family member (definition below) for:
 - Mental or physical illnesses, injuries, or health conditions;
 - The need for medical diagnosis, care, or treatment of mental or physical illnesses, injuries, or health conditions; or
 - The need for preventive medical care.
- For the use of paid sick leave for an employee's family member, family member is defined as:
 - A child;
 - Including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status
 - A parent;
 - Including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child
 - A spouse;

*Eligible employees are those who meet the definition of employee under RCW 49.46.010(3)(a)-(p). Those exempt from the Minimum Wage Act will earn 1-hour sick leave per week worked (based on a 40-hour workweek). Titan Electric Executives do not accrue sick leave.

- A registered domestic partner;
- A grandparent;
- A grandchild; or
- A sibling.

Closure of the company or the employee's child's school or place of care

- Employees may use their accrued paid sick leave when Titan Electric, Inc. has been closed by order of a public official for any health-related reason; or
- When an employee's child's school or place of care has been closed by order of a public official for any health-related reason.
 - Please see the definition of "child" in the previous section.

To address issues related to domestic violence, sexual assault, or stalking

- Employees may use their accrued paid sick leave to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee and their family members including, but not limited to: Preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
 - Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking;
 - Attend health care treatment for a victim who is the employee's family member;
 - Obtain, or assist the employee's family member(s) in obtaining, services from: A domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking.
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking.
 - Participating, for the employee or for the employee's family member(s), in: safety planning; or temporary or permanent relocation; or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking.
- For purposes of leave related to domestic violence, sexual assault, or stalking, family member has the following definition:
 - Any individual whose relationship to the employee can be classified as a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

Reasonable Notice for the Use of Paid Sick Leave

Employees must provide reasonable notice of an absence from work for the use of paid sick leave to care for themselves or a family member, or because the employee's child's school or place of care is closed by order of a public official for any health-related reason. Such notice must not interfere with an employee's lawful use of paid sick leave. Any information provided will be kept confidential.

Note: Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

Reasonable Notice for Foreseeable Use of Paid Sick Leave

If an employee's absence is foreseeable, the employee must provide notice to his or her direct supervisor at least 10 days, or as early as practicable, before the first day paid sick leave is used.

- Titan Electric, Inc. requires employees submit an *Employee Notice for Use of Paid Sick Leave*.
- If possible, notification should include the expected duration of the absence.

Reasonable Notice for Use of Paid Sick Leave for Domestic Violence Leave

An employee must give advance oral or written notice to his or her direct supervisor as soon as possible for the foreseeable use of paid sick leave to address issues related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking.

Reasonable Notice for Unforeseeable Use of Paid Sick Leave

If an employee is unable to give advance notice because of an emergent or unforeseen circumstance related to the employee or the employee's family member being a victim of domestic violence, sexual assault, or stalking, the employee or their designee must give oral or written notice to his or her direct supervisor no later than the end of the first day that the employee takes such leave.

Note: Verification may be required if an employee uses paid sick leave for more than three (3) consecutive days for which the employee was required to work.

Absences Exceeding Three Days

If an employee has used paid sick leave for an authorized purpose for more than three (3) consecutive days during which the employee is required to work, Titan Electric may request that the employee provide verification that establishes or confirms that the use of paid sick leave is for an authorized purpose.

For care of the employee or the employee's family member, acceptable verification may include:

- A written or oral statement from the employee indicating that the use of paid sick leave is necessary to care for the employee or their family member for an authorized purpose;
- A doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose; or
- Other documentation demonstrating that the employee's use of paid sick leave is for care of the employee or their family member for an authorized purpose.

Verification must be provided to Titan Electric, Inc. within 10 calendar days of the first day an employee used paid sick leave to care for themselves or a family member.

When an employee or the employee's family member has been a victim of domestic violence, sexual assault, or stalking, the employee's choice of any one or more of the following documents satisfies this verification requirement:

- A written statement that the employee or an employee's member is a victim of domestic violence, sexual assault, or stalking, and that the leave was taken to address related issues;
- A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking;
- Evidence from a court or prosecuting attorney showing that the employee or the employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- A court order of protection;
- Documentation from any of the following persons from whom an employee or an employee's family member sought assistance in addressing the domestic violence situation indicating that the employee or the employee's family member is a victim:
 - An advocate for victims of domestic violence, sexual assault, or stalking;
 - An attorney;
 - A member of the clergy; or
 - A medical professional.

Verification must be provided in a timely manner. If advance notice of the leave cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, verification must be provided to the employer within a reasonable time period during or after the leave.

In the event our business, or the employee's child's school or place of care, is closed by order of

a public official for any health-related reason, acceptable verification may include:

- Written notice of closure by order of a public official that the employee received regarding the employee's child's school or place of care.

Verification must be provided to Titan Electric, Inc. within 10 calendar days of the first day an employee used paid sick leave for such purpose.

For any verification required, please note:

- The employee is not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law.
- Any information the employee provides will be kept confidential.

Unreasonable Burden or Expense for Verification

If an employee believes that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense on the employee, the employee must contact Human Resources orally or in writing.

The employee must indicate that the absence is for an authorized purpose, and explain why verification would result in an unreasonable burden or expense on the employee.

- If an employee chooses to put this in writing, options for doing so include, but are not limited to:
 - Completion of the *Employee Verification of Authorized Use of Paid Sick Leave* form; or
 - Sending an e-mail to Human Resources; hr@titanelectric.net

Within 10 calendar days of receiving the employee's request, Human Resources will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense.

- Possible options may include, but are not limited to:
 - Company-provided transportation;
 - Sharing the cost of getting a note from a medical provider;
 - Providing a note of explanation in lieu of other forms of verification; or
 - Exempting the employee from the verification requirement based on the explanation provided.

Titan Electric, Inc. may choose not to pay an employee for paid sick leave taken for such absences until verification is provided.

An employee has the right to contact the CFO if the employee believes the proposed alternative still results in an unreasonable burden or expense.

Shared Paid Sick Leave

The shared paid sick leave program provides employees the opportunity to receive and use donated paid sick leave, and to donate their paid sick leave to other employees.

Employees must apply to receive/donate shared paid sick leave through the Payroll Coordinator. An employee is eligible to apply for and use shared paid sick leave beginning on the 90th calendar day after their date of hire.

If an employee wishes to participate in the shared paid sick leave program, the employee must complete the Employee Request to Receive Shared Paid Sick Leave form or complete the Employee Request to Donate Paid Sick Leave form, and provide to the Payroll Coordinator.

Titan Electric Human Resources is responsible for:

- Ensuring employees meet the eligibility criteria for receiving and donating shared paid sick leave;
- Approving requests to receive/donate shared paid sick leave; and
- Monitoring the use of shared paid sick leave.

Donated paid sick leave will be recorded as if the donating employee had used the time, and will reduce the donating employee's available balance of paid sick leave. Maximum of 8 hours may be donated per quarter.

Paid Sick Leave Increments of Use

Titan Electric, Inc. requires employees to use paid sick leave in increments consistent with the employee's time entry practices.

- Non-represented, time clock employee may use time in minute increments.
- All other non-represented and all represented employees may use time in half hour increments.

Rate of Pay for Use of Paid Sick Leave

Employees must be paid their "normal hourly compensation" for each hour of paid sick leave used.

- "Normal hourly compensation" is the hourly rate that an employee would have earned for the time during which the employee used paid sick leave.
- For employees who use paid sick leave for hours that would have been overtime hours if worked, Titan Electric, Inc. is not required to apply overtime standards to an employee's normal hourly compensation.

Payment for the Use of Paid Sick Leave

Titan Electric, Inc. must pay paid sick leave to an employee no later than the payday for the pay period in which the paid sick leave was used by the employee.

- For absences exceeding three days, such payment must be made no later than the payday for the pay period during which verification was provided to Titan Electric, Inc.

Carryover of Accrued, Unused Paid Sick Leave to the Next Year

Accrued paid sick leave balances of 40 hours or less must carry over to the following year.

- For example, if an employee has 25 hours of accrued, unused paid sick leave at the end of the year, all 25 hours must carry over to the following year.

If an employee carries over unused paid sick leave to the following year, accrual of paid sick leave in the subsequent year would be in addition to the hours accrued in the previous year and carried over.

Employee will forfeit paid sick leave balances in excess of 40 hours at the end of a year.

Definition of Year

The accrual year is January 1 – December 31.

Separation and Reinstatement

If an employee separates from employment, they will not be paid for accrued, unused paid sick leave at time of separation.

Reinstatement of Paid Sick Leave Hours Upon Rehire

Titan Electric, Inc. will reinstate an employee's previously accrued, unused paid sick leave if it rehires an employee within 12 months of separation.

- If the period of time an employee separates from employment extends into the following year (see definition under “Definition of Year”), an employer is not required to reinstate more than 40 hours of accrued, unused paid sick leave.

Upon rehire, Titan Electric, Inc. will provide notification to the employee of the amount of accrued, unused paid sick leave available for use by the employee.

If an employee is rehired within 12 months of separation, the employee will not be required to wait another 90 calendar days to use their accrued, unused paid sick leave if the employee met that requirement during the previous period of employment.

- If an employee did not meet the 90-day requirement for the use of paid sick leave prior to separation, the previous period of time the employee worked for Titan Electric, Inc. will count towards the 90 days for purposes of determining the employee’s eligibility to use paid sick leave.

Retaliation Prohibited by Law

Any discrimination or retaliation against an employee for the lawful exercise of paid sick leave rights is not allowed. Titan Electric, Inc. will not discriminate or retaliate against an employee for the lawful exercise of Minimum Wage Act rights.

Titan Electric, Inc. may not require, as a condition of an employee taking paid sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is on paid sick leave.

If an employee feels they are being discriminated or retaliated against for the exercise of their Minimum Wage Act rights, the employee may contact Human Resources: hr@titanelectric.net or 206-291-5330.

If an employee is not satisfied with the Titan Electric, Inc.'s response, the employee may contact the Washington State Department of Labor & Industries.

- Online: www.Lni.wa.gov/WorkplaceRights
- Call: 1-866-219-7321, toll-free
- Visit: www.Lni.wa.gov/Offices
- Email: ESgeneral@Lni.wa.gov

Required Notification

At the start of employment [or no later than March 1, 2018, for existing employees], Titan Electric, Inc. will provide employees with notice of their paid sick leave rights. This notice will include information regarding:

- An employee's entitlement to paid sick leave;
- The rate at which the employee will accrue paid sick leave;
- The authorized purposes under which an employee may use paid sick leave; and
- That retaliation by Titan Electric, Inc. for the employee's lawful use of paid sick leave and other rights provided under the Minimum Wage Act is prohibited.

Titan Electric, Inc. will make this information readily available to all employees.

Titan Electric, Inc. will provide notice to its employees at least monthly including:

- The amount of paid sick leave accrued since notice was last made;
- The amount of paid sick leave reductions since notice was last made; and
- The total amount of unused paid sick leave available for use by the employee.

Contact Information

Employees with questions about this paid sick leave policy may contact Human Resources: hr@titanelectric.net or 206-291-5330.