



# **BrandsMart U.S.A.**

## **Sick Time Policy**

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**1.0 PURPOSE/OBJECTIVE**

The purpose of this policy is to set forth BrandsMart U.S.A.'s ("BrandsMart" or "Company") policy regarding paid sick time.

**2.0 SCOPE**

This Policy applies to all BrandsMart Team Members.

**3.0 POLICY STATEMENT**

Team members may be paid for work hours missed due to their own or family member's mental or physical illness, injury, health condition, or other scenarios as outlined in this policy.

**4.0 POLICY**

*4.1 Eligibility*

All team members are eligible to receive paid sick time under the terms of this Sick Time Policy.

*4.2 Uses of Sick Time*

Accrued, paid sick time may be used for the following reasons:

- Team members' or team members' family members': mental or physical illness, injury, health condition; medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or preventative medical care.
- If the team member or team member's family member is a victim of domestic or sexual violence, abuse, harassment, stalking, or assault, then related medical care, counseling, victim services, legal or law enforcement assistance, securing a home or relocating, participating in legal proceedings, or taking other actions necessary to maintain, improve, or restore health and safety.
- Absences due to a public health emergency that causes the team member's work location to close or the team member's family member's school or daycare to close.
- Care of the team member or team members' family member who has been exposed to a communicable disease or a determination that the

team member or team members' family member's presence in the community would jeopardize the health of others.

- Any other reason required by applicable state or local law.

Hourly team members may use accrued, paid sick time in one (1) hour increments. Salaried team members may use accrued sick time in full-day increments and will have sick time deducted from their sick time balance.

#### *4.3 Accrual*

Team members covered by this policy accrue one (1) hour of paid sick time for every 30 hours worked. Team member's sick time accrual begins on the first day of employment; however, team members can only take sick time up to the balance of what they have accrued and not yet used. Sick time may not be taken in advance of accruing it.

#### *4.4 Annual Accrual Limit*

Team members may accrue up to a maximum of forty (40) hours of paid sick time per calendar year unless a greater amount is required under applicable state or local law.

#### *4.5 Carryover*

Unused accrued paid sick time up to a maximum of forty (40) hours is carried over into the next calendar year.

#### *4.6 Usage Cap*

Team members may not use more than eighty (80) hours of paid sick time in a calendar year.

#### *4.7 Notice Requirements*

Unless otherwise provided by applicable law, the Company requires team members to provide at least seven (7) days advanced notice of the need to use accrued sick time for foreseeable absences. If the need to use accrued sick time is not foreseeable, the Company requires notice as soon as practicable under the circumstances. The Company may deny the use of accrued sick time in the event a team member fails to provide the required or reasonable notice.

#### *4.8 Certification and Coordination with Other Leaves of Absence*

Team members who take or otherwise use accrued paid sick time for more than three (3) consecutive workdays must ensure they follow the procedures outlined in the Leaves of Absence policies and must report time away from work so the Company may determine if such absences qualify for leave under the FMLA or other available Company leave(s) of absence. Team members also may be required to provide supporting documentation and/or medical certification to support the need for leave in connection with the Company's paid sick time and/or leave of absence processes.

All sick time taken pursuant to this policy will run concurrently with any other leave for which it qualifies, to the extent permitted by applicable law.

#### *4.9 No Payout Upon Termination*

Unused accrued paid sick time will not be paid out upon termination from employment except as provided by law or another Company policy or program.

#### *4.10 Rehire and Reinstatement*

Following separation of employment, the Company will reinstate all accrued, unused paid sick time for which the team member was not otherwise compensated if the Company rehires the team member within 12 months.

#### *4.11 Retaliation Prohibited*

The Company will not retaliate against any team member who seeks to assert their rights to receive paid sick leave or otherwise exercises their rights under applicable law.

### **5.0 DEFINITION OF FAMILY MEMBER**

Family Member includes the following:

- Spouse, Civil Union Partner, or Domestic Partner;
- Child of any age, including biological, adopted, foster, stepchild, child of civil union partner or domestic partner, child for whom the team member has legal or physical custody or guardianship, or a child for whom the team member or the team member's spouse/civil union partner/domestic partner stood or stands in loco parentis;
- Parent of team member or parent of spouse/civil partner/domestic partner including biological, adoptive, foster, stepparent, legal guardian, or individual who stood in loco parentis when team member or team member's spouse/civil partner/domestic partner was a minor;

- Grandparent, grandchild, sibling, or spouse of the sibling of the team member or team member’s spouse/civil union partner/domestic partner, including biological, adopted, foster, or step relationships; and
- Spouse, civil union partner, or domestic partner of a grandparent

**For team members in Georgia:** “Family Member” also includes dependents shown on the team member’s most recent tax return.

## 6.0 COMPLIANCE AND REPORTING

The Policy Owner will be responsible for the implementation and application of this Policy. Interpretations of this Policy will be made by the Chief People Officer in consultation with the Legal Department where appropriate. Compliance with this Policy will be assessed in accordance with applicable Policy Management Procedures. Action will be taken to remedy Policy violations, including consequences where appropriate.

## 7.0 REVIEW CYCLE

This Policy is reviewed no less frequently than 3 years following its initial adoption or most recent revision.

Policy Owner:	Chief People Officer
Policy Category:	Operational
Authorized By:	Chief People Officer
Title:	BrandsMart U.S.A. Sick Time Policy
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