



Allegheny County, PA Paid Sick Leave* (Part-Time Employees)

Eligibility

Effective December 15, 2021, all part-time employees in the Allegheny County, PA are eligible for Paid Sick Leave. The accrual and use of Paid Sick Leave is known in our Company systems as **Paid Sick Leave or PSL**.

Accruing PSL

Part-time employees (PAW002) accrue PSL starting from the date the store opened (12/25/2022) OR from their date of hire(whichever is later) at the rate of one hour of PSL for every 35 hours worked, and can accrue up to 40 hours per year.

Using PSL

PSL may be taken in one-hour increments. Employees are entitled to use accrued PSL immediately after it has accrued with no waiting period.

Employees may use PSL for reasons including, but not limited to:

- Sick time, for an employee or family member's mental or physical illness, including preventive medical care.
- Care for a child whose school or place of care has been closed by order of a public official due to a public health emergency
- To care for a family member when health authorities/health care provider determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.

Accrued PSL Balance

Employees can see their own accrued PSL balance in Workday by clicking on "My Time Off Balance" from the Workday home page.

PSL Carryover

Up to 40 hours of unused PSL can be carried over from year to year.

Contact

Please contact your Corporate Payroll Analyst with any questions regarding Paid Sick Leave and PSL calculations.

* In accordance with federal, state and local regulations, the Company reserves the right to amend, modify, change, suspend, cancel or terminate this policy at any time.