

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

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**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**.

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**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.

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**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.

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**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.

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

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

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\* 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.