

Arizona Earned Paid Sick Time* (Part-Time Employees)

Earned Paid Sick time Eligibility

Effective July 1, 2017, all part-time employees in Arizona are eligible for Earned Paid Sick Time. The accrual and use of Earned Paid Sick Time is known in our Company systems as **Paid Sick Leave** or **PSL**.

Accruing PSL

Part-time employees begin to accrue PSL on the first calendar day after the start of their employment or July 1, 2017, whichever is later. Employees will accrue one hour of PSL for every 30 hours worked, up to a limit of 40 accrued hours.

Using PSL

Time off may be taken in one-hour increments. Usage of PSL is capped at 40 hours per calendar year.

Employees may use paid sick leave for the following reasons:

- Their own illness, injuries, or medical care.
- The illness, injuries, or medical care of certain covered family members.
- If either the employee or a family member is a victim of domestic violence or a sex offense.
- If their place of business or the child care facility or school of their child has been closed by an order of a public official due to a public health emergency.

PSL Carryover

Part-time employees may carry over up to 40 hours of unused PSL from one calendar year to the next.

Contact

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

* The Company reserves the right at any time, to amend, modify, change, suspend, cancel or terminate this policy, in whole or in part.