

# CALIFORNIA PAID TIME OFF AND PAID SICK LEAVE PROGRAMS for STORES

## FREQUENTLY ASKED QUESTIONS

### **PAID TIME OFF (PTO) – Full Time Employees Only**

All full time employees are eligible for PTO, which accrues monthly based on position and length of service according to the schedule below. PTO hours are used to cover time off from work and should be scheduled ahead of time with Store Manager approval. When an illness or other personal situation prevents an employee from reporting to work, the employee must notify the Store Manager as soon as possible.

All part time employees are eligible for Paid Sick Leave (PSL), which accrues weekly based on the number of hours each person works. (Refer to page 6 for additional information about PSL.)

**Q.** Who is eligible for PTO?

**A.** All full time employees are eligible to use PTO.

**Q.** When do full time employees start accruing PTO?

**A.** The accrual starts effective from the first day of full time employment.

**Q.** How much PTO do full time employees accrue?

**A.** Full time store, warehouse (W) and maintenance (M) employees accrue PTO according to the following schedule:\*

JOB TITLE	LESS THAN 10 YEARS OF FULL TIME SERVICE	MORE THAN 10 YEARS OF FULL TIME SERVICE
Assistant Store Manager	133 hours annually	181 hours annually
Sr. Assistant Store Manager	162 hours annually	209 hours annually
Store Manager	180 hours annually	225 hours annually
Manager Hourly (W/M)	190 hours annually	238 hours annually
Manager Salary (W/M)	180 hours annually	225 hours annually

\* The annual accrual amount is based on the employee being actively at work on the last day of each month.

**Q.** How can PTO be used?

**A.** PTO can be used in one-hour increments.

**Q.** What can employees use PTO for?

**A.** PTO can be used to cover time off from work. If PTO is used for vacation or a day off, the time should be pre-approved by the employee's manager.

PTO may also be used for the employee's own illness or the illness of a family member. In addition, PTO may be used for doctors' appointments, preventive care or care and treatment of an existing health condition.

## CALIFORNIA PAID TIME OFF AND PAID SICK LEAVE PROGRAMS for STORES FREQUENTLY ASKED QUESTIONS

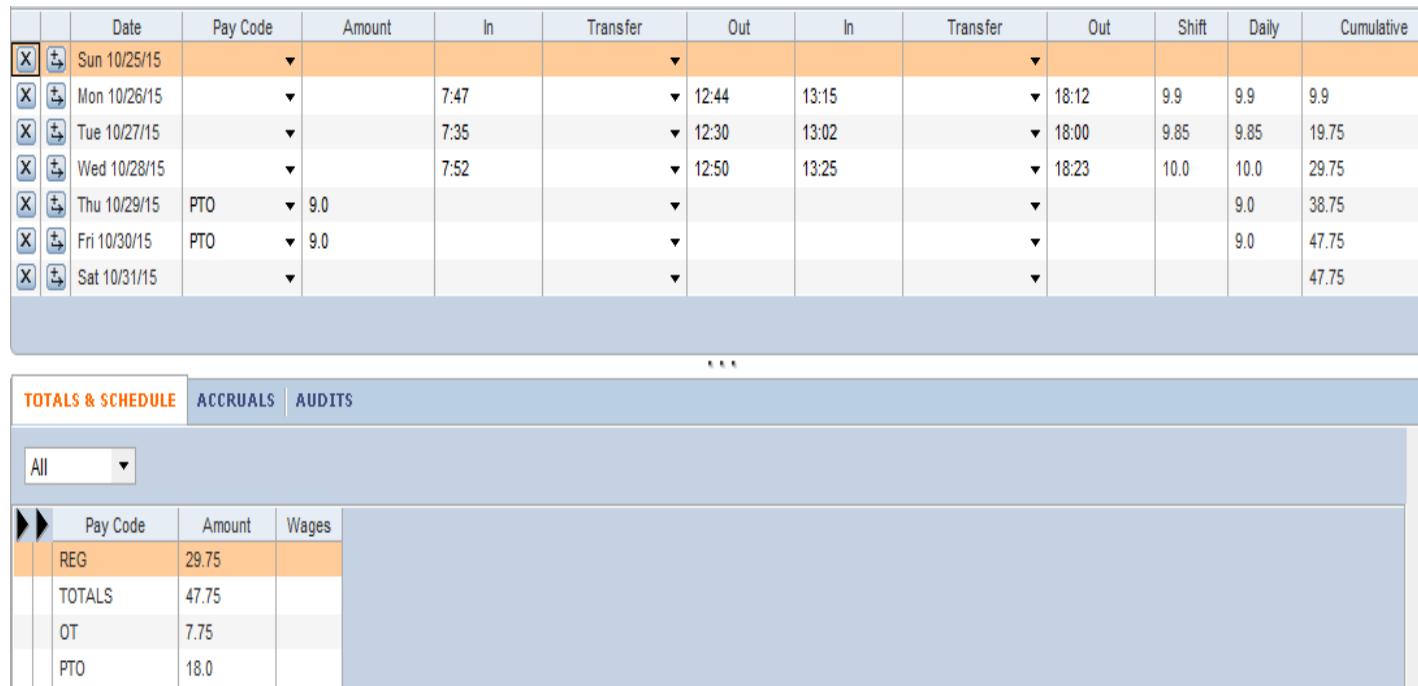
Also, PTO may be used in situations where the employee is the victim of domestic violence, sexual assault or stalking based of California's Paid Sick Leave regulations.

- Q.** Can employees decide to leave work before the end of their scheduled shift and say they want to use PTO?
- A.** No. The employee can only take time off from work and use PTO as outlined above.
  
- Q.** Can we require a doctor's note for employees who say they are sick?
- A.** Yes, a doctor's note can be required.
  
- Q.** Full time employees are expected to work 47.5 hours per week and PTO can only be paid in one-hour increments. How many PTO hours should the employee be paid when they are absent for one or more days?
- A.** Employees should be paid as close to 47.5 hours a week as possible; either 47 or 48 hours. Please refer to the sample timecards attached.

# CALIFORNIA PAID TIME OFF AND PAID SICK LEAVE PROGRAMS for STORES

## FREQUENTLY ASKED QUESTIONS

EXAMPLE: Employee working regular hours and taking 2 PTO days:



The screenshot shows a software interface for managing employee time. At the top, there is a table with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data for the week of October 25, 2015, is as follows:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 10/25/15											
Mon 10/26/15			7:47		12:44	13:15		18:12	9.9	9.9	9.9
Tue 10/27/15			7:35		12:30	13:02		18:00	9.85	9.85	19.75
Wed 10/28/15			7:52		12:50	13:25		18:23	10.0	10.0	29.75
Thu 10/29/15	PTO	9.0								9.0	38.75
Fri 10/30/15	PTO	9.0								9.0	47.75
Sat 10/31/15											47.75

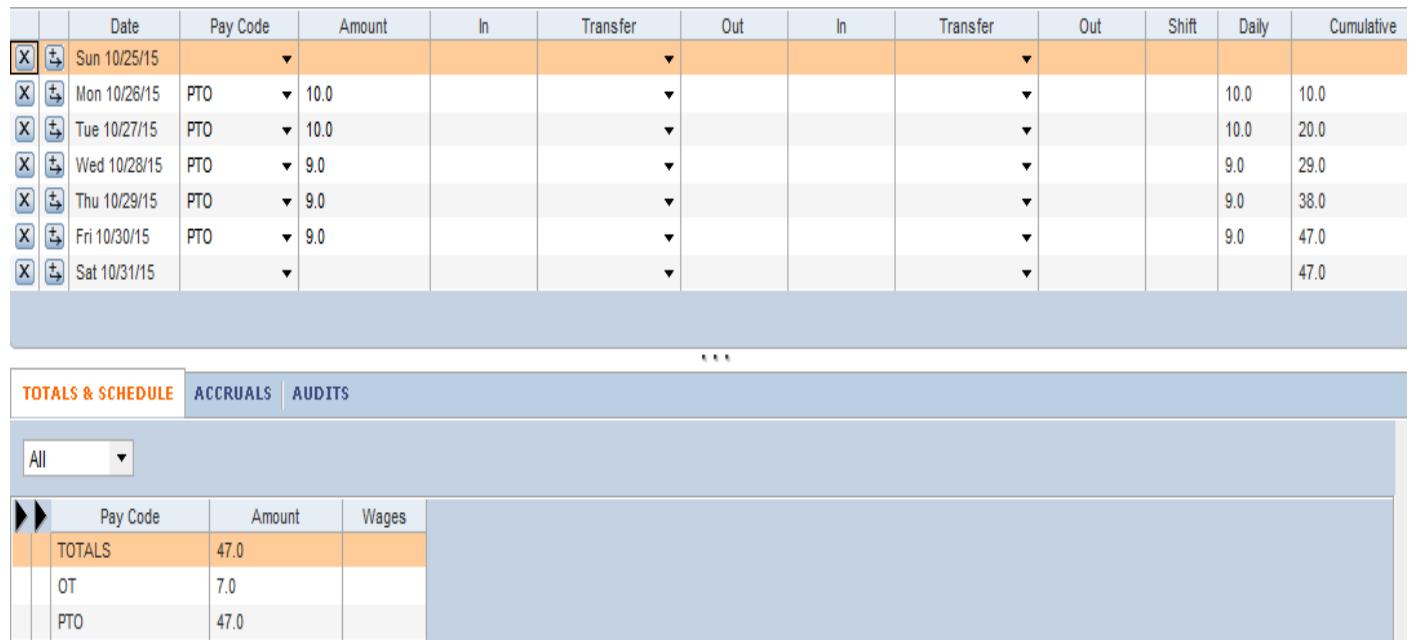
Below this table is a navigation bar with tabs: TOTALS & SCHEDULE (highlighted in orange), ACCRUALS, and AUDITS. Under the TOTALS & SCHEDULE tab, there is a dropdown menu set to 'All'. At the bottom of the interface is a summary table:

Pay Code	Amount	Wages
REG	29.75	
TOTALS	47.75	
OT	7.75	
PTO	18.0	

# CALIFORNIA PAID TIME OFF AND PAID SICK LEAVE PROGRAMS for STORES

## FREQUENTLY ASKED QUESTIONS

Example: Employee taking a full week of PTO and being paid 47 hours:



The screenshot shows a software interface for managing time off and wages. At the top, there is a table for tracking time worked (In, Transfer, Out) and time off (In, Transfer, Out) for specific dates. The table includes columns for Date, Pay Code, Amount, and Cumulative total. Below this is a summary table showing totals for Pay Code, Amount, and Wages.

**Time Clock Log (Top Table):**

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 10/25/15											
X	Mon 10/26/15	PTO	10.0								10.0	10.0
X	Tue 10/27/15	PTO	10.0								10.0	20.0
X	Wed 10/28/15	PTO	9.0								9.0	29.0
X	Thu 10/29/15	PTO	9.0								9.0	38.0
X	Fri 10/30/15	PTO	9.0								9.0	47.0
X	Sat 10/31/15											47.0

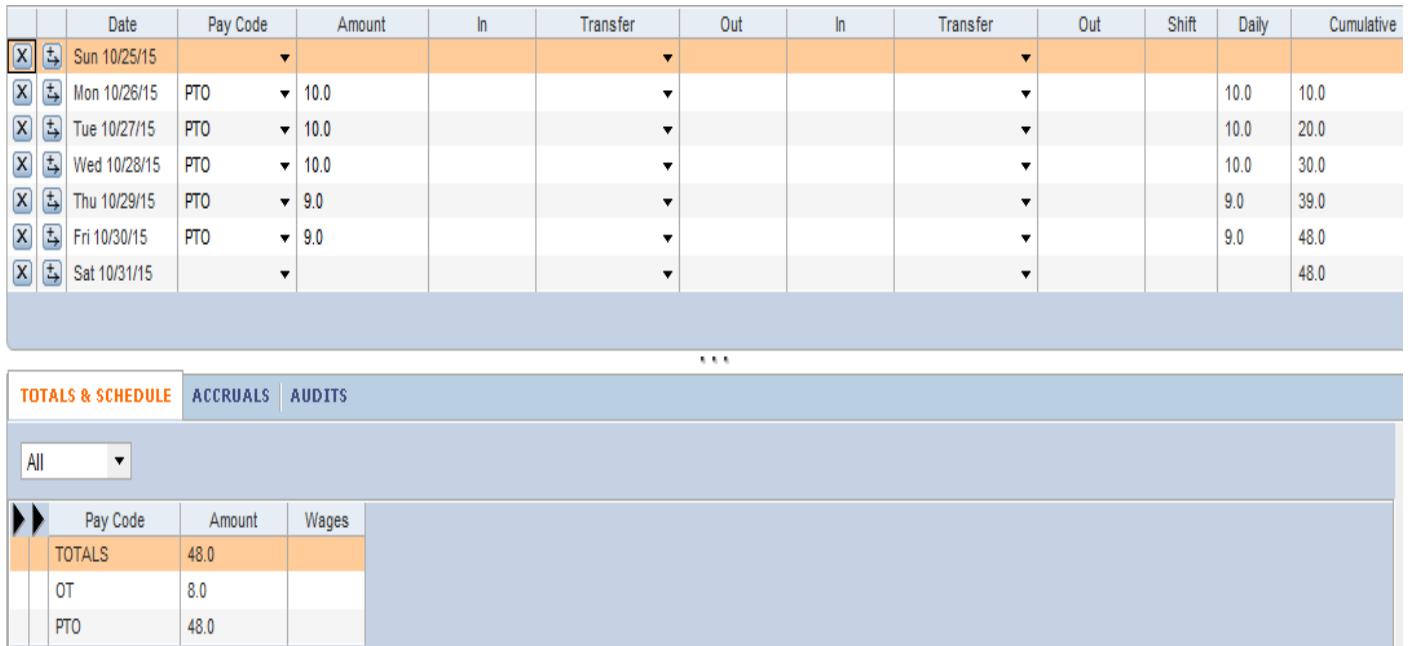
**Summary Table (Bottom Table):**

Pay Code	Amount	Wages
TOTALS	47.0	
OT	7.0	
PTO	47.0	

# CALIFORNIA PAID TIME OFF AND PAID SICK LEAVE PROGRAMS for STORES

## FREQUENTLY ASKED QUESTIONS

EXAMPLE: Employee taking a full week of PTO and being paid 48 hours:



The screenshot shows a software interface for managing time off and pay. At the top, there is a table for a weekly time clock log. The columns are: Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. The data for the week of October 25-31, 2015, is as follows:

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 10/25/15											
Mon 10/26/15	PTO	10.0								10.0	10.0
Tue 10/27/15	PTO	10.0								10.0	20.0
Wed 10/28/15	PTO	10.0								10.0	30.0
Thu 10/29/15	PTO	9.0								9.0	39.0
Fri 10/30/15	PTO	9.0								9.0	48.0
Sat 10/31/15											48.0

Below the time clock log is a summary table with three tabs: TOTALS & SCHEDULE (selected), ACCRUALS, and AUDITS. The summary table shows the following totals:

Pay Code	Amount	Wages
TOTALS	48.0	
OT	8.0	
PTO	48.0	

# CALIFORNIA PAID TIME OFF AND PAID SICK LEAVE PROGRAMS for STORES

## FREQUENTLY ASKED QUESTIONS

### **PAID SICK LEAVE (PSL) – Part Time Employees Only**

Part time employees are eligible for PSL, which accrues weekly based on the number of hours each person works.

**Q.** Who is eligible for PSL?

**A.** All part time employees who have completed 90 days of employment with Discount Tire/America's Tire are eligible to use PSL.

**Q.** What can employees use PSL for?

**A.** PSL can be used to cover time off from work for the following reasons:

- PSL may be used for the employee's own illness or the illness of a family member. Also, PSL may be used for doctors' appointments, preventive care or care and treatment of an existing health condition.
- PSL may be used in situations where the employee is the victim of domestic violence, sexual assault or stalking based of California's PSL regulations.

**Q.** When do part time employees start accruing PSL?

**A.** The accrual starts effective from the first day of part time employment.

**Q.** How much PSL do part time employees accrue?

**A.** Part time employees accrue 1 hour of PSL for every 30 hours worked.

**Q.** What happens to accrued and unused PSL hours when an employee leaves?

**A.** Unused PSL hours are not paid out to the employee upon termination of employment. However, any accrued and unused PSL time will be reinstated if the employee is rehired within 12 months.

**Q.** How can PSL be used?

**A.** PSL can be used in one hour increments.

**Q.** How much PSL time may an employee use in a year?

**A.** A part time employee may use up to 40 hours of PSL time in a year.

**Q.** Can PSL time be used to cover vacation time?

**A.** No. PSL time cannot be used to cover vacation time. It can only be used for the reasons described above.

**Q.** Can employees decide to leave work before the end of their scheduled shift and say they want to use PSL?

**A.** No. The employee can only take time off from work and use PSL as outlined above.

**Q.** Can we require a doctor's note for employees who say they are sick?

**A.** It is possible a doctor's note could be required.