



## California Sick Leave Informational Guide For Associates Not working in SF, Oakland or Emeryville Effective July 1, 2015

California's New Paid Sick Leave, requires all California employers to provide their employees at least 3 days of paid sick time (24 hours) per year. Effective July 1, 2015, any temporary/contract associate who works at least 30 days in the State of California and satisfies a 90 day employment period, has the right to accrue sick time under the State's new law.

### When do I begin accruing sick time?

1. *If you are actively working and on assignment before July 1, 2015, you will begin to accrue sick time on July 1, 2015.*
2. *If you are placed on assignment on or after July 1, 2015, you will begin to accrue on the day you begin work on an assignment.*

### How do I accrue sick time?

*You will accrue 1 hour of sick time for every 30 hours you work.*

### Can I use sick time as soon as it is accrued?

*If you were working with our Company **prior** to July 1, 2015, you can use sick time in 2 hour minimum increments effective immediately, so long as you have the time off requested in your accrual bank.*

*If you were hired **after** July 1, 2015, you must complete a 90 day employment period before being able to use your accrued time off in 2 hour minimum increments.*

- *For example, someone hired on 07/01/15, would begin accruing on their first day worked, but would not be able to use their sick time until 10/01/15 (the date when the associate would meet the 90 days of employment)*

### How much sick time can I accrue and use?

*You will be allowed to use up to 24 hours (3 days) of sick time per year. You will continue accruing sick time until you reach the maximum cap of 48 hours. Please note, California allows you to carry over some sick time so in case you get sick at the beginning of the year, you will have time to take. Also, our Company will not allow advances of sick time to associates.*

### What can I use sick time for?

*You may use sick time for yourself or a family member for preventative care or for an existing health issue. A family member is defined as: a parent, child, spouse, registered domestic partner, grandparent, grandchild or sibling only. Additionally, you may use accrued sick time for specified purposes if you are a victim of domestic violence, sexual assault, or stalking.*

*Our company will only require documentation in cases where you take 3 or more consecutive sick days, or if you are using sick time for court hearings related to domestic violence, assault or stalking, court documents will be requested.*



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### How much notice must I provide if I need to call out sick?

Whenever possible, the Company will require you to provide us with at least 1 hour notice prior to your shift on the day you will be absent. While we understand that emergencies happen, you must make an effort to contact us as soon as possible. **You must call a Kimco representative (not the client) in order to use your sick time.**

Additionally, if you fail to call in, it will be counted as a No Call No Show and applied towards attendance. Remember, 3 days of consecutive No Call No Shows is considered job abandonment and your employment will be terminated.

### Will I be required to provide proof of illness or doctor's note when I use sick time?

Only if you use 3 days of sick time consecutively.

### Where will I be able to find my sick time balances?

Sick time balances will be available on your pay stub.

### What if I call out sick and I don't have enough time to cover my absence?

You must have a minimum of 2 hours of sick time in order to use sick time. If you do not have enough time (for example, you have 4 hours of sick time, but you call out for an entire day [8 hours]), you will be paid the 4 hours you have in your accrual bank and the remaining time will be unpaid.

Remember all unpaid time off counts against your attendance and will affect your employment with our company.

### Can the company deny my time off request?

Not if you have at least 2 hours of accrued time and have completed your initial 90 days of employment. We can't deny or retaliate in any way against you for using what is rightfully yours.

### What if the client where I am assigned sends me home because I am sick and I don't have enough sick pay? Can I refuse to go home?

If this happens, be sure to call Kimco right away so we can see how much sick time you have available. If you do not have enough time, you will not be paid for that day. California allows a worksite employer to deem someone sick as a threat to health and safety of other employees and permits sending the sick person home.

### Who can I call if I have a question regarding this law?

Please contact our Human Resources Department at 949-752-6996 Option 2