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U.S. Sick Leave Policy

Effective: January 1, 2023

Version: 11

Overview

Paid Sick Leave is part of our overall Total Rewards for Team Members. While the Company has a standard policy based on your Job Position; some states, provinces and other local laws may have additional requirements.

Supervisor Responsibilities

Supervisors are responsible for understanding the Company policy and any additional requirements that apply to their Team Members.

Questions and Resources

Team Member Services: 1-855-432-MIKE (6453) Option 2 for Human Resources.

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Our Policy

Paid Sick Leave is a Benefit for Team Members to be used in situations, such as:

- Your own illness, injury, or other physical or mental incapacitation
- To care for a family member
- To attend doctor or dental appointments for you or a family member
- Victims of violence, assault or stalking

Sick leave is not to be used for incidental tardiness. Unused sick leave is not paid out if you leave the Company or your status changes to part-time unless otherwise required by applicable law. Some states, provinces or other local laws may have additional provisions, see the listing and details later in this section.

Support Center/Artistree/Distribution Center

Regular Full Time Hourly Team Members - Beginning on your first pay period, you earn approximately 1.85 hours of sick leave per pay period, or 48 hours per year. You are eligible to use sick time after you have completed 90 days of employment and may accumulate only up to 240 hours of sick leave or as determined by applicable law.

Exempt Team Members - You will be granted 80 hours of sick time each year on January 1st. For new hires, you will be granted 80 hours on your date of hire and then 80 hours each January 1st following. Any sick time not used by December 31st of each year will be forfeited. Sick hours will not carryover to the next year, unless otherwise required by applicable law. There is no waiting period before sick hours can be used.

Stores

Regular Full Time Hourly Team Members - You will be granted up to 24 hours on your hire date. Each January 1st you will be granted 48 hours. You are eligible to use sick time after you have completed 90 days of

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employment. You may accumulate up to 240 hours or as determined by applicable law. For new hires, your balance will be prorated depending on the month in which your start date falls. See below chart.

<u>Month of Hire</u>	<u>Hours Awarded</u>
Jan	24
Feb	24
Mar	24
Apr	24
May	16
Jun	16
Jul	16
Aug	16
Sep	8
Oct	8
Nov	8
Dec	0

Assistant Store Managers – Beginning on your first pay period, you earn approximately 1.85 hours of sick leave per pay period, or 48 hours per year. You are eligible to use sick time after you have completed 90 days of employment and may accumulate only up to 240 hours of sick leave or as determined by applicable law.

Exempt Store Managers - You will be granted 80 hours of sick time each year on January 1st. For new hires, you will be granted 80 hours on your date of hire and then 80 hours each January 1st following. Any sick time not used by December 31st of each year will be forfeited. Sick hours will not carryover to the next year, unless otherwise required by applicable law. There is no waiting period before sick hours can be used.

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California – All Team Members

Refer to this chart for the Sick Leave that you earn based on your position. You accrue Sick Leave upon hire, and you are eligible to use it after you have completed 90 days of employment.

Your Job	Your Sick Leave	Annual Max	Total Max
Part-Time, Temporary & Seasonal	1 hour for every 30 hours worked	48 hours	48 hours
Full Time Hourly		48 hours	240 hours
All Salaried, Assistant Store Managers, and Store Managers	2.67 hours per pay period	54 hours	240 hours

Your Sick Leave accrual is subject to both an Annual Max and a Total Max.

- **Annual Max** – the maximum number of hours of Sick Leave you may accrue each year. Unused Sick Leave will carry over at the end of the year and counts towards the Total Max.
- **Total Max** is the cap that applies to your total Sick Leave accrual, including any unused Sick Leave you have carried over from the previous year(s) plus any Sick Leave you have accrued during the current year. Once you reach your Total Max, you will not accrue additional Sick Leave until you use some of your balance.

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Promotions

Regular Full-Time Hourly Support Center, DC/Artistree - you will begin receiving an accrual of 1.85 hours per pay period upon promotion to this type of position.

Regular Full-Time Hourly Store - you will receive 24 hours of sick time upon promotion to this type of position.

Assistant Store Managers - you will begin receiving an accrual of 1.85 hours per pay period upon promotion to this type of position. NOTE: If moving from a Regular Full-Time Store Hourly position to an Assistant Manager position and you received a sick time award for the year, you will not begin accruing hours until the following January 1st.

Exempt - you will lose any previously accrued sick hours and receive 80 hours of sick time upon promotion to this type of position. The hours will not carryover to the next year, unless required by applicable law.

Moving from a sick-eligible position to a sick-ineligible position

When a Team Member moves from a sick-eligible position to a sick-ineligible position, they will lose their sick hours unless they live in an area that is otherwise covered by a city, county, or state regulation.

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State and County Specific Sick Leave Policies

Some States, Cities and Counties have specific requirements for Paid Sick Leave. See the chart below for more information.

Arizona State Sick Leave Policy	Effective: Jul. 1, 2017
California State Paid Sick Leave Flyer	Effective: Jul. 1, 2015
California – Los Angeles Sick Leave Policy	Effective: Jul. 1, 2016
California – San Diego Sick Leave Policy	Effective: Jul. 11, 2016
Connecticut State Sick Leave Policy	Effective: Jul. 1, 2012
Illinois – Cook County Sick Leave Policy	Effective: Jul. 1, 2017
Maryland State Sick Leave Policy	Effective: Feb. 11, 2018
Maryland – Montgomery County Sick Leave Policy	Effective: Oct. 1, 2016
Maryland – Prince George County Sick Leave Policy	Effective: Jul. 1, 2018
Massachusetts State Sick Leave Policy	Effective: Jul. 1, 2015
Michigan State Paid Sick Leave Policy	Effective: March 29, 2019
Minnesota – Duluth Earned Sick and Safe Policy	Effective: Jan 1, 2020
Minnesota – Minneapolis Sick Leave Policy	Effective: Jul. 1, 2017
Nevada – Any Leave Ordinance	Effective: Jan 1, 2020
New Jersey State Paid Sick Leave Policy	Effective: Oct. 29, 2018
New Mexico State Paid Sick Leave Policy	Effective July 1, 2022
New York -NYC Paid Sick Leave Notice	Effective: May 1, 2014
New York – Westchester Paid Sick Leave Policy	Effective: April 10, 2019
Oregon State Sick Leave Policy	Effective: Jan. 1, 2016
Pennsylvania – Philadelphia Sick Leave Policy	Effective: May 13, 2015
Pennsylvania – Allegheny County	Effective: Dec. 15, 2021
Rhode Island – Sick Leave Policy	Effective: Jul. 1, 2018
Vermont State Sick Leave Policy	Effective: Jan. 1, 2017
Washington State Sick Leave Policy	Effective: Jan. 1, 2018
Washington – Seattle Sick Leave Policy	Effective: Sep. 1, 2012
Washington – Tacoma	Effective: Feb. 1, 2016
Washington, D.C. Sick Leave Policy	Effective: Nov. 13, 2008

Review Your Sick Leave Balances

Support Center/Artistree/Distribution Centers- You can review your sick leave balance by logging in to Workday.

Stores- You can review your sick leave balance by logging in to Worksmart.