



Paid Sick and Safe Time Policy (PSST)

All StarZ Staffing (“All StarZ” or “the Company”) complies with Washington State laws and municipal ordinances to provide all employees who work in Washington State with paid “Sick Time” and “Safe Time” (collectively “PSST”) as provided in this Policy.

This Policy is provided to comply with the Company’s obligation to provide Paid Sick and Paid Safe time to associates. This Policy will be the exclusive process used to compensate associates who are eligible for mandatory paid sick or safe time under the Washington State Paid Sick Leave Law, the Seattle Paid Sick and Safe Time Ordinance (“Seattle Ordinance”)¹, and/or the Tacoma Paid Sick Leave Ordinance (“Tacoma Ordinance”). If a Washington associate works in SeaTac, the Company will comply with all applicable requirements of the paid sick leave ordinance of that city that are more favorable to employees.

All employees who work in Washington State (including temporary and part-time employees) are entitled to paid sick leave, with the exception of individuals who do not meet the definition of “employee” under the Washington Minimum Wage Act (such as employees employed in executive, administrative, professional and outside sales capacities) or the definitions of “Seattle Associates” and “Tacoma Associates” in this Policy.

¹ All StarZ is a Tier 2 Employer under the Seattle Paid Sick and Safe Time Ordinance.

Eligibility

All employees who work in Washington State are eligible to accrue and use PSST as described in this policy (“Eligible Associates”). More words

Accrual and Carryover

Eligible Associates will begin to accrue upon commencement of employment with the Company. PSST will be accrued at the rate of one hour per 40 hours worked, including overtime hours. Exempt associates’ accrual of PSST will be based on a 40-hour workweek. There is no cap or limit on the amount of PSST an Eligible Associate may accrue in a benefit year.

Eligible Associates will not accrue PSST while using PSST or other time off, including during an unpaid leave of absence.

For purposes of this policy, the benefit year is a calendar year (January 1 to December 31).

Eligible Associates may carry over PSST from year to year, up to a maximum carryover amount of 56 hours. Any accrued, unused PSST in excess of this amount will be forfeited at the end of the benefit year.

All StarZ Staffing will notify Eligible Associates of the amount of PSST accrued since the last notification, the amount reduced since the last notification, and the amount of leave available for use. All StarZ will provide Eligible Associates with this information each time wages are paid on Eligible Associates’ paystubs. PSST hours will generally be paid on the payday for the pay period in which the PSST was used. If verification is required by All StarZ, or if an Eligible Associate has not yet reported the use of PSST to All StarZ, PSST will be paid to the Eligible Associate no later than the payday for the pay period during which the Eligible Associate provides verification or reports PSST use.

Use of PSST

Eligible Associates are entitled to use PSST beginning on the 90th calendar day after the commencement of their employment with the Company. An Eligible Associate is not required

to search for or find a replacement worker to cover the period during which he or she uses PSST.

PSST may only be used during the times that an Eligible Associate is required to work, and only for Sick Time and Safe Time, as defined below:

Eligible Associates may use Sick Time for the following reasons:

- For an associate's mental or physical illness, injury, or health condition, or to allow an employee to obtain medical diagnosis, care, or treatment for the same, or for an associate's need for preventive medical care.
- To allow an associate to care for his/her family member (child, spouse, registered domestic partner, parent, parent-in-law, sibling, grandparent or grandchild) with a mental or physical illness, injury, or health condition, or to allow an associate to obtain medical diagnosis, care, or treatment for the same, or for care of an associate's family member who needs preventive medical care
- The associate's place of business has been closed by order of a public official for any health-related reason (weather-related closures are not included).
- The associate's child's school or place of care has been closed by order of a public official.
- For associates reasonably expected to perform at least 80 hours of work per benefit year in Tacoma ("Tacoma Associates"), associates may also use paid sick time for bereavement for the death of a covered family member.

Eligible Associates may use Safe Time for the following reasons:

- An associate is a victim of domestic violence, sexual assault, or stalking, or a family member of a victim, and needs time off to seek legal or law enforcement assistance, treatment by a health care provider, social services, mental health counseling, safety planning, relocation, or other actions to increase safety for the associate or the associate's family member.

For purposes of this Policy, "family member" means children, stepchildren, spouses, domestic partners registered with a city or state, parents, parents-in-law, step-parents, grandparents,

grandchildren, and siblings. When using PSST for Domestic Violence Use, “family member” also includes a person with whom the associate has a dating relationship (and, for Seattle Associates², an individual with whom the associate has (or has had) a dating relationship, with whom the associate has a child in common, with whom the associate resides (or has resided), and any adult person related by blood or marriage to the associate).

Eligible Associates may use PSST in increments consistent with All StarZ’s payroll system and practices (not to exceed for one hour).

Notice

When circumstances allow, Eligible Associates should provide notice to an All StarZ Staffing representative, or their supervisor or manager, as soon as they learn of the need to use PSST. Specific notice requirements depend on whether the associate’s need to use PSST is foreseeable or unforeseeable, as described below. When notifying the Company of the need to use Sick Time, an associate should include the anticipated duration of the absence, when possible. In all circumstances, associates should specify that they will be using PSST (as opposed to, for example, other time off, including unpaid time off), so that the absence may be designated accordingly.

- Foreseeable Use.
 - Eligible Associates must notify an All StarZ Staffing representative at least 10 (ten) calendar days, or as early as possible, before the date of use.
- Unforeseeable Use.
 - Eligible Associates must provide notice to their supervisor or manager in writing or pursuant to call-out procedures as soon as practicable. When it is not practicable to personally provide notice of unforeseeable PSST use, someone else may provide notice on the associate’s behalf.

² Eligible Associates who regularly work or are based in the city of Seattle, as well as those who occasionally work in Seattle and have worked the threshold number of hours in a year to be covered by the Seattle Ordinance.

Verification

If an Eligible Associate uses PSST for more than three (3) consecutive days (for all or a portion of the time they are required to work) for which the employee is required to work, the Company may require verification of the employee's need for the absence. In the case of Sick Time, verification may include documentation from a medical provider (identifying the nature of the health condition is not required), an obituary, or a death certificate. In the case of Safe Time, verification may include a police report, a court order, other evidence from the court or the prosecuting attorney regarding the employee's court appearance(s) related to domestic violence, documentation that the employee or employee's family member is a victim from persons from whom the employee or employee's family member sought assistance in addressing the domestic violence, sexual assault, or stalking, or an employee's written statement that the employee or family member is a victim and that PSST was taken for one of the activities covered by law.

Eligible Associates must return requested verification of the use of Sick Time within a reasonable time period during or after the use, and not less than ten (10) calendar days after the first day of such use. Eligible Associates must return requested verification of the use of Safe Time in a timely manner after the Company requests the verification. Failure to return requested verification may result in the delay or denial of payment for PSST use, pursuant to applicable law.

In all cases, if an Eligible Associate anticipates that complying with a request for verification will result in an unreasonable burden or expense on the employee, the Eligible Associate may provide an oral or written explanation to the Company, which asserts that the use of PSST was for an authorized purpose and explains why compliance with the verification request creates an unreasonable burden or expense on the associate. Within ten (10) calendar days of providing an explanation to the Company, the Company will make a reasonable effort to identify and provide alternatives for the associate to meet the verification requirement in a manner which does not result in unreasonable burden or expense on the associate.

The Company may request documentation related to the absence for other reasons as required or permitted under federal, state or other local law including but not limited to for family medical leave or related to a reasonable accommodation.

Confidentiality

The Company will keep confidential the fact that an Eligible Associate's absence is for PSST, and any information provided to the Company in support of the associate's request for leave, except upon the associate's request or otherwise with the associate's consent.

Attendance Policy

The Company will not count Eligible Associates' use of PSST as absences when evaluating absenteeism. Therefore, any use of PSST shall not count as an "occurrence" under any Company policy.

Pay for PSST

The Company does not pay employees for any unused PSST at any time, including upon termination of employment unless required by applicable law.

Status Changes and Retention of Accrued PSST

If an Eligible Associate's employment with the Company ends and the associate is rehired within twelve (12) months, the associate's previously available accrued PSST will be reinstated. Associates who do not meet the definition of Seattle Associates above and who are reinstated during a subsequent benefit year will have a maximum of forty (40) hours of accrued but unused PSST reinstated upon rehire.

Discrimination and Retaliation Prohibited

Discrimination or retaliation against an Eligible Associate for his or her exercise of any rights provided by the Washington Paid Sick Leave law, the Seattle Paid Sick and Safe Time Ordinance, and the Tacoma Paid Sick Leave Ordinance, including the use of PSST, is prohibited. Each associate has the right to file a complaint if the associate is denied PSST, experiences retaliation for exercising any right granted by applicable paid sick leave laws, or otherwise suspects a violation of applicable sick leave laws.

PSST Questions

Associates with questions about Paid Sick and Safe Time benefits should contact their All StarZ Staffing representative.