

THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN  
THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES

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## ALASKA SUPPLEMENT

### I. ALASKA PAID SICK LEAVE

**Eligibility** The Company provides paid sick leave to employees who work in Alaska. For employees who work in Alaska who are eligible for sick leave under the general Paid Sick Leave policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Leave policy and/or any other applicable sick time/leave law or ordinance.

**Accrual** Employees begin accruing paid sick leave pursuant to this policy at the start of employment. Employees will accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to a maximum accrual of fifty-six (56) hours in any year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick leave accrues based upon that normal workweek. For purposes of this policy, the year is the consecutive 12-month period beginning January 1st and ending on December 31st.

**Usage** Employees may begin using accrued paid sick leave immediately. Paid sick leave may be used in the smaller of hourly increments or the smallest increment that the Company's payroll system uses to account for absences or use of other time. An employee may not use more than fifty-six (56) hours of paid sick leave in any year.

An employee may use paid sick leave for:

- 1) An employee's mental or physical illness, injury or health condition, the employee's need for medical diagnosis, care, or treatment or the employee's need for preventative medical care;
- 2) Care or assistance to the employee's family member relating to the family member's mental or physical illness, injury or health condition, the family member's need for medical diagnosis, care, or treatment or the family member's need for preventative medical
- 3) Absences necessary due to domestic violence, sexual assault, or stalking, provided the leave is to allow the employee to obtain for the employee or a family member: medical or psychological attention; services from a victim's aid organization; relocation or steps to secure an existing home; or legal services, including participation in any investigation or civil or criminal proceeding.

For purposes of this policy, family member means a spouse, domestic partner, another person cohabiting with the person in a conjugal relationship that is not a legal marriage, a child, including a stepchild, adopted child, foster child, legal ward, or person to whom the employee stands in loco parentis, a parent, including a foster parent, adoptive parent, legal guardian,

or a person who stood in loco parentis when the employee was a minor child, a sibling, a grandparent, aunt, uncle, a parent or sibling of the employee's spouse, or any other individual related by blood or whose close association is the equivalent of a family relationship.

An employee's use of paid sick leave will not be conditioned upon searching for or finding a replacement worker.

Unless the employee advises the Company otherwise, we will assume, subject to applicable law, that employees want to use available paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

**Notice & Documentation** When the need for paid sick leave is foreseeable, the employee must make a good faith effort to provide notice to the Company in advance of the use of paid sick leave and make a reasonable effort to schedule use of paid sick leave in a manner that does not unduly disrupt the employer's operations.

For paid sick leave of more than three (3) consecutive workdays, the Company may require reasonable documentation that the paid sick leave has been used for a covered purpose. Documentation signed by a health care professional indicating that paid sick leave is or was necessary shall be considered reasonable documentation for reason (1) or (2) above, but the Company will not require that the documentation explain the nature or details of the illness or underlying health needs. In cases of domestic violence, sexual assault, or stalking, under reason (3) above, one of the following types of documentation selected by the employee will be considered reasonable documentation: a police report; a written statement from a witness advocate affirming services from a victim's aid organization; a court document indicating relevant legal action; or a written, non-notarized statement from the employee affirming that paid sick leave was taken for a qualifying purpose. Unless otherwise required by law, the Company will not require disclosure of the details of an employee's or an employee's family member's health or safety information as a condition of providing paid sick leave and the Company will treat any health or safety information regarding an employee or employee's family member as confidential medical records.

**Payment** Paid sick leave will be paid at the employee's regular rate. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

**Carryover & Payout** An employee may carry over accrued, unused paid sick leave to the following year. Unused paid sick leave under this policy will not be paid at separation.

**Enforcement & Retaliation** Retaliation or discrimination, or any other adverse action, against an employee who utilizes, or attempts to utilize, their paid sick leave as allowed under applicable law is prohibited.

Employees with questions concerning this policy should contact Human Resources.