

State Mandated Paid Sick Leave (PSL) Policy (as applicable)

This policy outlines your rights and responsibilities regarding state-mandated Paid Sick Leave (PSL) with Kirkman Beck, LLC dba Hire Up Staffing Services.

Are you an employee working in any of the following states with mandated paid leave laws? Yes No

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| <ul style="list-style-type: none"> • Alaska • Arizona • California • Colorado • Connecticut • Delaware (effective Jan 1, 2026) • Illinois (Paid Leave for All Workers) • Maine (Earned Paid Leave) • Maryland • Massachusetts • Michigan • Minnesota | <ul style="list-style-type: none"> • Nebraska (effective Oct 1, 2025) • Nevada (general paid leave) • New Jersey • New Mexico • New York • Oregon • Rhode Island • Vermont • Virginia (home health workers only) • Washington • Washington, D.C. |
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Eligibility and Accrual

- **Effective Date:** This policy is effective **July 1, 2023**.
- **Who Qualifies:** PSL is provided only to employees working in a state that legally mandates this benefit for employers.
 - **Ineligible Employees:** If your work state does not mandate PSL, you are ineligible to use it. Please note that an accrual balance may still appear on your ADP pay stubs, but you cannot use it without explicit client approval.
- **Accrual Rate:** Your accrual rate will follow your state's specific law. Generally, this is **one hour of PSL for every 30 hours worked** (or 40 hours worked in some states).
- **Calculating Hours:**
 - **Exempt Employees:** If you are exempt from overtime as an administrator, executive, or professional, you are considered to work **40 hours per workweek** for the purpose of PSL accrual.
 - **All Other Employees:** You must **accurately track and record all hours worked** so Hire Up Staffing Services can correctly calculate your accrued sick leave.
- **When You Can Use PSL:** You can begin using accrued PSL after the **90th day of your employment**. You are not eligible to use it on your 90th day.
- **No Advance PSL:** Hire Up Staffing Services **will not lend** PSL hours to employees in advance of accrual.

Reasons to Use PSL

You may use your accrued PSL for the following reasons for yourself or a family member:

- **Health Needs:** Diagnosis, care, or treatment of an existing medical condition, or for preventative medical care.
- **Safety Needs:** If you are a victim of domestic violence, sexual assault, or stalking.

Definition of "Family Member"

"Family member" includes a child (biological, adopted, foster, step, legal ward, or a child for whom you act as a parent); a parent; a spouse; a registered domestic partner; a grandparent; a grandchild; and a sibling. A parent also includes a biological, adoptive, or step-parent, a legal guardian, or a person who acted as a parent when you were a minor.

Requesting and Using PSL

Notification Requirements

- **Advance Notice:** You must notify Hire Up Staffing Services **and your onsite supervisor** of your absence as soon as possible. If the need for leave is foreseeable, you should provide advance notice.
- **Timeliness:** Notification of the absence must be provided to Hire Up **before your scheduled shift or within 24 hours of the absence.**
- **Reason Required:** You must provide a **qualifying reason** for your absence to be eligible to use PSL.

Verification of Absence (Doctor's Note)

Hire Up Staffing Services reserves the right to ask for verification of the reason for your absence.

- **Three or More Days:** If you are absent for **three or more consecutive days** for a qualifying illness for yourself or an immediate family member, Hire Up **will request a copy of a healthcare provider's note.**
- **What the Note Needs:** The note must verify that you or your family member is under the care of a medical professional, confirm the absences, and detail the date you are able to return to work.

Pay Rate for PSL

- PSL will be paid at your regular hourly rate of pay.
- **Complex Rate Calculation:** If you have been paid different hourly rates within the last 90 days, or if you are paid by commission, piece rate, or are a nonexempt salaried employee, your PSL rate will be calculated by **dividing your total wages (excluding overtime) by your total hours worked** in that 90-day period.

Use Restrictions

- To be eligible to use PSL, you must have worked **regularly scheduled hours prior to the date of PSL use** and have at least **one scheduled working day after the PSL use.**

Separation and Reinstatement

- **No Payout: Unused PSL will not be paid out** to you upon separation of employment.
- **Reinstatement upon Rehire:** If Hire Up Staffing Services re-hired you within **three months** of your last day worked (date of separation), your previously accrued but unused PSL will be **reinstated** at the time of rehire.

Anti-Retaliation Policy and Record Keeping

- **Protection from Retaliation:** You **will not be terminated or retaliated against** for using or requesting the use of accrued paid sick leave.
 - **Your Right to File a Complaint:** You have the right to file a complaint against Hire Up Staffing Services if you believe you have been retaliated against or discriminated against for requesting or using accrued sick time, attempting to exercise the right to use sick time, filing a complaint under state labor code, or cooperating in an investigation.
- **Required Poster:** A poster describing your PSL rights is available in the **employee resource center.**
- **Record Keeping:** Hire Up Staffing Services will maintain records documenting your hours worked and PSL accrued/used. We will make these records available to you **within 21 days** upon request.

EMPLOYER INFORMATION

Kirkman Beck, LLC dba Hire Up Staffing Services
575 East Locust Suite 203, Fresno, CA 93720
(559) 579-1332

WORKERS' COMPENSATION INFORMATION

AmTrust North America
800 Superior Avenue E, 21st Floor, Cleveland, OH 44114
(877) 528-7878 Claims Reporting: (866) 272-9267 www.amtrustfinancial.com
Policy Number: KWC1401218 for CA; TWC4645565 for all other states.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.

Signature

Date