

## Sick Pay

Getty provides paid time off for the diagnosis, care or treatment of an existing health condition of, or preventive care for, the employee or a family member. "Family member" for purposes of this policy includes spouses, domestic partners, children, parents, grandparents, grandchildren, siblings, a person with whom the employee was or is in a relationship of "in loco parentis", and individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship. Sick pay under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

**Eligibility and Accrual.** Employees are eligible to accrue sick pay according to the following schedule:

Status	Hours	Accrual Rate per Regular Hour Worked**	Maximum Hours of Sick Time	Reinstatement Hours Cap
Regular (76 Hours Schedule)	20+	.057763 hours	988	72
	0-19	.033334 hours	72	72
Regular (80 Hours Schedule)	20+	.057750 hours	1040	72
	0-19	.033334 hours	72	72
Limited Term > 3 mo. (76 Hours Schedule)	20+	.057763 hours	988	72
	0-19	.033334 hours	72	72
Limited Term > 3 mo. (80 Hours Schedule)	20+	.057750 hours	1040	72
	0-19	.033334 hours	72	72
Temporary	Variable	.033334 hours	72	72

\*\*Regular hours worked includes sick & sick-dependent pay, vacation pay, personal time, jury duty, holiday pay, AQMD pay and bereavement pay.

Benefits accrue from the first day of work but may not be used until you have completed 90 days of employment except with the approval of your supervisor.

Employees accrue hours of sick time per pay period up to a maximum number of hours based on regular hours worked per pay period as shown in the chart above. If you accrue the maximum number of hours, you stop accruing sick time until your accrual balance falls below the maximum. You will only receive pay for unused accrued sick hours that are available prior to the start of the pay period in which sick time is used.

When you are on an approved leave of absence, you will stop accruing sick time after your last day worked. Your benefits begin to accrue again when you return to work. Employees on an intermittent leave of absence do not accrue additional sick time on the days absent as part of the intermittent leave of absence. Unused sick pay benefits are not paid out under any circumstances.

Employees who are rehired within 1 year from the date of separation, are eligible to have their previously accrued and unused sick hours reinstated up to a maximum of 72 hours.

**Use of Sick Pay.** For non-exempt employees, any medically related absence of 1/4 hour or more will be charged against sick time unless the employee advises human resources that they do not desire to use their sick pay. Exempt employees generally are charged for sick time in full-day increments. Unused sick pay may not extend the date of termination. You may use the

equivalent of your *annual* accrued sick leave per year to care for an eligible family member as defined under this policy.

**Notification of Absence.** You must notify your supervisor directly of any absence as soon as possible and before the start of the scheduled workday. Some departments may have more specific notification requirements. This applies to each day of absence unless Getty has approved an extended absence in advance.

**Medical Certification.** You may be required to furnish a medical certification of illness or injury or other related evidence acceptable to Getty. Getty reserves the right to question such certification and to require additional proof of illness or injury when appropriate. Failure to provide satisfactory medical certification when requested may jeopardize your leave status and thus lead to termination of your employment. You may also be required to furnish an attending physician's statement authorizing your return to work after an illness or injury. If there are restrictions on your return to work, your physician must provide specific information regarding the nature and duration of those restrictions before you return to work so that Getty can evaluate whether it can provide the requested or alternative accommodations.

## **Vacation**

Getty offers employees paid annual vacation benefits. You are encouraged to take advantage of this benefit each year, providing a period of rest and relaxation away from the workplace.

**Eligibility.** Regular and limited-term employees who regularly work a minimum of 20 hours per week are eligible to accrue vacation benefits.

**Accrual.** Your vacation hours begin to accrue with your first day of employment and are determined by your employment classification, length of service, and regular hours worked as detailed below. Once you have earned the maximum hours of vacation for your schedule (e.g. 228 hours for 76 hour schedule or 240 hours for 80 hour schedule), you will stop accruing hours until you have used some of your vacation time. At that point, you will begin to accrue vacation hours again. You will only receive pay for unused accrued vacation hours that are available prior to the start of the pay period in which vacation time is used. You may not use vacation in advance of accrual unless the request is approved in writing by Human Resources prior to the start of the scheduled vacation.

When you are on an approved leave of absence, you will stop accruing vacation time after your last day worked. Your benefits begin to accrue again when you return to work. Employees on an intermittent leave of absence do not accrue additional vacation time on the days absent as part of the intermittent leave of absence.

*Exempt Staff* are eligible for 152 hours of paid vacation each year, accrued at a rate of 5.846 hours per pay period. Your accrual rate is prorated if you are scheduled to work fewer than 76 hours per pay period.

Effective January 1, 2021, *Non-exempt Staff* who work 36 to 40 hours per week accrue vacation according to the schedule in the following table.

Years of Service	76 Hours Schedule (Alternative work week)		80 Hours Schedule (Traditional work week)	
	Accrual Rate per Regular Hour Worked **	Maximum Hours of Vacation Earned in One Year	Accrual Rate per Regular Hour Worked **	Maximum Hours of Vacation Earned in One Year
Through 3 years	.038553 hours	76.18	.038462 hours	80.02
After completion of 3 years but fewer than 6 years	.057763 hours*	114.15	.057692 hours*	120
After completion of 6 years	.076923 hours*	152	.076923 hours*	160.07

\* Rate of accrual changes on the first pay period of the 4th and 7th years.

\*\*Regular hours worked includes sick & sick-dependent pay, vacation pay, personal time, jury duty, holiday pay, AQMD pay and bereavement pay.

**Vacation Scheduling.** You must make a request to your supervisor for vacation time off, according to the procedures and requirements of your department. Your supervisor will review operational requirements and approve or deny your request accordingly.

Check with your supervisor regarding specific procedures and requirements for your department.

With supervisor approval, non-exempt employees may take vacation in ¼ hour increments. Exempt employees must take vacation in full-day increments only.

**Effect of Employment Status Change on Vacation Accrual.** If you move from a non-exempt position to an exempt position or vice versa, the new rate of accrual will be effective with your change in status. Non-exempt employees who separate employment, who completed at least one year of continuous service immediately prior to leaving Getty, and are rehired within six months of their termination date, will accrue vacation at the rate prior to their separation.

## Personal Days

Getty recognizes that there will be occasions when you may need time for personal or family business or special religious observances.

**Eligibility.** Regular and limited-term employees who are regularly scheduled to work a minimum of 20 hours per week are eligible to accrue paid personal time off according to the following schedule.

**Accrual.** Your personal time begins to accrue with your first day of employment and is determined by your employment classification, length of service, and regular hours worked per pay period as outlined in the chart below. Once you have earned the maximum hours of personal time for your schedule (e.g. 17 hours for a 76 hour schedule or 16 hours for an 80 hour schedule), you will stop accruing hours until you have used some of your personal time. You will only receive pay for unused accrued personal hours that are available prior to the start of the pay period in which personal time is used.

When you are on an approved leave of absence, you will stop accruing personal time after your last day worked. Your benefits begin to accrue again when you return to work. Employees on an intermittent leave of absence do not accrue additional personal time on the days absent as part of the intermittent leave of absence.

	Accrual Rate per Regular Hour Worked**	Maximum Hours of Personal Time
76 Hours Schedule (Alternative work week)	.008603 hours	17
80 Hours Schedule (Traditional work week)	.007692 hours	16

*\*\*Regular hours worked includes sick & sick-dependent pay, vacation pay, personal time, jury duty, holiday pay, AQMD pay and bereavement pay.*

**Pay for Personal Days.** Personal Day pay is based on your regular rate of pay. It does not include overtime, shift differential, or any other special payments, nor is it considered time worked for purposes of computing overtime. Employees who have accrued personal hours are required to use those hours as appropriate and cannot elect to take time off as unpaid. Unused personal hours are paid at termination but may not be used to extend the date of termination. Your last day of work may not be a personal day.

**Scheduling Personal Days.** You must make a request of your supervisor for a personal day off in advance, according to the procedures and requirements of your department. Your supervisor will review operational requirements and approve or deny your request accordingly. With supervisor approval, personal days may be taken together with vacation time or a holiday.

With supervisor approval, non-exempt employees may take personal days in ¼ hour increments. Exempt employees must take personal days in full-day increments only.