



MEMORANDUM

July 1, 2016

To: Analytic Linguists Working in the City of Los Angeles under the Service Contract Act under Wage Determination 2012-0012

From: Joseph Citrano, Vice President

Re: Paid Sick Leave

The City of Los Angeles has adopted a law that entitles employees who work in the City of Los Angeles for 30 or more days within a year from the beginning of employment to use up to forty-eight (48) hours of paid sick leave per year for certain specified purposes.

The law provides that eligible employees are entitled to *accrue* one (1) hour of paid sick leave for every thirty (30) hours worked in the City of Los Angeles, up to a maximum of seventy-two (72) hours of accrued paid sick leave per year, and may *use* up to forty-eight (48) hours of accrued sick leave per year.

Metlang uses a consecutive 12-month period based upon the employee's hire date for purposes of a "year." Under our Company policy, Analytic Linguists working in the City of Los Angeles under the Service Contract Act under Wage Determination 2012-0012 accrue paid vacation/paid time off ("V/PTO"), which employees are entitled to use for the purposes of paid sick leave, and/or paid sick time as follows:

- two (2) weeks of V/PTO after one (1) year of service;
- three (3) weeks of V/PTO after five (5) years of service; and
- four (4) weeks of V/PTO after fifteen (15) years of service.
- During an employee's initial year of employment, i.e. that time prior to the employee's first anniversary based upon his/her date of hire and during which time the employee would not have otherwise accrued V/PTO, as set forth above, the employee will be entitled to accrue paid sick leave solely for purposes of the Los Angeles sick leave law, effective with the employee's date of hire, at the rate of one (1) hour for every twenty-six (26) hours worked, up to a maximum of

seventy-two (72) hours in this initial year of employment. However, employees in their initial year of employment may not begin to use accrued sick time until after ninety (90) days of employment.

Accordingly, Metlang employees accrue V/PTO, which can be used for sick time reasons specified in the Los Angeles sick leave law, at a rate that is equal to or more generous than what is required under the Los Angeles City sick leave law.

Metlang employees working in Los Angeles are entitled to use their accrued V/PTO for vacation, personal reasons and for the sick time reasons specified in the law (and outlined above). However, Los Angeles employees are not entitled to additional paid time off under the Los Angeles law, on top of the paid vacation and/or sick time accrued under Company policy. Time taken for sick leave purposes under the law will count against the employee's V/PTO, as applicable.

Employees who are eligible for sick leave under the law will receive written notice of their rights. A copy of this notice will be posted in the nearest Metlang admin office and on our website www.metlang.com under the forms section.

If an employee at the end of a calendar year does not accrue as much V/PTO as he/she has used during that year, the employee's vacation or sick leave accrual for the following year will be reduced to the extent of such overuse, to the extent permitted by law.

Notice of the need to use V/PTO for purposes of illness of the employee or the employee's family member shall be provided before the start of the employee's shift on the day such leave is required, if possible. If circumstances beyond the employee's control prevent such notice, the employee shall be required to provide as much notice as possible.

Employees who need to use V/PTO, for any of the other purposes outlined in the Los Angeles sick leave law, must provide seven (7) calendar days' notice before the requested day off in the case of foreseeable situations, and as soon as practicable in unforeseeable situations.

If an employee is absent for more than three (3) consecutive work days, for any of the purposes outlined in the Los Angeles sick leave law, the Company may require reasonable documentation from the employee's medical provider that the use of sick time was authorized, to the extent permitted by law. The Company may also require the employee to submit written confirmation that the employee used paid sick leave under this policy for one of the purposes outlined in the law.

The use of V/PTO for vacation or personal reasons must be requested no less than one (1) month in advance of the need for such leave. In such case, vacation time will generally be approved on a first-come, first-serve basis.

V/PTO (whether taken via paid vacation time or sick time) may be taken in no less than one (1) hour increments (for example if an employee needs to come in late after a doctor appointment).

Metlang prohibits retaliation against any employee who uses sick time, or who otherwise exercises their rights under the any applicable sick leave law.

Please direct any questions to me at: Jcitrano@metlang.com

Thank you.