

## New Jersey Earned Sick Leave Policy

Policy: Earned sick leave is available for Horizon America LLC (“Horizon”) employees under New Jersey Earned Sick Leave Act (the “Act”) to care for their health and the health of their family members, as described herein. Horizon shall provide earned sick time to eligible employees and shall allow employees to use earned sick leave in accordance with the Act.

Accrual: For every thirty (30) hours worked, the employee shall accrue one (1) hour of earned sick leave, up to a maximum of forty (40) hours in any benefit year.

Earned Sick Leave Accrual Year: The benefit year will be January 1 through December 31.

New Employee Eligibility: New employees will begin to accrue time immediately upon hire, and will be eligible to use earned sick leave they have accrued beginning on the 120th calendar day after their hire date.

Permitted usage of earned sick leave: Earned sick leave may be used for the following:

- An employee’s own mental or physical illness, injury or health condition;
- Preventive care such as a medical, dental or optical appointments and/or treatment;
- Care of a “family member” (see definition below) with an illness, injury, health condition and/or preventive care needs such as a medical/dental/optical appointment;
- Closure of Horizon or the employee’s child’s school/place of care by order of a public official for any health-related reasons;
- Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or to attend a meeting regarding care provided to the child in connection with the child’s health conditions or disability; or
- Circumstances related to an employee's or their family member's status as a victim of domestic or sexual violence (including the need to obtain related medical treatment, seek counseling, relocate or participate in related legal services).

Family Member Defined: "Family member" is defined as a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

### Notice and Documentation Required:

- Foreseeable absences: Employees are required to provide at least seven (7) calendar days of notice for foreseeable absences (e.g. pre-scheduled surgeries or appointments). Employees should make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Horizon.
- Unforeseeable absences: Employees must give notice of their intention to use leave as soon as practicable.
- Absences of three days or more: If an employee is absent for three or more consecutive days, the employee must provide documentation of the reason for the sick leave.

Carryover of Earned Sick Leave Hours: At the end of the earned sick leave accrual year, unused sick leave balances of carry over to the following year up to a maximum of forty (40) hours. However, employees are only permitted to use a maximum of forty (40) total sick leave hours in any earned sick leave accrual year.

Increments of Use for Earned Sick Leave: Employees must use sick leave in 8-hour increments, unless they were scheduled to work fewer than 8 hours on a day when they took sick leave, in which case their earned sick leave balance will be reduced by the number of hours they were scheduled to work.

Blackout Periods: Employees may not schedule foreseen sick leave for the day before or the day after any holiday recognized by Horizon. In the event an employee uses sick time on a blackout day for an unforeseen reason, Horizon may require documentation, regardless of the length of the leave taken.

Rate of pay when using Earned Sick Leave: Earned sick leave hours will be compensated at an employee's regular rate of pay.

Separation from Employment: If an employee separates from employment, there will not be a financial or other reimbursement to the employee for accrued, unused sick leave at the time of separation.

Reinstatement of Employment: If an employee leaves employment and is rehired within six (6) months of separation, any accrued, unused Earned sick leave will be reinstated to the employees Earned sick leave balance.