PAY PERIODS (Refer to Section 3.5 in Handbook)

JM Adjustment Services, LLC’s pay frequency is bi-weekly, with periods beginning on Sunday and ending on Saturday, fourteen days later. Employee’s payroll checks are dated the following Friday.

PAID LEAVE BENEFITS

FOR EMPLOYEES IN THE STATE OF ARIZONA

ARIZONA PAID SICK LEAVE

Eligibility
JM Adjustment Services provides earned paid sick time to employees who work in Arizona. For employees who work in Arizona who are eligible for sick time under the general Sick Days 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 Sick Days policy and/or any other applicable sick time/leave law or ordinance.

Accrual
Employees begin accruing earned paid sick time pursuant to this policy on July 1, 2017 or at the start of employment, whichever is later. Eligible employees will accrue one (1) hour of earned paid sick time for every 30 hours worked, up to a maximum accrual of 24 hours each year for employers with less than fifteen (15) employees.

Exempt employees are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case earned paid sick time accrues based upon that normal workweek.

For purposes of this policy, the year is the consecutive 12-month period beginning with the employee’s hire/anniversary date.

Usage
Current employees may use earned paid sick time as it accrues. Employees hired after July 1, 2017 may use earned paid sick time on the 90th calendar day of employment. Earned paid sick time must be used in 1-hour increments. An employee may not use more than 24 hours of earned paid sick time in any calendar year.

Employees may use earned paid sick time for absences due to:
1. an employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
2. care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;

3. closure of the employee’s place of business by order of a public official due to a public health emergency or an employee’s need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee’s or family member’s presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or

4. a covered purpose relating to domestic violence, sexual violence, abuse or stalking to allow the employee to obtain (for himself or herself or for a family member) medical attention, services from a victims’ organization, counseling, relocation and/or legal services.

For purposes of this policy, family member includes (regardless of age): a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis or an individual to whom the employee stood in loco parentis when the individual was a minor; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee’s spouse or domestic partner or a person who stood in loco parentis when the employee’s or employee’s spouse’s or domestic partner was a minor child; spouse or domestic partner; a grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of the employee or the employee’s spouse or domestic partner; or any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

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

In situations where an employee also qualifies for leave under the Family & Medical Leave Act (FMLA), the employee will be required to use paid sick leave before unpaid time off will be provided. The time covered by Arizona paid sick leave will run concurrent with any leave provided under FMLA.

JM Adjustment Services will assume, subject to applicable law, employees want to use available earned paid sick time for absences for reasons set forth above and employees will be paid for such absences to the extent they have earned paid sick time available.

Employees will be advised of their earned paid sick time balance information on their itemized wage statement.

Notice and Documentation
Employees are required to make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt business operations. Requests to use earned paid sick time may be made orally, in writing or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee’s absence. When the use of earned paid sick time is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their Manager in advance of the use of the earned paid sick time. When the use of earned sick time is not foreseeable, the employee is required to provide notice to their Manager at least one (1) hour prior to the start of his/her workday or as soon as possible under the circumstances.

For earned paid sick time of three (3) or more consecutive work days, JM Adjustment Services requires reasonable documentation that the earned paid sick time has been used for a covered purpose. For reason #1 and #2 above, documentation signed by a health care professional indicating that earned paid sick time is necessary is reasonable.
For reason #4 above, any of the following types of documentation selected by the employee is reasonable:

- a police report indicating that the employee or the employee’s family member was a victim of domestic violence, sexual violence, abuse or stalking;
- a protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee’s family member appeared or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse or stalking;
- a signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee’s family member is receiving services related to domestic violence, sexual violence, abuse or stalking;
- a signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization;
- a signed statement from an attorney, member of the clergy or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse or stalking; or
- an employee's written statement affirming that the employee or the employee’s family member is a victim of domestic violence, sexual violence, abuse or stalking, and that the earned paid sick time was taken for one of the purposes described above.

Documentation provided to JM Adjustment Services should not explain the nature of the employee’s or a family member’s health condition or the details of the domestic violence, sexual violence, abuse or stalking.

Payment
Earned paid sick time will be paid at the same hourly rate the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of earned paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover and Payout
An employee may carry over up to 24 hours of accrued, unused earned paid sick time to the following calendar year. Unused earned paid sick time will not be paid at separation.

Enforcement & Retaliation
Retaliation or discrimination against an employee, who exercise their rights under the Fair Wages and Healthy Families Act, which includes using paid sick leave, filing a complaint, or participating in an investigation. If employees have any questions regarding this policy, they should contact the employee's supervisor.

FOR EMPLOYEES IN THE STATE OF MASSACHUSETTS

Full time, part time, exempt, and non-exempt employees who work in Massachusetts for employers of 11 or more employees are eligible to earn and use up to 40 hours of paid sick time per calendar year.

Full time, part time, exempt, and non-exempt employees working for an employer of less than 11 employees are eligible to earn and use up to 40 hours of unpaid sick time per calendar year.

Employees will earn one hour of sick time for every 30 hours worked, and begin accruing those hours on the date of hire. Employees can begin to use earned sick time after their 90th day of employment.

Earned paid sick time will be compensated at the same hourly rate paid to the employee when the sick time is used.
Employees can carry over up to 40 hours of unused earned sick time to the next year, but cannot use more than 40 hours in a given year.

An employee can use earned sick time for the following reasons:

- To care for a physical or mental illness, injury or medical condition affecting the employee or the employee’s child, spouse, parent, or parent of a spouse
- To attend routine medical appointments of the employee or the employee’s child, spouse, parent, or parent of a spouse
- To address the effects of domestic violence on the employee or the employee’s dependent child.

Employees must make a good faith effort to notify an employer in advance if the need for earned sick time is foreseeable. Employees are not paid for unused sick time at the end of their employment.

If an employee misses work for a reason eligible for earned sick time, but agrees to work the same number of hours or shifts in the same or next pay period, the employee will not have to use earned sick time for the missed time, and the employer will not have to pay for that missed time.

Earned sick time may not be used in increments smaller than one (1) hour. The employer may require certification of the need for sick time if an employee uses sick time for more than 24 consecutively scheduled work hours.

FOR EMPLOYEES IN THE STATE OF MINNESOTA

SICK & SAFE TIME FOR EMPLOYEES IN THE CITY OF MINNEAPOLIS

Effective 7/1/2017, full time, part time, exempt, and non-exempt employees who work in Minneapolis for 30 or more days within a year are eligible for forty eight (48) hours of paid sick & safe time.

Leave will accrue beginning on the employee’s date of hire and annually, based upon the calendar year at a rate of 1 hour of sick and safe time for every 30 hours worked up to a maximum of forty-eight (48) hours in a calendar year.

Employees are entitled to use accrued sick & safe time beginning ninety (90) calendar days following the commencement of their employment.

Employees may carry-over an accrued, unused balance of up to forty-eight (48) paid sick & safe hours per year, however, an employee’s balance of accrued, unused sick & safe time may not exceed eighty (80) hours.

An employee may use accrued sick & safe time for:

1. An employee’s (a) mental or physical illness, injury, or health condition; (b) need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or, (c) need for preventive medical or health care;
2. The care of a family member with a mental or physical illness, injury or health condition; (b) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or, (c) who needs preventive medical or health care;
3. An absence due to domestic abuse, sexual assault, or stalking of the employee or employee’s family member, provided the absence is to (a) seek medical attention related to physical or psychological injury or disability caused by domestic abuse, sexual assault, or stalking; (b) obtain services from a victim
services organization; (c) obtain psychological or other counseling; (d) seek relocation due to domestic abuse, sexual assault, or stalking.

4. The closure of the employee’s place of business by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.

5. To accommodate the employee’s need to care for a family member whose school or place of care has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material or other public health emergency.

6. To accommodate the employee’s need to care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure.

Where the need is foreseeable, advance notice of the intention to use sick & safe time is required but will not exceed more than seven (7) days’ notice. Where the need is not foreseeable, the employee will give notice as soon as practicable.

Where the need for sick & safe time is due to issues 1, 2, or 3, as listed above, reasonable documentation will be required of the employee where absences of more than three (3) consecutive days occur.

Non-exempt employees may use sick & safe leave in four (4) hour increments.

Upon termination of employment, employees will forfeit any accrued but unused sick & safe time.

FOR EMPLOYEES IN THE STATE OF CALIFORNIA

California Paid Sick Leave

Eligibility
Pursuant to the Healthy Workplaces, Healthy Families Act, the JM Adjustment Services provides paid sick leave to employees who, on or after July 1, 2015, work for JM Adjustment Services in California for 30 or more days within a year. For employees who work in California who are eligible for sick time under the general Paid Sick Time 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 Time policy and/or any other applicable sick time/leave law or ordinance.

Accrual
Employees begin accruing paid sick leave on July 1, 2015 or at the start of employment, whichever is later. Paid sick leave will accumulate at the rate of one (1) hour for every 30 hours worked, up to a total maximum accrual of six (6) days or 48 hours. Employees who are exempt from overtime pursuant to the executive, administrative and professional exemptions are assumed to work 40 hours in each workweek unless their normal workweek is less than 40 hours, in which case paid sick leave accrues based upon that normal workweek. For purposes of this policy, for employees hired on or before July 1, 2015, the year is the consecutive 12-month period beginning July 1st and ending on June 30th. For employees hired after July 1, 2015, the year is the consecutive 12-month period beginning on the employee's date of hire.

Usage
Employees can use accrued paid sick leave beginning on the 90th day of employment. Paid sick leave may be used in minimum increments of two (2) hours. An exempt employee may use up to five (5) days or 40 hours of paid sick leave in any year. A non-exempt employee may use up to three (3) days or 24 hours of paid sick leave in any year.

Paid sick leave may be used for the following reasons:
For diagnosis, care or treatment of an existing health condition of or preventive care for, an employee or an employee's family member (meaning a child, including biological, adopted or foster child, stepchild, legal ward or a child to whom the employee stands in loco parentis, all regardless of age or dependency status); spouse; registered domestic partner; parent (including biological, adoptive or foster parent, stepparent or legal guardian of an employee or the employee's spouse or registered domestic partner or a person who stood in loco parentis when the employee was a minor child); grandparent; grandchild; or a sibling; or

For an employee who is a victim of domestic violence, sexual assault or stalking:

1. to obtain or attempt to obtain a temporary restraining order, restraining order or other injunctive relief;
2. to help ensure the health, safety or welfare of the victim or the victim's child;
3. to seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
4. to obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
5. to obtain psychological counseling related to an experience of domestic violence, sexual assault or stalking;
6. to participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking, including temporary or permanent relocation.

Employees will be notified of their available paid sick leave on each itemized wage statement.

**Notice and Documentation**

Notice to the employee's supervisor may be given orally or in writing. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

**Payment**

Eligible employees will receive payment for paid sick leave at the same wage as the employee normally earns during regular work hours, unless otherwise required by applicable law, by the next regular payroll period after the leave was taken. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

**Carryover and Payout**

Accrued paid sick leave carries over from year to year, but is subject to the accrual cap of six (6) days or 48 hours.

Accrued but unused paid sick leave under this policy will not be paid at separation.

**Enforcement & Retaliation**

Retaliation or discrimination against an employee, who requests paid sick days or uses paid sick days or both, is prohibited and employees may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

If employees have any questions regarding this policy, they should contact the employee's supervisor.

**Kin Care Leave**

Employers who provide their employees with sick leave must allow employees to use 1/2 of their annual paid sick leave to care for a sick family member.
LEAVES OF ABSENCE

FOR EMPLOYEES IN THE STATE OF ARIZONA

VOTING LEAVE
Employers must provide paid leave of not more than three hours to vote if there are fewer than three consecutive hours between the opening of the polls and beginning of employee's shift and the end of the employee's shift and the closing of the polls.

LEAVE AS A REASONABLE ACCOMMODATION FOR DISABILITY UNDER THE ARIZONA CIVIL RIGHTS ACT (AHRA)
For employers with 15 or more employees, the ACRA requires employers to provide reasonable accommodation to persons with known disabilities. A leave of absence can be a form of reasonable accommodation.

VICTIM LEAVE
An employee who is a victim of crime is entitled to take unpaid leave to: (1) be present at criminal proceedings or (2) obtain an order of protection and/or injunction for the health, safety or welfare of the employee or the employee's child.

FOR EMPLOYEES IN THE STATE OF CALIFORNIA

ALCOHOL & DRUG REHABILITATION LEAVE
For employers with 25 or more employees, eligible employees must receive unpaid leave to voluntarily enter an alcohol or drug rehabilitation program as long as the leave does not cause an undue hardship to the employer.

CALIFORNIA FAMILY AND MEDICAL LEAVE (CFRA)
For employers with 50 or more employees, eligible employees receive 12 weeks of unpaid leave for:

1. the employee's own serious health condition;
2. to care for a family member with a serious health condition; or
3. for baby bonding

CIVIL AIR PATROL LEAVE
For employers with 15 or more employees, Eligible employees must receive a leave of absence to respond to emergency operational mission of the California Wing of the Civil Air Patrol.

Eligible employees must receive at least 10 unpaid days per calendar year or up to 3 days of leave for a single emergency operational mission, unless the government entity that authorized the mission grants an extension or the employer approves an extension.

CRIME VICTIM LEAVE
Eligible employees must receive unpaid leave to attend proceedings with reasonable notice if they are:

1. victim of a crime
2. an immediate family member of a victim of a crime
3. a registered domestic partner of a victim of a crime
4. the child of a registered domestic partner of a victim of a crime.

DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING VICTIM LEAVE
For employers with 25 or more employees, an employee who was (or whose family member was) the victim of domestic abuse, sexual assault, and/or stalking is entitled to take "reasonable and necessary" leave to address issues arising from the domestic abuse, sexual assault, and/or stalking.

**MILITARY SPOUSE LEAVE**
For employers with 25 or more employees, employers must allow unpaid leave for eligible employees to take leave when their spouses are on leave from deployment.

**ORGAN / BONE MARROW DONOR LEAVE**
For employers with 15 or more employees, employers must allow unpaid leave for eligible employees to either donate an organ to another person or donate bone marrow to another person.

**PREGNANCY DISABILITY LEAVE**
For employers with 5 or more employees, employees who are disabled because of pregnancy, childbirth, or pregnancy-related medical conditions must receive up to 4 months of pregnancy disability leave for each pregnancy.

**SCHOOL ACTIVITY LEAVE**
For employers with 25 or more employees, employers must allow up to 8 hours of leave per month out of a total of 40 hours in a year to attend activities at or related to a child's or grandchild's school or day care facility.

**VOLUNTEER FIREFIGHTER, RESERVE POLICE, AND EMERGENCY RESCUE PERSONNEL LEAVE**
Employers must provide unpaid leave for those employees who are volunteer firefighters, reserve peace officers or emergency rescue personnel who require time off to perform emergency services.

**VOLUNTEER FIREFIGHTER, RESERVE POLICE, AND EMERGENCY RESCUE PERSONNEL TRAINING LEAVE**
For employers with 50 or more employees, employers must provide unpaid leave for those employees who are volunteer firefighters, reserve peace officers or emergency rescue personnel who require time off for training.

**VOTING LEAVE**
In accordance with state law, employees' schedules will afford them with an opportunity to vote in an election. If the schedule does not provide for this time at the beginning or end of a shift. Employees will be paid up to 2 hours for voting purposes.

### ATTENDANCE

Good attendance is necessary for smooth operation of JM Adjustment Services. All employees should give as much advanced notice of an absence as possible so the workload can be planned accordingly.

### UNAUTHORIZED ABSENCES
An unauthorized absence would be not reporting an absence in advance or not reporting it at all, or management approval was not obtained. Unauthorized absences are not paid. Employees are terminated if (2) two unauthorized absences are accumulated during a (2) two-month period. Employees may be required to have a doctor's permit to return to work if absent for (3) three or more days.

### MEAL & REST PERIODS IN THE STATE OF CALIFORNIA

#### REST PERIODS
In accordance with California regulation, employees will be provided with at least a 10-minute rest period for each 4 hours worked or major fraction thereof. The rest period will be paid and, to the extent possible, will take place in middle of each work day. Employees working less than 3½ hours in a workday will not be provided a rest period.

**MEAL PERIODS**

In accordance with California regulations, employees will receive at least a 30 minute duty-free meal period when they work more than 5 hours in a workday. The meal period is unpaid and will be provided no later than the end of the employee’s 5th hour of work. Employees are permitted to waive the meal period *only* if their workday will be completed in 6 hours or less.

Further, when an employee works more than 10 hours in a workday, they will receive a second 30-minute duty-free meal period. The second meal period is also unpaid and will be provided no later than the end of the employee’s 10th hour of work. The second meal period may be waived only if the employee works no more than 12 hours in a workday.

**WORKER’S COMPENSATION**

All work-related injuries/illness must be reported immediately to the work-site supervisor or the worksite’s contact person. In the event of a life-threatening accident or illness, you should seek medical treatment at the nearest emergency center. If the injury or illness is not life threatening, you must go to the designated health care provider for treatment. All non-emergency injuries/illnesses must be treated according to policy to insure coverage under the Workers’ Compensation Insurance plan.

Non-work related injuries/illnesses should be addressed under your healthcare plan coverage.

Failure to report any injury/illness that is work related within 24 hours of occurrence may void/delay Workers’ Compensation Insurance coverage.

**ACKNOWLEDGEMENT**

All employees are required to sign the attached acknowledgement stating that they are in receipt of this addendum.
Acknowledgement of Receipt

I understand that this addendum to the Tilson Employee Handbook applies to all employees of JM Adjustment Services, LLC.

I agree to abide by the rules set forth in this addendum.

I understand that violation of the policies in the addendum and handbook will be grounds for disciplinary action up to and including termination.

I understand and agree to abide with JM Adjustment Services, LLC’s “no tolerance” policies in regard to acts of violence, threatening violence, harassment of any kind, possessing firearms or other weapons on company property, within applicable law. I am aware that violation of these rules will result in severe discipline up to and including termination of my employment.

I understand this it is my responsibility to know and abide by the rules in this addendum and the employee handbook.

________________________________________
Employee Printed Name

________________________________________
Employee Signature

________________________________________
Date