

Compensation and Benefits Policy

Paid Sick Leave and Holiday Policy at Tradewind Subs

Eligibility & Accrual

Employees are eligible to accrue and use paid sick leave in line with California state law and any applicable local ordinances. Sick leave accrues at a rate of 1 hour for every 30 hours worked, up to a maximum accrual cap of 80 hours. Employees may use up to 40 hours of accrued sick leave in any 12-month period. You may begin using accrued sick leave on your 90th day of employment, provided you have worked in California for at least 30 days within one year of starting with Tradewind Subs.

Permitted Uses

Paid sick leave may be used for:

- The diagnosis, care, or treatment of an existing health condition, or preventive care, for you or your family member.
- Care for a "family member," which includes: spouse, registered domestic partner, child (any age), parent (including step-parent and parent-in-law), grandparent, grandchild, sibling, or a designated person chosen by the employee. (Employees may designate one such person per 12-month period.)
- Situations where the employee is a victim of domestic violence, sexual assault, or stalking, to obtain medical care, services, counseling, or participate in safety planning.
- Bereavement leave within three (3) months of the death of a family member.
- Any other reason permitted under state or local law.

Requesting Sick Leave

To use sick time, you must be scheduled to work an assignment and notify Tradewind Subs as soon as possible if you cannot report to or complete the assignment. Requests should be made through your Tradewind Subs Consultant. Sick leave must be taken in increments of at least 1 hour.

Pay for Sick Leave

Paid sick leave is calculated using a **90-day lookback** method: your total wages (excluding overtime premiums) for the prior 90 days are divided by the total hours worked to determine your sick pay rate.

Additional Information

- Tradewind Subs will not retaliate against employees for using accrued sick leave.
- Misuse of sick leave (e.g., misrepresenting the reason, or using it as vacation time) may result in disciplinary action.
- Unused sick leave is not paid out upon separation. However, if you are re-employed by Tradewind Subs within one year, any previously accrued and unused sick leave will be reinstated.
- Sick leave may run concurrently with other leave entitlements under local, state, or federal law (such as CFRA or FMLA).

If you have any questions relating to the Tradewind Subs Sick Leave Policy, please email eamonn@twsubs.com.