



Sick Leave Policy

Effective January 1, 2023

LOWER 48	
Non-exempt	<ul style="list-style-type: none"> 0-4 years: Non-exempt employees will accrue the greater of 2.16 hours per pay period or 1 hour for every 40 hours <u>worked</u>. 5+ years: Non-exempt employees will accrue the greater of 2.77 hours per pay period or 1 hour for every 40 hours <u>worked</u>.
Exempt	<ul style="list-style-type: none"> 0-4 years: Exempt employees will accrue 2.16 hours per pay period 5+ years: Exempt employees will accrue 2.77 hours per pay period

LOWER 48 – Seattle Paid Sick and Safe Time (PSST) Ordinance <i>(applies to employees working in the Seattle Area)</i>	
Non-exempt	<ul style="list-style-type: none"> Non-exempt employees will accrue the greater of 2.77 per pay period or 1 hour for every 30 hours <u>worked</u>.
Exempt	<ul style="list-style-type: none"> Exempt employees will accrue 2.77 per pay period

LOWER 48 – California Paid Sick Leave Law <i>(applies to employees working in California)</i>	
Non-exempt	<ul style="list-style-type: none"> Non-exempt employees will accrue the greater of 2.77 per pay period or 1 hour for every 30 hours <u>worked</u>.
Exempt	<ul style="list-style-type: none"> Exempt employees will accrue 2.77 per pay period

ALASKA – Exempt Employees	
Exempt	<ul style="list-style-type: none"> Exempt employees in Alaska will accrue sick leave benefits at a rate of 2.77 hours per pay period (72 hours per year). The maximum sick accrual: 1092 hours (accruals will cease when maximum limit is reached).

Unless you are receiving pay through a paid benefit program - such as a state paid benefit (example - Washington Paid Family and Medical Leave) or worker injury compensation, you are required to use your accrued sick and vacation to the extent that it does not interfere with the paid benefit program. Total paid leave benefits may not exceed 100% of your base wages. For further information regarding time off for family or medical leave, please refer to the most current Leave of Absence Policy.

You may use this accrued paid sick leave for the following reasons:

- To care for yourself or a family member* experiencing a physical illness or mental health challenge.
- When you or a family member is the victim of sexual assault, domestic violence, or stalking; and
- In the event our business or your child's school or place of care is closed by order of a public official for any health-related reason.

* Family members include children (biological, adopted, foster, stepchild regardless of age or dependency), spouse, domestic partner, parent, grandparent, grandchild, sibling.

You are entitled to use accrued sick leave as it is earned. Accrued, unused paid sick leave balances will be carried over to the following year. The maximum amount of sick leave you may roll over year after year cannot exceed 520 hours (1092 hours for Alaska salaried employees). A doctor's written release may be requested for absences of more than three consecutive days.

Retaliation against you by your employer for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act, is prohibited.

Note: Vacation, Sick Leave, Bereavement and Holiday hours do not count towards 40 hours worked in a week for purposes of calculating overtime pay.

Sick/Vacation accrual balances appear on your bi-weekly earnings statement.

TRIDENT SEAFOODS CORPORATION

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