

## ANDERSON STAFFING INC SICK LEAVE POLICY

Anderson Staffing Inc is in compliance with the San Francisco Paid Sick Leave ordinance.

In order to ensure fair and efficient application of the ordinance to eligible temporary employees, this policy will provide guidelines of coverage. Anderson Staffing Services is committed to providing sick leave to our temporary employees as needed, while keeping in mind the needs of our client companies, as well. We ask for your consideration and cooperation in this regard. Please read the policy carefully. We encourage you to ask questions if you require clarification or further information.

Temporary employees will be eligible to accrue paid sick leave following 90 days from the start of the first temporary assignment. Paid sick leave is accrued at the rate of one hour for every 30 hours worked, up to a maximum of 40 hours. Sick leave may be used for your own illness, injury, and medical appointments, OR to care for a family member or designated person for these reasons. If you will use paid sick leave to care for another person, it is necessary to complete the "Designation Form" within your first ten (10) days of employment, as stipulated in the statute. The form is available upon request from Anderson Staffing Inc, or visit [www.sfgov.org/olse/pslo](http://www.sfgov.org/olse/pslo)

Temporary employees may use accrued sick leave **while on an active temporary assignment** for:

- prescheduled or foreseeable absences such as medical appointments or ongoing illness.

Anderson Staffing Inc requests notification **in advance** of these absences. Medical appointments should be scheduled so as to minimize your time away from work, when possible.

- unforeseeable absences such as sickness or injury. Anderson Staffing Services requests that you notify us **BY PHONE** (and email, if possible) as soon as practicable, preferably prior to the start of the relevant work day.

**DISCLOSURES:** Paid Sick Leave hours are accrued only as full 60-minute work hours. Paid Sick Leave hours are not offered unless actually accrued, and only while a temporary employee is on an assignment with Anderson Staffing Inc. Paid Sick Leave hours may not be "cashed out" for reimbursement. **\*\*Delay or failure to notify Anderson Staffing Inc of sickness, illness, or injury resulting in missed work, within a reasonable time frame, may result in ineligibility to claim paid sick leave.\*\***

## ANDERSON STAFFING INC MEAL BREAK POLICY

Anderson Staffing Inc is in compliance with California labor law governing meal breaks. As a temporary employee of our company, we require that you take a 30-minute meal break, AWAY from your work station, without interference from our client, within each 5 hour period of a workday as prescribed by law.

Please refer to the statute for further details: [http://www.dir.ca.gov/dlse/faq\\_mealperiods.htm](http://www.dir.ca.gov/dlse/faq_mealperiods.htm)

*The basic guidelines are: No employer shall employ any person for a work period of more than five (5) hours without a meal period of not less than 30 minutes, except that when a work period of not more than six (6) hours will complete the day's work the meal period may be waived by mutual consent of the employer and the employee. Unless the employee is relieved of all duty during a 30 minute meal period, the meal period shall be considered an "on duty" meal period and counted as time worked. An "on duty" meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty and when by written agreement between the parties an on-the-job paid meal period is agreed to. The written agreement shall state that the employee may, in writing, revoke the agreement at any time. California Code of Regulations, Title 8, §11040.*

Our clients are familiar with this statute, and are generally more than willing to comply.

Please inform us immediately if you are denied your required meal break. We will discuss the situation with our client in a professional and courteous manner.

**NOTE: Temporary employees of Anderson Staffing Inc who fail to comply with this policy may be subject to disciplinary actions or termination.**