



Arizona Earned Paid Sick Time Policy (Currently applies to Management and Support Staff)

(Effective July 1, 2017)

American complies with The Arizona Fair Wages and Healthy Families Act.

On July 1, 2017, American will provide eligible employees with 40 paid sick hours for use in accordance with this policy ("Arizona Earned Paid Sick Time"). If on July 1, you have a paid sick leave bank of 40 or more hours available to you under existing paid sick leave policies or agreements that apply to you, 40 hours of that paid sick leave time constitutes your allotment of Arizona Earned Paid Sick Time for the time period July 1, 2017 through December 31, 2017.

If on July 1, 2017, you have less than 40 hours of paid sick hours available to you for use in 2017 under existing paid sick leave policies or agreements that apply to you, American will credit your sick bank to ensure you have 40 hours of paid sick leave in your sick bank, all of which together will be considered your allotment of Arizona Earned Paid Sick Time for the time period July 1, 2017 through December 31, 2017.

On January 1, 2018, and on the first day of each calendar year thereafter, American will provide eligible employees with 40 paid sick hours per calendar year, running from January 1 through December 31, for use in accordance with this policy. If on January 1 of any calendar year, you have a paid sick leave bank of 40 or more hours available to you under existing paid sick leave policies or agreements that apply to you, 40 hours of that paid sick leave time constitutes your allotment of Arizona Earned Paid Sick Time for that calendar year.

On January 1 of each calendar year, if you have less than 40 hours of paid sick hours available to you for use in that calendar year under existing paid sick leave policies or agreements that apply to you, American will credit your sick bank to ensure you have 40 hours of paid sick leave in your sick bank, all of which together will be considered your allotment of Arizona Earned Paid Sick Time for that calendar year. If American credits your sick bank with additional hours on January 1, you will be required to "pay back" the number of hours credited as you accrue paid sick leave under any applicable Company policy or agreement that applies to you. For example, if you have 10 hours in your Company paid sick bank on January 1, American will credit your sick bank with an additional 30 hours of paid sick leave. If you would ordinarily accrue sick hours monthly for use in the same calendar year (example - 8 hours of sick leave accrued in January effective February 1), then on February 1 you will continue to have a total of 40 (not 48 hours) hours of sick leave available to you, assuming you did not take any sick leave in January. Additional hours of paid sick leave will not be placed in your sick bank until you have first accrued an amount equal to the number of paid sick leave hours with which you were credited on January 1.

Employees hired after July 1, 2017, may begin using Arizona Earned Paid Sick Time 90 calendar days following the employee's first day of actual work.

Employee Eligibility Requirements

You work in Arizona and are not covered by a collective bargaining agreement as of July 1, 2017. Employees who are covered by a collective bargaining agreement with an effective date after July 1, 2017 may be covered by this policy unless benefits under this policy are waived by your collective bargaining agreement.

Acceptable Reasons to Use Arizona Earned Paid Sick Time under this Policy

Arizona Earned Paid Sick Time may be used for the following reasons:

- Employee's mental or physical illness, injury or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or, need for preventative medical care.

- Care of a family member (as defined below) with mental or physical illness, injury or health condition; need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or, need for preventative medical care.
- Closure due to order of public official for a health emergency or an employee's need to care for a child if the school or place of care has been closed by order of public official due to a health emergency; or care for oneself or a family member when it has been determined by health authorities that the employee's or family member's presence may jeopardize the health of others due to exposure to a communicable disease.
- Absence necessary due to domestic violence, sexual violence, abuse or stalking provided the absence is for medical attention; services from a domestic violence or sexual violence program or victim services organization; psychological or other counseling; relocation or taking steps to secure a home due to domestic violence, sexual violence abuse or stalking.
- Legal services for a civil or criminal legal proceeding relating to or resulting from domestic violence, sexual violence, abuse or stalking.

Eligible family members include:

- 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 or employee's spouse or domestic partner was a minor child.
- A person to whom the employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision.
- A grandparent, grandchild or sibling (whether biological, foster, adoptive or step relationship) of the employee or the employee's spouse or domestic partner.
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Providing Notice

If your need to use sick time under this policy is foreseeable, notice should be provided in advance if possible. If the need for leave is unforeseeable, please provide notice as soon as practicable. In any case, notice should be given to your supervisor or lost time administrator.

Documentation

You may be asked to provide documentation indicating the need for the amount of leave taken if you are absent for three or more consecutive work days.

Benefits and Privileges

Your benefits and privileges are the same as when you are taking paid sick leave.

Taking Leave

- When you call off work for an Arizona Earned Paid Sick Time qualifying reason, the Company will automatically code your time as Arizona Earned Paid Sick Time to the extent you have Arizona Earned Paid Sick Time available. You may use up to a maximum of 40 hours of Arizona Earned Paid Sick Time during the calendar year. Note: Arizona Earned Paid Sick Time will run concurrently with other available leaves when the conditions of those leaves are met.
- Your Arizona Earned Paid Sick Time bank will be reduced by the amount of time you actually use for a qualifying absence.

Attendance Management

Arizona Earned Paid Sick Leave is not a chargeable occurrence under any applicable attendance policy.

- The pay code SSN will be used to track Arizona Earned Paid Sick Time for employees in AutoTA
- The pay code STATE-LV-SICK will be used to track Arizona Earned Paid Sick Time for employees in WorkBrain

Coding Errors

If you feel your absence has been coded incorrectly, it is your responsibility to contact your supervisor to discuss the matter and seek appropriate changes in a reasonable period of time from the date of the absence.

Misrepresentation

Misrepresentation of any kind when requesting and/or using time under Arizona Earned Paid Sick Time may result in corrective action, up to and including termination.

If you have questions regarding this policy, please contact your supervisor.