

## Paid Sick Leave (PSL)

Motion Recruitment is also pleased to be able to offer temporary employees paid sick time. Paid sick time is available for you to care for physical illness, mental illness or an injury/medical condition affecting yourself, your spouse, your child(ren), your parents or the parents of your spouse.

- **ELIGIBILITY:** Paid sick time begins to accrue from day 1 of employment. Time accrues at a rate of 1 hour for every 30 hours worked (including overtime) up to a maximum of 48 hours and further sick time will cease to accrue for the balance of the calendar year.
- **USAGE:** You may use your accrued paid sick time following 90 days of employment. Sick time is paid at your regular hourly rate. The maximum amount of sick time you can use during a calendar year is 48 hours. Paid sick time can only be used for time out of the office for illness or other qualifying reasons when you are scheduled to work. Please see Handbook for additional information.
- **CARRYOVER:** You may carry over your sick time from year to year to a maximum of 48 hours.
- **TERMINATION:** Sick time cannot be cashed out and employees are not paid for any accrued/unused sick time upon termination of employment.

**FOR EMPLOYEES IN COLORADO, WASHINGTON D.C., AND NEW YORK:** Paid sick time begins to accrue from day 1 of employment. Employees may accrue up to 56 hours of sick time per year. Sick time is accrued at a rate of 1 hour for every 30 hours worked (including OT) and may be used upon accrual. There is a cap of 56 hours on the usage of sick days per calendar year and employees may carry over their sick time from year to year to a maximum of 56 hours. If the total amount of unused paid sick time reaches a “cap” equal to one times the employee’s annual accrual amount, further paid sick time accrual will cease until the employee uses paid sick time and brings the accrued amount below the cap. There is no retroactive grant of paid sick time for the period of time the accrued amount was at the cap.

**FOR EMPLOYEES IN CALIFORNIA, MARYLAND, NEW MEXICO, SAN ANTONIO, DALLAS, AUSTIN, BLOOMINGTON, ST. PAUL, DULUTH AND MINNEAPOLIS:** Paid sick time begins to accrue from day 1 of employment. Employees may accrue up to 80 hours of sick time per year. Sick time may be used after 90 days of employment and is accrued at a rate of 1 hour for every 30 hours worked (including OT). There is no cap on the usage of sick days per calendar year and employees may carry over their sick time from year to year to a maximum of 80 hours. If the total amount of unused paid sick time reaches a “cap” equal to one times the employee’s annual accrual amount, further paid sick time accrual will

cease until the employee uses paid sick time and brings the accrued amount below the cap. There is no retroactive grant of paid sick time for the period of time the accrued amount was at the cap.

**FOR WASHINGTON STATE AND WEST HOLLYWOOD EMPLOYEES ONLY:** Paid sick time begins to accrue from day 1 of employment. Sick time may be used after 90 days of employment and is accrued at a rate of 1 hour for every 30 hours worked (including OT). There is no cap on the accrual limit or usage limit per year. Employees may roll over a total of 40 accrued and unused hours of paid sick time per year.

Review this document to see how to [Request Paid Sick Leave](#).

*\* Employees working in other locations where applicable law provides enhanced paid sick time benefits will be provided those benefits as required by law. Any previous plans offered by MRP will be replaced with these new plans. If you have any questions, please contact [humanresources@motionrp.com](mailto:humanresources@motionrp.com).*