

PAID SICK LEAVE (NJ and MA)

Paid leave will be provided to all eligible employees in accordance with this policy. For purposes of this policy, the Company's benefit year shall commence on January 1st and end on December 31st.

Accrual of Paid Sick Leave

Employees *who work in New Jersey or Massachusetts* will accrue one hour of paid sick leave for every 30 hours worked for the Company. Exempt employees will be assumed to work 40 hours per work week, unless their normal work hours are less than 40.

- New Jersey Employees accrual begins immediately, but employees shall not be entitled to use sick leave for 120 days following commencement of employment or initial roll out of the NJ Earned Sick Leave Act. Paid sick leave accrual and usage will be capped at 40 hours per year.
- Massachusetts Employees accrual begins immediately, but employees shall not be entitled to use sick leave for 90 days following commencement of employment or initial roll out of the MA Earned Sick Leave Act. Paid sick leave accrual and usage will be capped at 40 hours per year.

Reasons for Paid Sick Leave

Paid sick leave may be used for the following reasons:

1. Time needed for the diagnosis, care, treatment of, or recovery from, the employee's own mental or physical illness, injury or other adverse health condition, or for preventive care for the employee.
2. Time needed for the employee to aid or care for a family member of the employee during diagnosis, care, treatment of, or recovery from, the family member's mental or physical illness or other adverse health condition, or during preventative medical care for the family member.
3. Time needed as the result of an employee's or family member's status as a victim of domestic or sexual violence (including counseling, legal services, or participation in any civil or criminal proceedings related to same).
4. Time during which the employee is not able to work because of the closure of the employee's workplace, or the school or place of care of the employee's child, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others.

5. Time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

For purposes of this policy: (1) "child" means a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee; and (2) "family member" means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individuals related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Insight, within their sole discretion, may allow the use of sick time for reasons not included above.

Carryover of Paid Sick Leave

Employees may carryover up to 40 hours of accrued sick leave from year to year however, paid sick leave accrual and usage will be capped at 40 hours per year. Alternatively, Insight can, but is not required to offer to purchase your unused earned sick leave at the end of the benefit year.

Notice

When the need for leave is known to the employee in advance, such as for a scheduled appointment with a health care provider or parent teacher conference, the employee shall provide at least 7 days advanced notice of the need for leave, and also shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Company. For all other absences, employees shall notify the Insight before the start of the scheduled work hours, or as soon as feasible if the need arises immediately before or after the employee has reported for work. Notification of absence must occur no later than 72 hours following the occurrence. In the event of extenuating circumstances, please contact Insight directly.

Requesting Sick Leave

To request paid time off under the Paid Sick leave policy (NJ and MA), employee must be in a scheduled assignment at least 48 hours in advance of request and complete the Paid Sick Leave Request Form (NJ and MA) located under the staff resources page of the [company website](#). If



you are unable to complete the form, you must call the Insight office and speak to a member of the team who will complete the form for you. Please note, you must have the accrued hours available to be paid for the time requested under the Sick Leave policy (NJ and MA).

Completion of the Paid Sick Leave Request form does not automatically remove you from an assignment. You must complete this action yourself in Absence Management (AESOP) or contact Insight via phone to have your assignment removed for the day. Please see Reasons for Paid Sick leave listed above for a list of all qualified absences. When requesting use of sick leave, employees shall include the expected duration of the absence, reason, hours available from the Paylocity system, and the assignment being missed. Sick leave will be used in full or half day increments based upon length of assignment in AESOP.

For earned sick leave of three or more consecutive days, Insight may require reasonable documentation that the leave is being taken for a purpose permitted under this policy. Any information the Company possesses regarding the health of an employee or any family member of the employee or domestic or sexual violence affecting an employee or employee's family member shall be treated as confidential and not disclosed except to the affected employee or with the written permission of the affected employee.

Blackout Period

The use of sick time for foreseeable absences will not be permitted during the timeframes listed below. Foreseeable absences, for the purpose of this policy, is defined as known absences not arising from an emergency situation or last-minute request for a meeting involving your child.

Blackout periods:

- Fridays during the month of September and December.
- Fridays and Mondays during the months of May and June.

In the event of a non-foreseeable absence during a black out period, Insight may request reasonable documentation.

Anti-Retaliation Policy

Insight will not take retaliatory personnel action or discriminate against an employee because the employee requests or uses earned sick leave either in accordance with applicable laws or with this policy or files a complaint alleging the Company's violation of applicable laws or informs any other person of their rights under the law. Additionally, Insight will not count earned sick leave taken under this policy as an absence that may result in an employee being subject to discipline, discharge, demotion, suspension, a loss or reduction of pay, or any other adverse action.

Pay Out Upon Employment Separation

Upon separation of employment for any reason, Insight will not pay employees for any accrued unused sick leave.

Revision date: July 26, 2019



Insight reserves the right to change or modify this policy at any time in accordance with the NJ Earned Sick Leave Act.