



State and Local Law Supplement

July 2015

State and Local Law Supplement

California

The following policy is being provided pursuant to California state law. This policy only applies to those employees currently working in California.

California Family Rights Act

The California Family Rights Act of 1993 (“CFRA”) provides for family and medical leave that is substantially similar to the leave provided by the federal Family and Medical Leave Act. CFRA leave will run concurrently with FMLA leave.

Even if you are not eligible for CFRA or FMLA leave, if you are disabled by pregnancy, childbirth or related medical conditions, you may be eligible to take an unpaid pregnancy disability leave of up to 4 months, depending on your period of actual disability. If you are eligible for CFRA leave, you may also be eligible to take both a pregnancy disability leave and a CFRA leave for the reason of the birth of your child. You should notify the human resources manager if you have any questions or believe you may be eligible for family, medical or pregnancy disability leave.

In addition, under the California Paid Family Leave Act, if you take leave to care for a seriously ill child, spouse, parent or domestic partner, or for bonding with a child following birth or adoption, you may qualify for partial wage replacement benefits. If you have questions, would like more information, or believe you may be eligible for benefits pursuant to the California Paid Family Leave Act, you should contact your Human Resources Manager.

California Sick Leave Rights

An employee may use paid sick leave rights beginning the 90th day of employment with Dent Wizard and after the employee has worked for Dent Wizard in California for 30 or more days within a year and the sick leave is needed for absences occurring on days the employee is scheduled to work in California.

Sick leave may be used for diagnosis, care, or treatment of an existing health condition, to address domestic violence or sexual assault, or preventative care for the employee or a qualified member of the employee's family. A qualified member of the employee's family includes the following:

- 1) spouse
- 2) a registered domestic partner
- 3) a child, regardless of age, (which includes biological, adoptive, foster child, step-child or legal ward);
- 4) a parent of the employee or the employee's spouse or registered domestic partner, including biological, adoptive, foster parents, step-parent;
- 5) a grandparent;
- 6) a grandchild; or
- 7) a sibling.

Paid Time Off

Effective July 1, 2015, this Paid Time Off ("PTO") policy will replace the Company's prior Vacation policy. PTO is provided as a benefit to regular full-time employees to recognize service. PTO will not be considered as time worked for the purpose of computing overtime for non-exempt employees. On July 1, 2015, all existing employees will be credited with 10 days of PTO to be used in the next 12 months. Thereafter, employees will receive PTO based on the following schedule:

- First 5 years of employment – Each July 1st, you will be credited with an amount of PTO which results in a total amount of 10 days of PTO. Unused PTO will roll over into the following year, but at all times your PTO is capped at 10 days. For example, if you have 3 days remaining on June 30th, you will be credited with 7 days on July 1st so your total PTO for the next 12 months is 10 days.
- New employees – After 30 days of employment, you will be credited with 10 days of PTO, but you may not use this PTO until you have worked with the Company for 90 days. On the July 1st following your date of hire, you will be credited with PTO as described above.
- 5 years or more – Each July 1st, you will be credited with an amount of PTO which results in a total amount of 15 days of PTO. Unused PTO will roll over into the following year, but at all times your PTO is capped at 15 days. For example, if you have 3 days remaining on June 30th, you will be credited with 12 days on July 1st so your total PTO for the next 12 months is 15 days.

Requests to use PTO should be made at least thirty (30) days prior to the desired use of the time. If the need for PTO is to address domestic violence or sexual assault, or for sickness/medical treatment of yourself or a qualified family member, such as a spouse/registered domestic partner, (grand)child, (grand)parent, or sibling, reasonable advance notice is required if foreseeable; if not foreseeable, notice should be given as soon as practical. Except new employees as described above, PTO may be taken at any time after being accrued. Other PTO considerations include:

- A Company holiday that falls during the time PTO is taken will be considered as a holiday and not PTO time. This PTO time may be taken at another approved time.
- Job requirements will always have precedent over vacation schedules, unless otherwise required by law, such as for sickness/medical care or the need to address domestic violence or sexual assault.
- Seniority will be considered in the event a conflict of PTO schedules arises, unless otherwise required by law, such as for sickness/medical treatment or the need to address domestic violence or sexual assault.

Pay in lieu of unused vacation at any time will be provided only at the discretion of the Company when approved in advance by Management, and upon separation from employment under certain conditions or as required by state law.

Available PTO will be identified on the itemized wage statement that accompanies an employee's payment of wages or on a separate document that accompanies the itemized wage statement.

Any accrued, unused time employees have pursuant to the Company's prior vacation policy shall be grandfathered and will be governed under that policy.

Oakland, California

The following notice is being provided pursuant to Oakland, California municipal code. The Company's Sick Leave Policy for employees working in California meets the requirements of Oakland Municipal Code 5.29.030. This notice should not be construed to provide additional benefits beyond those provided in the Company's California Sick Leave Policy.

Pursuant to Measure FF and Oakland Municipal Code Section 5.29.030, all employers must provide paid sick leave to each employee (part-time, full-time, and temporary) who performs at least two (2) hours of work within the geographic limits of the City of Oakland. Employees begin accruing paid sick leave on March 2, 2015 for employees working for an employer on or before

that date. Employees who are hired after March 2, 2015 commence accruing paid sick leave after ninety (90) calendar days of employment.

Employees accrue one (1) hour of paid sick leave for every thirty (30) hours worked in the City of Oakland. Employees of employers for which fewer than ten (10) persons (including full-time, part-time, and temporary employees) work for compensation during any given week may have up to forty (40) hours of accrued paid sick leave saved at any time. Employees of other employers may have up to seventy-two (72) hours of accrued paid sick leave at any time. Employers may provide greater sick leave benefits than that mandated by Section 5.92.030. An employee's accrued paid sick leave will carry over from year to year but is not paid out at the time of separation of employment. Employees may use their accrued paid sick leave for their own medical care or to aid or care for a family member or designated person.

Under Section 5.92 et seq., employees who assert their rights to paid sick leave are protected from retaliation. Employees may file a civil lawsuit against their employers for any violation of this law and may seek remedies in the form of back pay, reinstatement and/or injunctive relief. Employees may also file a complaint with the City's Contracts and Compliance Division. The City will investigate possible violations and will have access to payroll records. Employers who violate Section 5.92 et seq. will be liable for civil penalties for each violation up to a maximum of \$1,000.00 per violation.

If you have questions, need additional information, or believe you are not being paid correctly, please contact your employer or the City of Oakland's Contracts and Compliance Division at:

Contracts and Compliance

250 Frank H. Ogawa Plaza, Suite 3341, 3rd Floor

Oakland, CA 94612

Telephone: 510-238-6258

E-Mail: minwageinfor@oaklandnet.com

Connecticut

The following notice is being provided to our Connecticut employees pursuant to state law.

Even if you are not eligible for FMLA leave, you may be eligible for unpaid family leave of up to 16 work weeks in a rolling 24-month period under the Connecticut Family and Medical Leave Act (“CFMLA”) if you have worked for the Company for at least 12 months and have worked at least 1,000 hours during the 12 months preceding the leave. This leave may be taken upon the birth of a son or daughter, upon the placement of a son or daughter for adoption or foster care, in order to care for your spouse, son, daughter, or parent with a serious health condition, because of your own serious health condition, or to serve as an organ or bone marrow donor. Many of the same rights and obligations concerning the FMLA leave apply to leave under the CFMLA, including but not limited to the policies described above related to requesting and using FMLA leave, medical certification, benefits during FMLA leave, and returning from FMLA. Leave taken under the CFMLA must be taken concurrently with FMLA leave. You should notify the Human Resources Manager if you have any questions or believe you may be eligible for family or medical leave.

Illinois

The following notice is being provided to our Illinois employees pursuant state law.

Illinois Pregnancy Fairness Law

Under the Illinois Pregnancy Fairness Law, expectant mothers are protected from discrimination due to pregnancy and also may be entitled to reasonable accommodations needed to perform the job held by an employee or sought by an applicant. You should notify the Human Resources Manager if you have any questions about Illinois law for expectant mothers.

Maryland

The following written policy is being provided pursuant to state law concerning the notice of rights for expecting mothers working in Maryland.

Dent Wizard will explore with any pregnant employee all possible means of providing reasonable accommodations, including: changing the employee's job duties, changing the employee's work hours, relocating the employee's work area, providing mechanical or electrical aids, transferring the employee to a less strenuous or less hazardous position, or providing leave. Employees may be required to provide certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation to the same extent certification is required for other temporary disabilities.

New Jersey

The following notice is being provided pursuant to New Jersey state law

New Jersey law provides up to six (6) weeks of Family Leave Insurance benefits. Benefits are payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan to:

- Bond with a child during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.
- Care for a family member with a serious health condition supported by a certification provided by a health care provider. Claims may be filed for six consecutive weeks, for intermittent weeks or for 42 intermittent days during a 12 month period beginning with the first date of the claim. Family member means a child, spouse, domestic partner, civil union partner or parent of a covered individual. Child means a biological, adopted, or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than 19 years of age or is 19 years of age or older but incapable of self-care because of mental or physical impairment.

Jersey City, New Jersey

The following notice is being provided pursuant to Jersey City, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

The Jersey City Municipal Council passed the Jersey City Earned Sick Time Ordinance (the "JCESTO") requiring that all local businesses operating in Jersey City with 10 or more employees provide up to 5 paid sick days to their employees each year and that companies with fewer employees provide 5 unpaid sick days. Employees may earn one hour of earned sick time for each 30 hours worked, with a maximum of 40 hours (or five days) annually.

If you have concerns about your sick time, you can call the *Jersey City Department of Health and Human Services*, (201) 547-6800, which may be able to help. *Or you can file a complaint with the Jersey City Municipal Court.*

Newark, New Jersey

The following notice is being provided pursuant to Newark, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Newark, New Jersey ordinances require private employers conducting business in Newark with 10 or more employees in Newark to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in Newark with fewer than 10 employees in Newark must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on the size of the employer), beginning as of an employee's first day of work. Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

East Orange, New Jersey

The following notice is being provided pursuant to East Orange, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

East Orange, New Jersey ordinances require private employers conducting business in East Orange with 10 or more employees in East Orange to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in East Orange with fewer than 10 employees in East Orange must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on the size of the employer), beginning as of an employee's first day of work. Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

Irvington, New Jersey

The following notice is being provided pursuant to Irvington, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Irvington, New Jersey ordinances require private employers conducting business in Irvington with 10 or more employees in Irvington to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in Irvington with fewer than 10 employees in Irvington must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on

the size of the employer), beginning as of an employee's first day of work. Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

Montclair, New Jersey

The following notice is being provided pursuant to Montclair, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Montclair, New Jersey ordinances require private employers conducting business in Montclair with 10 or more employees in Montclair to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in Montclair with fewer than 10 employees in Montclair must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on the size of the employer), beginning as of an employee's first day of work. Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

Passaic, New Jersey

The following notice is being provided pursuant to Passaic, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Passaic, New Jersey ordinances require private employers conducting business in Passaic with 10 or more employees in Passaic to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in Passaic with fewer than 10 employees in Passaic must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on the size of the employer), beginning as of an employee's first day of work. Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

Paterson, New Jersey

The following notice is being provided pursuant to Paterson, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Paterson, New Jersey ordinances require private employers conducting business in Paterson with 10 or more employees in Paterson to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in Paterson with fewer than 10 employees in Paterson must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on the size of the employer), beginning as of an employee's first day of work.

Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

Trenton, New Jersey

The following notice is being provided pursuant to Trenton, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Trenton, New Jersey ordinances require private employers conducting business in Trenton with 10 or more employees in Trenton to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in Trenton with fewer than 10 employees in Trenton must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on the size of the employer), beginning as of an employee's first day of work. Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

Bloomfield, New Jersey

The following notice is being provided pursuant to Bloomfield, New Jersey municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Bloomfield, New Jersey ordinances require private employers conducting business in Bloomfield with 10 or more employees in Bloomfield to provide employees with 40 hours of paid sick leave annually. Private employers conducting business in Bloomfield with fewer than 10 employees in Bloomfield must provide 24 hours of paid sick leave annually.

Employees accumulate sick leave at a rate of one hour of paid sick time for each 30 hours worked, up to a maximum of 24 or 40 hours (depending on the size of the employer), beginning as of an employee's first day of work. Employees are not, however, entitled to use accrued time until their 90th day of employment. Up to 40 hours of accrued, unused sick leave will carry over to the following calendar year, but employers are not required to allow employees to use more than 40 hours of accrued sick leave in any given year.

Employers are prohibited from interfering with, restraining or denying the exercise of, or the attempt to exercise, any right protected under the Ordinance. Employers are also prohibited from retaliating against employees for exercising their rights under the Ordinance. Employees may file an action with the municipal court if they believe their rights under this ordinance are being infringed upon.

New York

The following notice is being provided pursuant to New York City, New York municipal ordinances. The leave and/or vacation policies contained in the Company's Handbook provide benefits which meet or exceed the benefits referenced in the municipal ordinance below. This Notice shall not be construed to confer any additional benefits beyond those contained therein.

Employees who are hired to work more than 80 hours a calendar year in New York City will be entitled to up to 40 hours paid sick leave. Eligible employees will accrue sick leave at the rate of one hour for every 30 hours worked up to a maximum of 40 hours per calendar year.

You will begin to accrue sick leave on April 1, 2014 or on your first day of employment, whichever is later.

- You can begin using sick leave on July 30, 2014 or 120 days after you begin employment, whichever is later.

ACCEPTABLE REASONS TO USE SICK LEAVE:

You can use sick leave when:

- You have a mental or physical illness, injury, or health condition; you need to get a medical diagnosis, care, or treatment of your mental or physical illness, injury, or condition ; you need to get preventative medical care.
- You must care for a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or who needs preventive medical care.
- Your employer's business closes due to a public health emergency or you need to care for a child whose school or child care provider closed due to a public health emergency.

FAMILY MEMBERS:

The law recognizes the following as family members:

- Child (biological, adopted, or foster child; legal ward; child of an employee standing in loco parentis)
- Grandchild
- Spouse
- Domestic Partner
- Parent
- Grandparent
- Child or parent of an employee's spouse or domestic partner
- Sibling (including a half, adopted, or step sibling)

ADVANCE NOTICE:

If the need is foreseeable, you must provide seven days advance notice of your intention to use sick leave. If the need is not foreseeable, you must give notice as soon as practicable.

DOCUMENTATION:

If you use more than three consecutive workdays as sick leave, you must provide documentation from a licensed health care provider. The Paid Sick Leave Law prohibits employers from requiring the health care provider to specify the medical reason for sick leave.

UNUSED SICK LEAVE:

Up to 40 hours of unused sick leave can be carried over to the next calendar year.

Retaliation is prohibited for:

- Requesting and using sick leave.
- Filing a complaint for alleged violations of the law with DCA.
- Communicating with any person, including coworkers, about any violation of the law.
- Participating in a court proceeding regarding an alleged violation of the law.
- Informing another person of that person's potential rights.

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in your hours, or any other adverse employment action against you for exercising or attempting to exercise any right guaranteed under the law.

Tennessee

The following notice is being provided pursuant to Tennessee state law.

Tennessee Maternity Leave Law

Under the Tennessee Maternity Leave Law, a female employee who has been employed for at least 12 consecutive months on a full-time basis may be eligible to take an unpaid maternity leave for up to 4 months for pregnancy, childbirth and nursing the infant. Leave taken under the Tennessee Maternity Leave Law must be taken concurrently with FMLA leave. You should notify the Human Resources Manager if you have any questions or believe you may be eligible for maternity or other leave.

**Statement About the Employee Handbook and State
and Local Law Supplement**

This Employee Handbook and Supplement supersedes and replaces all previous employer statements, including any previous handbooks, manuals, memorandums, and oral or written statements pertaining to the Company's policies. It is effective immediately and applicable to all active employees.

This Handbook and Supplement does not create a contract of employment; it does not create property rights in jobs; nor is it an inflexible set of rules and regulations. It is a compilation of useful information about the Company as well as policies and procedures concerning its employees' benefits, privileges, obligations, and responsibilities. At any time the Company may unilaterally make exceptions to particular provisions stated herein.

Employment at Dent Wizard is at-will, which means either the employee or the Company may terminate employment at any time, for any reason, without prior notice. We expressly disclaim any implied covenants regarding reasons or causes for termination or relating to the term of employment. Any change in the at-will nature of employment must be stated expressly in writing and signed by a Company Officer.

We reserve the right to interpret the Handbook's stated policies on a case-by-case basis. We further reserve the right to modify or revoke, suspend, terminate, or change any or all such policies and procedures, in whole or in part, at any time, and without notice.

If you wish to discuss the application of policies or practices, you should first discuss the issue with your immediate supervisor. If you wish further information, you may ask to meet with your Regional Vice President or Human Resources.

I hereby acknowledge that I have received a copy of the Handbook and Supplement, and agree to abide by it as well as other rules and regulations of the Company, including the policy prohibiting harassment set forth herein.

Signature _____ Date _____



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www.dentwizard.com