

Hello,

As a new consultant with NextGen Global, we want to inform you of our sick leave policy.

All contractors who work in the State of California will accrue 1 (one) hour of sick time for every 30 hours worked per week. This accrual will begin on your first day of work. You will have to report time off with your immediate manager and with NextGen's Operations team.

All of the aforementioned should be conveyed to NextGen and the end client immediately, **but not later than the end of the week in which the event occurred.**

A few things to keep in mind:

- You must work a minimum of 90 days in order to use sick time.
- You may accrue a maximum of 6 days (48 hours) **per year*** however you are only allowed to use 3 days (24 hours) of sick time **per year***
- Sick time balances up to 6 days (48 hours) may be rolled over into the following year.
- If you work less than 40 hours per week you will still receive sick time.
- Sick time may be taken in increments, even fractional if necessary.
- Sick time balance will be displayed on your paystub.
- Balance are not paid out at end of term however will be reinstated for all rehires who return within 365 days.

Sick time can ONLY be used for the following:

- Personal illness or preventative care
- Care for a family member's illness or preventative care (child, grandparent, parent, parent-in-law, spouse and registered domestic partner)
- Sick time cannot be used for planned vacation or any time off other than the aforementioned

***per year is defined as one (1) year beginning on your start date. (Ex. If you begin on July 1, 2016, your year would start on that day and end on July 1, 2017)**