

The **State of Massachusetts** has passed a temporary COVID-19 Emergency Paid Sick Leave Ordinance to provide paid sick leave to employees who work in Massachusetts in response to COVID-19. Please provide the below communication regarding the details to employees who work in Massachusetts. The ability to use EPSL terminates September 30, 2021 or exhaustion of state EPSL funding (whichever is earlier).

- **Audience:** All employees who work in **Massachusetts**
- **Requested Communication Timing:** Please share ASAP
- **Massachusetts Employee Action Requested:**
 - Read the communication immediately.

COVID-19 Emergency Paid Sick Leave for Massachusetts

The **State of Massachusetts** has passed legislation that requires Luxottica to provide COVID-19 Emergency Paid Sick Leave (EPSL) to employees who work in Massachusetts. This ability to use EPSL is available effective June 7, 2021 until September 30, 2021 or exhaustion of state EPSL funding (whichever is earlier).

Please familiarize yourself with the information below, detailing the temporary EPSL Policy.

1) Eligibility

All Massachusetts employees.

2) EPSL Use

EPSL may be used if:

- Employee needs to self-isolate and care for oneself because of the employee’s COVID-19 diagnosis;
- Employee needs to care for a family member who is self-isolating due to a COVID-19 diagnosis;
- Employee needs to obtain a medical diagnosis, care or treatment for COVID-19 symptoms;
- Employee needs to care for a family member seeking a medical diagnosis, care or treatment for COVID-19 symptoms;
- Employee is unable to telework due to a COVID-19 diagnosis and the symptoms inhibit the ability of the employee to telework;
- Employee uses the time to obtain a COVID-19 vaccination or recover from illness related to the COVID-19 vaccination; or
- A quarantine order or similar determination applies to an employee or his or her family member due to COVID-19 exposure or symptoms, regardless of whether the employee or the employee’s family member has been diagnosed with COVID-19.

“Family Member” includes: an employee’s spouse, domestic partner, child, parent (including the parent of a spouse or domestic partner), a grandchild, grandparent, or sibling.

3) Amount of EPSL Available

Eligible employees are eligible for the following amounts of EPSL based on their status below:

- **Full-Time Employees** = 40 hours, less any COVID Emergency Pay taken since June 7, 2021.
- **Part-time Employees, Casual Part-time and Seasonal Employees** = number of hours equal to average weekly hours over six months prior to June 7, 2021, less any COVID Emergency Pay taken since June 7, 2021.
- **NOTE:** Eligible employees **hired after June 16, 2021** will have frontloaded SPSL balances based on hours anticipated to work on a weekly basis.

Eligible employees should see their pre-calculated balance of EPSL, using the guidelines above, in Kronos beginning on **June 16, 2021** (retroactive to June 13, 2021). For time EPSL eligible time June 7, 2021 – June 12, 2021, please contact the HR Service Portal for assistance.

4) Other Terms and Conditions.

- Employees cannot be required to find a replacement worker, nor can they be required to change their schedule instead of using EPSL.
- Interfering with an employee's use of EPSL is strictly prohibited, as is counting EPSL use as an absence that may lead to or result in discipline, discharge, demotion, suspension, or any other adverse action.
- A copy of this policy will be posted on the COVID-19 page on [HR Solutions](#).
- Employees are required to provide reasonable notice of intent to use EPSL if the absence is foreseeable. Further, an employee can be asked to share the reason for requesting EPSL but cannot be required to provide a doctor's note or other documentation to substantiate the absence.
- Employees must submit requests for EPSL in writing by using the "Massachusetts Emergency Paid Sick Leave Request Form" provided with this communication (also available on HR Solutions under the COVID-19 tab).

5) Manager Action Required

If an employee requests to use EPSL for one of the covered reasons above, confirm the amount of SPSL available to the employee and code the time away from work using the "**COVID PSL**" pay code.

If the employee does not have enough EPSL to cover the entire absence, the hours beyond the available EPSL will not be paid.

QUESTIONS? For questions pertaining to the application of this policy, please submit an E-Service Consultation Request via the **Employee Relations** icon on [HR Central](#).