

The City of **Philadelphia, PA** has again passed a temporary Supplemental Paid Sick Leave Ordinance to provide paid sick leave to certain employees who work in Philadelphia in response to COVID-19. Please provide the below communication regarding the details to employees who work in Philadelphia. The ability to use Paid Sick Leave terminates December 31, 2023.

- **Audience:** All employees who work in **Philadelphia, PA**
- **Requested Communication Timing:** Please share ASAP
- **Philadelphia, PA Employee Action Requested:**
 - Read the communication and FAQ immediately.

Supplemental Paid Sick Leave for Philadelphia, PA

Philadelphia, PA has again passed legislation that requires Luxottica to provide Supplemental Paid Sick Leave (SPSL) to certain employees who work in Philadelphia, PA. This ability to use SPSL is available until December 31, 2023.

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

1) Eligibility

All Philadelphia employees.

2) SPSL Use

SPSL may be used if:

- A public official, public health authority, health care provider, or an employer determines that the employee's presence on the job or in the community would jeopardize others' health because of the employee's exposure to COVID-19 or the employee is exhibiting symptoms that might jeopardize others' health, regardless of whether the employee has a positive COVID-19 diagnosis or test result;
- To care for a family member due to a public official, health authority, health care provider, or employer's determination that the family member's presence on the job or in the community would jeopardize others' health because of the family member's exposure to COVID-19 or the employer's determination that the family member is a danger to others' health because the family member is exhibiting symptoms that might jeopardize others' health, regardless of whether the family member has a positive COVID-19 diagnosis or test result;
- An employee needs to: (i) self-isolate due to a positive COVID-19 diagnosis or test result; (ii) self-isolate due to experiencing symptoms of COVID-19; or (iii) seek or obtain medical diagnosis, care, or treatment if experiencing symptoms of an illness related to COVID-19;
- To care for a family member who: (i) is self-isolating due to a positive COVID-19 diagnosis; (ii) is self-isolating due to experiencing symptoms of COVID-19; or (iii) needs medical diagnosis, care, or treatment if experiencing symptoms of an illness related to COVID-19;
- To care for a child whose school or place of care has been closed, or whose childcare provider is unavailable, due to precautions taken in accordance with the public health emergency response;

- To obtain a COVID-19 vaccine or booster; or
- To recover from any side effect related to a COVID-19 vaccination.

3) Amount of SPSL Available

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

- **Full-Time Employees with < 1 year of service** = 40 hours, less any COVID Emergency Pay taken in 2022.
 - Full-Time employees with 1+ years of service (120 PTO hours each anniversary year) are not eligible for SPSL.
- **Part-time Employees, Casual Part-time and Seasonal Employees** = number of hours equal to average number of hours worked per day over the past 90 days (including any hours taken as any type of leave) multiplied by 7, less any COVID Emergency Pay taken in 2022.

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 SPSL.
- Interfering with an employee's use of SPSL is strictly prohibited, as is counting SPSL 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 SPSL if the absence is foreseeable. Further, an employee can be asked to share the reason for requesting SPSL but cannot be required to provide a doctor's note or other documentation to substantiate the absence.

5) Manager Action Required

If an employee requests to use SPSL for one of the covered reasons above, confirm the amount of SPSL available to the employee with **[INSERT HRBP or other Brand designated person]** and code the time away from work using the "COVID Emergency Pay" pay code.

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

QUESTIONS? For questions pertaining to the application of this policy, please contact your HR Business Partner.