

**New York's Sick and Safe Time Leave Law Policy**  
**Effective Jan 2021**

This policy covers Verizon Wireline Associate employees working in New York State and is intended to comply with New York's Sick and Safe Time Leave Law ("NYSSLL"). NYSSLL requires employers to provide paid safe and sick time to employees who work in New York.

Employers may satisfy the requirements of NYSSLL using existing paid time off that can be used by the employee for any purpose. Verizon provides an amount of paid time off that satisfies the requirements of NYSSLL in the form of Excused Work Days (EWD) and Vacation time. The time is granted in an amount that is equal to or greater than the 56 hours of paid safe and sick time required under NYSSLL. As a result, NYSSLL does not require any increase in the time off allotments already provided by Verizon.

Associates may use available EWD and vacation time for absences covered by NYSSLL as follows:

- An associate's own mental or physical illness, injury or health condition, or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive medical care; or
- To 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; or
- Absence from work due to any of the following reasons when the associate or a covered family member has been the victim of domestic violence, a family offense matter, sexual offense, stalking, or human trafficking: (i) to obtain services from a domestic violence shelter, rape crisis center, or other shelter or services program; (ii) to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the associate or associate's family members; (iii) to meet with a civil attorney or other social service provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding; (iv) to file a complaint or domestic incident report with law enforcement; (v) to meet with a district attorney's office; (vi) to enroll children in a new school; or (vii) to take other actions necessary to maintain, improve, or restore the physical, psychological, or economic health or safety of the associate or the associate's family member or to protect those who associate or work with the associate.

For purposes of NYSSLL, a "family member" includes the associate's spouse or domestic partner; parent, including a biological, foster, step- or adoptive parent, a parent-in-law or parent of a domestic partner, a legal guardian or a person who stood *in loco parentis* when the associate was a minor child; child or child of a domestic partner, including a biological, adopted or foster child, a stepchild, a legal ward or a child of an associate standing *in loco parentis*; sibling; grandchild; or grandparent.

EWD and Vacation time is granted on January 1st of each year for current associates. Newly hired associates are required to wait six months after hire to receive their allotment of Vacation time. However, new hires will be allowed to use paid Vacation time for New York paid sick

leave reasons beginning on their first day of employment in the form of an advance on their future Vacation entitlement. New hires will receive their full entitlement of Vacation time after reaching their six month service anniversary.

When an associate chooses to use EWD and Vacation for NYSSLL reasons, the terms and conditions of this policy will apply. When an associate chooses to use EWD and Vacation for non-NYSSLL reasons, the terms and conditions of the relevant provisions of the applicable collective bargaining agreement (CBA) will apply. Where an associate chooses to use available leave for non-NYSSLL reasons, the associate will not receive any paid safe and sick time beyond the amount provided under the applicable CBA in the event the associate subsequently needs to be absent for a NYSSLL-covered reason, unless otherwise required by applicable law.

If an associate is taking EWD or Vacation time for a covered reason under NYSSLL, advance notice and approval is not required. In such instances, the associate must provide oral or written notice, including email or text message, to their manager or Human Resources as soon as practicable.

If an associate uses available paid leave for NYSSLL reasons and is absent for more than three consecutive workdays, they may be required to provide reasonable documentation supporting the need for leave. Reasonable documentation must be provided within seven days of the associate's return to work following a covered absence. Reasonable documentation does not need to explain the nature of any illness, injury, or health condition of the associate or covered family member, or provide any details relating to family offense matters, sexual offenses, stalking, or human trafficking. Verizon will reimburse associates for all reasonable costs or expenses incurred for obtaining such documentation. An employee may be subject to disciplinary action, up to and including termination, for failure or delay in providing the required reasonable documentation.

In accordance with the NYSSLL, Verizon does not require, as a condition of providing sick and safe time, the disclosure of: confidential information relating to a mental or physical illness, injury or health condition of an associate or associate's family member; or information relating to absence from work due to domestic violence, a sexual offense, stalking or human trafficking.

EWD and Vacation used for covered NYSSLL reasons can be taken in an initial increment of four (4) hours. Thereafter, associates can use the time in 15-minute increments.

Any time taken as NYSSLL leave will draw down an associate's available paid leave allotment. Unused EWD time made available for use as NYSSLL leave will not be carried over at year-end. If an associate is eligible for more than one leave, all applicable leaves may run concurrently to the extent permitted by law.

Please be aware that misrepresenting an absence is a violation of our Code of Conduct and may be subject to disciplinary action, up to and including termination of employment.

Associates will not be discriminated or retaliated against for exercising any rights guaranteed under NYSSLL or this policy.