

Notice to All Village Pointe Employees:

The State of Nebraska Healthy Families and Workplace Act is legislation that will go into effect on October 1st, 2025, for all employees in the State of Nebraska.

What is the Nebraska Healthy Families and Workplace Act? This legislation provides employees in Nebraska with the right to earn paid sick time for personal or family health needs. Employees will accrue paid sick time at a rate of one hour for every thirty hours that they work. **The maximum amount of paid sick leave an employee can earn in a year is fifty-six hours.** Unused sick time carries over to the next year based on your work anniversary. The maximum amount of sick time an employee is allowed to use in one year is fifty-six hours.

All current employees will begin accruing sick time on October 1st, 2025. The time can be seen in Paylocity in the "Time Off" tab. New employees will begin to accrue sick leave after eighty hours of service.

Sick time is paid at an employee's regular rate of pay. Overtime, commission, and bonuses will not be calculated in the compensation for sick leave.

Sick time can be taken in increments as small as one hour or greater, depending on the amount of accrued leave the employee has.

The annual tracking of sick time, like PTO, will be based on the employee's work anniversary. Sick time will not be paid out upon separation.

How do I notify my employer that I need to take sick time? No advanced notice or documentation is required for sick leave. To notify us that you are taking sick leave, please tell your manager to ensure it is documented in your timecard. We may request a doctor's note after three consecutive days of sick leave.

How is this different from PTO? Sick leave is a separate bucket of paid leave. Your PTO remains the same as previous years. PTO is a benefit that is given to our employees based on their years of service. Sick leave is an accrual based on hours worked.

For us to calculate your sick time, **ALL EMPLOYEES ARE REQUIRED TO CLOCK IN AND OUT OF PAYLOCITY.** We can only accrue sick time based on your hours worked. If you are not clocking in, we have no way to accrue your sick time hours.

If you have any questions about the Nebraska Healthy Families and Workplace Act, please email Ellen Sonnleitner in Human Resources at ellen@edwardsautogroup.com or you may call Ellen at 712-796-

1217. The Edwards Auto Group policy regarding sick leave for our Nebraska employees can be found on www.eagbenefits.com.