

POLICY NAME	Quarantine Pay Policy
POLICY NUMBER	
POLICY REVISION DATE	November 18, 2020
AUDIENCE	Company Wide

1. Policy Overview

Service King Collision Repair Centers' ("the Company" or "Service King") Quarantine Pay Policy provides teammates with additional days to take time away from work in response to the global pandemic of Coronavirus (COVID-19). Quarantine Pay will be calculated based on the table below:

Quarantine Pay Calculations

Eligibility	All Non-Exempt Teammates
Quarantine Pay Amount	Up to 5 days (40 hours) After Sick Time balance is depleted
Notice Requirement	Notify Manager as soon as possible
Minimum Usage	8 hours increments
Cash-out Option?	No
Paid Upon Termination?	No
Non-Exempt Commissioned Teammates	Quarantine Pay is 40% of the teammates pay rate, which is determined at the time of hire or rate 1.
Non-Exempt hourly teammates	Quarantine Pay is 40% of the teammates hourly pay rate which is equal to the hourly rate used to calculate regular pay located within the HRIS system of record, excluding bonuses and overtime, subject to any limits imposed by law due to the possible availability of other pay benefits.

2. Policy

Purpose

Quarantine Pay provides paid leave, after the exhaustion of paid Sick Time, at a reduced rate to be used for various purposes related to the Coronavirus (COVID-19) pandemic, including, but not limited to symptoms related to the virus, agency forced quarantine, or self-quarantine.

Scope

Quarantine Pay is an additional benefit provided to all Regular Full-time Non-Exempt and Part-Time Teammates scheduled to work at least 30 hours per week, and only is only available after all Sick Time for which the employee is otherwise eligible has been exhausted. The policy excludes coverage for teammates covered under individual state COVID mandates.

Maximum Time

Teammates are provided up to 5 days (40 hours) after available Sick Time balances are depleted. Upon reaching the maximum amount of Quarantine Pay, teammate will no longer be granted additional paid leave within such category. Teammates currently on approved leave of absence will not be granted Quarantine Pay.

Notice and Scheduling

Quarantine Pay: Due to the nature of the request, teammates should inform their supervisor of their use of Quarantine



Pay as soon as practical. Managers receiving requests should submit as part of weekly payroll instructions. The payroll instruction form is located on the ADP Home Page under Quick Links. There may be occasions for teammates to require additional time off following the use of the entire Sick Time balance and Quarantine Pay. In such instances existing Time Off balances may be used. Quarantine Pay may not be used to care for an eligible family member; however, an employee may be eligible for leave under the Family Medical Leave Act or state law analog. Refer to [CDC Guidelines](#) for eligible self-quarantining rules. Personalized Paid Time-Off for Salaried Exempt Teammates is discretionary and used when deemed necessary and appropriate, as approved by management.

Teammates that test positive for Coronavirus (COVID-19) may qualify for Short Term Disability and should contact VOYA, the companies leave administrator, at 888-464-3652, to initiate a claim.

Teammates whose hours are reduced or whose workplace is closed due to COVID-19 may be eligible for unemployment benefits as provided by law.

3. Definitions and Compliance

“Non-Exempt Commissioned/Productivity Teammate” - All teammates in the Body Technicians (Body Helpers, Body Team I, Body Tech Interns), Mechanics, Painters (Paint Team, Painters, Painter Helpers), Detail Technician, Porters job families will be considered “Commissioned” teammates if their pay plan is Commission or Productivity per the HRIS system of record or are on a draw or True-Up payplan.

“Non-Exempt Hourly Teammates” – All teammates with a pay classification of Hourly in the HRIS system of record.

“Full-Time teammate” – Refers to a teammate who regularly works an average of 30 or more hours per week and more than 1,000 hours in a given year.

“Part-time teammate” – Refers to a teammate who regularly works less than an average of 30 hours per week.

The company prohibits discrimination or retaliation against teammates because of a teammate’s request for, or use of, Quarantine Pay or any legally-mandated paid sick leave. If you believe that you have been treated unfairly on account of your use of legally- mandated paid sick leave, or your request for legally-mandated paid sick leave, please report this concern to Human Resources or the SK Reporting Hotline so it may be reviewed and appropriate corrective action taken. The company reserves the right to adjust this policy as circumstances change.

Service King reserves the right to modify, interpret, or revise this policy at any time based on its discretion.

4. Policy Governance

Service King Collision Repair Centers Corporate Governance Company Policies and Procedures	Policy Name	Quarantine Pay Policy
	Policy Number	
	Issued Date	March 13, 2020
	Policy Revision Date	
	Policy Creator/Approver	Sean Huurman
	Audience	All SK Teammates
	Number of Pages	2
	Policy Contact (Dept., Function, Role)	Benefits Department – leave@serviceking.com
	PTO Policy	

