

**Nevada Addendum**

This addendum contains provisions required by state and/or local law that apply only to the Organization’s Nevada employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization’s employees outside of the state of Nevada. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

**Paid Sick Leave**

*Eligibility*

Employees who are seasonal, on-call, or temporary are ineligible to accrue leave under this policy.

*Use of Paid Sick Leave*

In accordance with state law, Nevada employees who are ineligible to accrue vacation time may use their accrued sick leave for any purpose, including for rest and relaxation.

All other provisions of this policy in the Handbook shall remain the same, including the provision that paid sick leave will not be paid out upon separation from employment.

**Overtime**

Non-exempt employees are generally paid one-and-a-half times (1.5) their regular rate of pay for all hours worked over eight (8) hours in a single workday or forty (40) hours in any single workweek. The “workday” means a period of twenty-four (24) consecutive hours, which commences when the employee begins work. Holidays, sick days, and PTO do not count as hours worked for overtime purposes.

**Meal and Rest Periods**

*Meal Periods*

The Organization provides each non-exempt employee with an unpaid 30-minute, duty-free meal break for every eight (8) hours of continuous work. “Duty-free” means that the employee is relieved of all duties for the full uninterrupted 30-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires. Uninterrupted, duty-free meal periods for non-exempt employees will be unpaid.

Meal periods must be accurately reported in the Organization’s timekeeping system. If an eligible employee finds they cannot take a full 30-minute uninterrupted, duty-free meal period because of the direction of a supervisor or other demands of the job, the employee must accurately report the time taken for the meal period, if any, on their time card and inform [AskHR@embered.com](mailto:AskHR@embered.com) of the reason why a full 30-minute uninterrupted meal break could not be taken.

*Rest Periods*

Non-exempt employees are authorized to take one paid duty-free 10-minute rest period during each three and one-half (3.5) hours of work or major fraction of hours. An exception applies if an employee’s total daily work time is less than three and one-half (3.5) hours. If an employee works at least seven (7) continuous hours in a workday, the employee will be entitled to a second duty-free 10-minute rest period. Depending on the total number of hours worked in a workday, a non-exempt employee may be entitled to additional rest periods. Each rest break will be authorized and permitted near the midpoint of each work period, insofar as practicable. Rest periods may not be combined with each other or added to an employee’s meal period. “Duty-free” means that the employee is relieved of all duties for the full uninterrupted 10-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires.

Rest periods are not required to be recorded in the Organization’s timekeeping system. However, if an employee finds he or she cannot take a required rest break because of the direction of a supervisor or other demands of the job, the employee must inform [AskHR@embered.com](mailto:AskHR@embered.com) of the reason why the rest break could not be taken.

*Complaint Procedures*

If an employee believes he or she is in any manner being directed, impeded, or discouraged from taking a required meal or rest break under this policy, the employee should immediately report the situation to Human Resources, which will undertake a prompt, thorough investigation of any such complaints and take appropriate corrective action where necessary. The Organization strictly prohibits retaliation against any employee for reporting meal or rest period violations.

**Domestic Violence Leave**

An employee who has been employed for at least 90 days and who is a victim of an act which constitutes domestic violence, or whose family or household member is a victim of an act which constitutes domestic violence, and the employee is not the alleged perpetrator, is entitled to not more than 160 hours of leave in one 12-month period. “Family or household member” means a: (1) spouse; (2) domestic partner; (3) minor child; (4) parent; or (5) other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person as permitted by law. The leave provided under this policy will be unpaid, although employees may use vacation or paid sick leave to cover the absence(s). Leave must be used within the 12 months immediately following the date on which the act which constitutes domestic violence occurred and may be used consecutively or intermittently. If leave under this policy is taken for a reason that may also be taken pursuant to the Family and Medical Leave Act, then it will be deducted from the amount of leave the employee is entitled to take pursuant to FMLA.

An employee may use leave only for: (1) For the diagnosis, care or treatment of a health condition; (2) to obtain counseling or assistance; (3) to participate in court proceedings; or (4) to establish a safety plan, to the extent any of the above are related to an act which constitutes domestic violence. After taking any hours of leave upon the occurrence of the action which constitutes domestic violence, an employee shall give not less than 48 hours advance notice to his or her supervisor of the need to use additional hours of leave for any purpose listed immediately above. Employees should also contact [AskHR@embered.com](mailto:AskHR@embered.com) if the need for leave will exceed more than (3) consecutive days. Employees will not be required to find a replacement worker as a condition of using hours of leave.

Employees will be required to provide documentation that confirms or supports the reason the employee provided for requesting leave. Such documentation may include, but is not limited to, a police report, a copy of an application for an order for protection, an affidavit from an organization which provides services to victims of domestic violence or documentation from a physician.

**School Activities Leave**

An employee who is a parent, guardian, or custodian of a child enrolled in public school is eligible for up to four (4) hours of unpaid school-related leave per school year. Leave may be used to: attend parent-teacher conferences; attend school-related activities during regular school hours; volunteer at the child’s school during regular school hours; andattend school-sponsored events. Employees must make a written request for school-related leave at least five (5) school days before the employee will take the leave.

**Pregnancy Leave and Accommodations**

Pregnant employees have the right to be free from discriminatory or unlawful employment practices, as defined by the Nevada Pregnant Workers’ Fairness Act. Additionally, pregnant employees have the right to a reasonable accommodation for a condition relating to pregnancy, childbirth or a related medical condition, including an unpaid leave of absence. Employees may use their vacation and/or paid sick leave to cover absences. Employees must contact [AskHR@embered.com](mailto:AskHR@embered.com) and their immediate supervisor to begin the accommodation process. The employee will be required to provide an explanatory statement from her physician concerning the specific accommodation for a condition related to pregnancy, childbirth, or a related medical condition recommended by the physician to the employee. To the extent permitted by law, the employee must provide a release from her healthcare provider upon returning to work.

Employees will be reinstated to the same or an equivalent position upon their return to work.

**Personnel and Wage Records Access**

In accordance with the rights and limitations provided by applicable state law, the Organization will provide an employee access to his or her personnel and/or wage records upon request. Any such request must in writing an submitted to [AskHR@embered.com](mailto:AskHR@embered.com).