



POLICY AND PROCEDURES

POLICY NAME: Sick Paid Time Off	EFFECTIVE DATE: 01/01/2025
POLICY NUMBER: HR- 217	REVISED DATE:

1. POLICY SUMMARY:

The Sick Paid Time Off Policy outlines the regulations and guidelines surrounding the use, accrual, rate per bi-weekly pay period, annual maximum accrual, and any allowable annual rollover. This policy is pursuant of all local leave laws within the USA, Canada, and Puerto Rico.

2. DEFINITIONS:

For purposes of this Policy:

- “Company” includes Pandora Jewelry LLC, as well as its subsidiaries, related and affiliated.
- “Accrual rate” means the number of hours of paid sick leave that an associate accumulates over a specified period and specified number of worked hours within the time period.
- “Max usage per year” is the maximum number of paid sick leave hours that an associate can use between January 1 and December 31 of each calendar year, provided the hours have been accrued and the associate is eligible to use them.
- “Annual Carryover” is any extension of an accrual. Carryover for paid sick leave is based on a calendar year.
- “Worked hours” is defined as the time when an associate is ‘clocked in’ or ‘checked in’ to legally and safely provide services as an employee of the Company in a Company – approved designated location under the direction of a Company manager and official Company position/job description.
- “Eligibility” is having the right to do or obtain something through satisfaction of the appropriate conditions.

3. GUIDELINES:

The Company reserves the right to administer the Sick Paid Time Off Policy as it deems necessary. Systems used to track associate paid sick leave are a close representation of accruals and balances, however the Company reserves the right to adjust and correct associate details based on user error, system error, system updates, and status changes.



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4. ELIGIBILITY AND HOURS:

Full-time and Part-time associates are eligible to utilize sick paid time off as defined in the Sick Paid Time Off Policy. Associates must be actively employed in the HR system of record as a full-time or part-time associate.

Part-Time employees will accrue 0.0334 hours for every hour worked. Accruals begin upon hire with unlimited rollovers from year to year. Employee balances will be forfeited upon termination.

Part-Time employees in British Columbia, Canada will receive 40 hours after the first 90 days of service with no rollover.

Part-Time employees in Quebec, Canada will receive 16 hours after the first 90 days of service with no rollover.

Full-Time employees will receive 80 hours at the beginning of the year (prorated upon hire) with unlimited rollovers from year to year. Employee balances will be forfeited upon termination.

Hire Date/New FT Status Date	Amount of Sick Time
1/1 through 6/30	80 hours
7/1 through 9/30	40 hours
10/1 through 11/30	20 hours
12/1 through EOY	0 hours

Full-Time employees in Puerto-Rico will accrue 3.699 hours every payroll, with a maximum rollover of 10 days from year to year.

5. USAGE

Hourly employees may take paid time off in one (1) hour increments.

An excessive number of paid sick days or hours may result in corrective or disciplinary action. Unplanned paid sick requests must be submitted in the applicable system immediately upon the associate's return to work. If an employee is unable to directly submit requests, their reporting manager may do so on their behalf.

Failure to accurately record all sick paid time off in the Company's applicable systems will result in corrective or disciplinary action.



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Sick paid time off absences will be monitored. An associate will be counseled when the frequency of absences adversely affects the operations of the department, division, or program. The manager (in conjunction with Human Resources) may request that the employee provide a statement from a healthcare provider concerning the justification for a paid sick absence.

Associates requesting time off under the sick paid time off policy should provide as much advance notice to their manager as possible, and associates who take more than three (3) days or three (3) shifts of leave consecutively will be required to provide appropriate documentation to Human Resources in support of the time taken (prior to their return to work). Documentation must be submitted via ZenDesk within 24-48 hours of receipt. Associates must notify their immediate manager each day/shift of being absent due to utilization of the sick paid time off. Employees are required to submit directly to Zendesk, managers are unable to submit on the employee's behalf. If the employee does not have access to ZenDesk, the employee must email NAMBenefits@pandora.net and NAMEmployeeRelations@pandora.net at their earlier convenience with appropriate information. The Benefits Team and Employee Relations Team will submit a ZenDesk ticket on behalf of the employee.

For additional information on the Sick Paid Time Off Policy as it relates to Leave of Absence, please review the Leave of Absence policy (USA and Puerto Rico only).

6. REASONS

Sick Paid Time Off may be used this time for an absence due to illness, injury, and/or medical appointments sustained by the employee or an immediate family member. Paid sick leave does not take the place of any qualified paid time for jury duty, bereavement leave, military leave, or workers' compensation.

Sick Paid Time Off may also be used for associates who are the victims of domestic violence, sexual assault, or stalking, in harmonization which may allow for other paid leave assistance. For additional information on qualifying Sick Paid Time Off or Leave, please reference your Labor Law posters.

Sick Paid Time Off under this policy may run concurrently with leave taken under other applicable policies as well as local jurisdictions including leave taken pursuant to all other state-specific laws, or the Family and Medical Leave Act (FMLA) (USA Only). Pandora Jewelry, LLC complies with all laws under the Americans with Disabilities Act (ADA) (USA Only).

Immediate family member is defined as spouse, registered domestic partner (or legal equivalent), parent, legal guardian, child, child of a registered domestic partner (or equivalent), sibling,



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brother/sister-in-law, parent-in-law, son/daughter-in-law, stepchild, stepparent, grandparent, or grandchild, or as per local jurisdiction.

7. PAY

Sick Paid Time Off is paid at the associate's straight time regular rate of hourly pay, as designated in the HR system of record at the time the paid sick leave is taken. Paid sick leave is not part of any overtime calculation.

8. TRANSFERS

Actively employed associates who transfer into or out of a part-time position (as designated in the HR system of record) or into or out of a full-time position (as designated in the HR system of record) may or may not be eligible for any paid sick leave accrued balance transfer to any applicable HR system of records in accordance with all local, state, and US Territory law regarding the applicable paid sick leave under this policy.

9. LEAVE OF ABSENCE – PART TIME EMPLOYEES

If a part-time associate is out on an approved leave of absence, the associate's paid sick leave accruals will stop during the length of absence. Paid sick leave accruals will start again upon the associate's return. The Company reserves the right to remove and adjust any accrued paid sick leave time due to any leave of absence taken without approval or applicable status notation within the applicable HR system of record.

10. SEPERATION OF EMPLOYMENT

Employees may not use any Paid Time Off (Sick, Vacation, Personal, Birthday, Celebration) after providing notice of resignation. Associates who leave the Company, whether voluntarily or involuntarily, will not be paid for any unused, accrued paid sick leave. The Company will make a deduction from an associate's final pay upon voluntary or involuntary separation to recover any negative paid sick leave balance when the associate has used more paid sick leave hours than have been accrued.

11. POLICY CONTACT INFORMATION

NAME	CONTACT
Employee Relations Department	NAMEmployeeRelations@pandora.net
Benefits Department	NAMBenefits@pandora.net



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