



TESTAROSSA

WINERY

Effective 4/1/2020-12/31/2020

Families First Coronavirus Response Act Emergency Sick Leave Policy

Testarossa Winery provides eligible employees with emergency paid sick leave under certain conditions.

Eligibility

All employees are eligible for emergency paid sick leave.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or work from home) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been told to self-quarantine because you have COVID-19, may have COVID-19, or are particularly vulnerable to COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual who has been ordered or advised to quarantine by a government agency or health care provider;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Duration

Employees are entitled to:

- **Full-time employees** are eligible for 80 hours of leave.
- **Part-time employees** are eligible for the number of hours they work, on average, over a two-week period.

Compensation

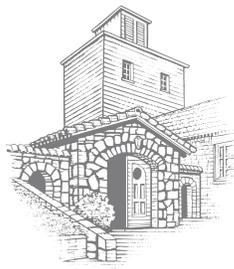
Leave will be paid at an employee's regular rate of pay, subject to a limit of \$511 per day and \$5,110 in total, when leave is taken for reasons 1, 2, or 3.

Leave will be paid at 2/3 of an employee's regular rate of pay, subject to a limit of \$200 per day and \$2,000 in total, when leave is taken for reasons 4, 5, or 6.

Leave Rules

You may elect to use emergency paid sick leave before using any other accrued paid leave.

Leave provided by the Company before April 1, 2020 will not count against your Families First Coronavirus Response Act (FFCRA) leave.



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Emergency paid sick leave cannot be carried over after December 31, 2020.

Requesting Leave

If you need to take emergency paid sick leave, please submit an inquiry using the “Ask Here” feature in Paycom for approval prior to submitting a Request for Time Off to ensure the most appropriate type of paid time off is used for your absence. Normal call-in procedures apply to all absences from work.

Retaliation

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Potential Exemption

Testarossa Winery, as a small business with fewer than 50 employees, may need to deny otherwise qualifying leave under this policy if granting such leave would jeopardize the viability of the Company’s business as an ongoing concern. The Company is exempt from the requirement of providing expanded family and medical leave when:

- Such leave would cause the Company’s expenses and financial obligations to exceed available business revenue and cause the Company to cease operating at a minimal capacity;
- The absence of the employee or employees requesting such leave would pose a substantial risk to the financial health or operational capacity of the Company because of their specialized skills, knowledge of the business, or responsibilities; or
- The Company cannot find enough other workers who are able, willing, and qualified and who will be available at the time and place needed, to perform the labor or services the employee or employees requesting leave provide, and these labor and services are needed for the small employer to operate at a minimum capacity.

Expiration

This policy expires on December 31, 2020.

Documentation

Employees should fill out the leave request form using the COVID-19 Emergency Sick Leave Request in the “Ask Here” section of Paycom ESS.