

Announcement from Human Resources

Distributed to employees in Long Beach, California, and their managers

June 3, 2020

Learn how the Long Beach Paid Supplemental Sick Leave Ordinance affects you

On May 19, 2020, the Long Beach Paid Supplemental Sick Leave Ordinance took effect, allowing eligible employees who work in the city of Long Beach, California, to take supplemental paid sick leave in specific instances described below. Employees employed by Wells Fargo who perform work within the geographic boundaries of the city of Long Beach and are unable to work remotely are eligible for this time away, provided their annual [Paid Time Off](#) allowance does not exceed 160 hours.

Eligible employees who work 40 or more hours per week or are classified as regular are entitled to up to 80 hours of supplemental paid sick leave. Eligible part-time and flexible employees are entitled to supplemental paid sick leave hours equal to the total number of hours worked on average over a two-week period. (**Note:** This calculation is made using the average number of hours the employee worked per day during the six months immediately preceding May 19, 2020.) This supplemental paid sick leave is in addition to accrued paid time off (PTO) and paid sick time available in Time Tracker and can currently be taken through August 17, 2020 (although that date may be extended).

Note: This entitlement is offset by any use of the Public Health time away codes by an employee since March 4, 2020. For example, if a regular employee has already entered in 40 hours of paid time away using the **Public Health – School/Day Care Closing** code, then he or she would only be entitled to 40 or more hours of supplemental leave under the Long Beach Paid Supplemental Sick Leave Ordinance. Once an employee uses their allotment of supplemental leave under this Ordinance, they may still be eligible for time away using the Public Health time away codes in accordance with Wells Fargo's general COVID-19 guidance.

Use the Public Health Time Tracker codes

Eligible employees should use the appropriate Public Health Time Tracker code when needing to take this time away. Supplemental paid sick leave can be taken by eligible employees who are unable to work (or telework) for the purposes stated below:

- Self-isolating or self-quarantining by federal, state, or local order due to COVID-19 or caring for someone who is quarantined or isolated due to COVID-19 — Use **Public Health – Quarantine** code

- Self-isolating or self-quarantining as advised by a health-care provider due to COVID-19 or caring for someone who is so advised by a health care provider — Use **Public Health – Quarantine** code
- Experiencing symptoms of COVID-19 and seeking a medical diagnosis — Use **Public Health – Quarantine** code
- Providing care for a minor child whose school, place of care, or care provider is closed or unavailable because of COVID-19 and unable to secure a reasonable alternative caregiver — Use **Public Health – School/Day Closing** code

Recording supplemental paid sick leave

The supplemental paid sick leave described above is tracked in Time Tracker using the designated **Nonroutine Time Away** codes noted below.

- **Public Health – Quarantine**
- **Public Health – School/Day Care Closing**

For more information

If you have questions, please contact your manager. Managers should reference the [Time Tracker Manager User Guide \(PDF, 1.2MB\)](#) for instructions on how to run a Time Tracker report (page 19) or adjust nonexempt employee timesheets (pages 11 – 12), if needed. For additional inquiries related to COVID-19 time away, managers may call Team Member Care at 1-877-HRWELLS (1-877-479-3557), option 8.



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