

Announcement from Human Resources

Distributed to employees in Los Angeles, California, and their managers

May 12, 2020

Learn how the Supplemental Paid Sick Leave Order affects you

On April 10, 2020, the Supplemental Paid Sick Leave Order took effect, allowing eligible employees who work in Los Angeles, California, to take supplemental paid sick leave in specific instances described below. Employees employed by Wells Fargo from February 3, 2020, through March 4, 2020, who normally perform work in Los Angeles or who are working remotely from Los Angeles 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 in four consecutive weeks between February 3, 2020, and March 4, 2020, divided by two. This supplemental paid sick leave is in addition to accrued paid time off (PTO) and paid sick time available in Time Tracker and can be taken up to two weeks after the expiration of the COVID-19 local emergency period. (The Safer at Home Emergency order is in effect through May 15, 2020, but may be extended. Go to the [City of Los Angeles website](#)* for the most recent information on the status of the order.)

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 more hours of supplemental leave under the Los Angeles Supplemental Paid Sick Leave Order. Once an employee uses their allotment of supplemental leave under this Order, 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:

- Self-isolating or self-quarantining due to COVID-19 infection or as required or recommended by a public health official or health care provider — Use **Public Health – Quarantine** code
- At least 65 years old or has a health condition such as heart disease, asthma, lung disease, diabetes, kidney disease, or weakened immune system — Use **Public Health – Quarantine** code

- Caring for a family member who is not sick, but is self-isolating or self-quarantining as required or recommended by public health officials or health care providers — Use **Public Health – Quarantine** code
- Providing care for a family member whose senior care provider or whose school or child care provider (children under 18) closes in response to a public health or other public official's recommendation. *This only applies to an employee who is 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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