



Name: LUIS ZUHIGA

Taborca ID: AB475

Date of Hire: 07/13/18

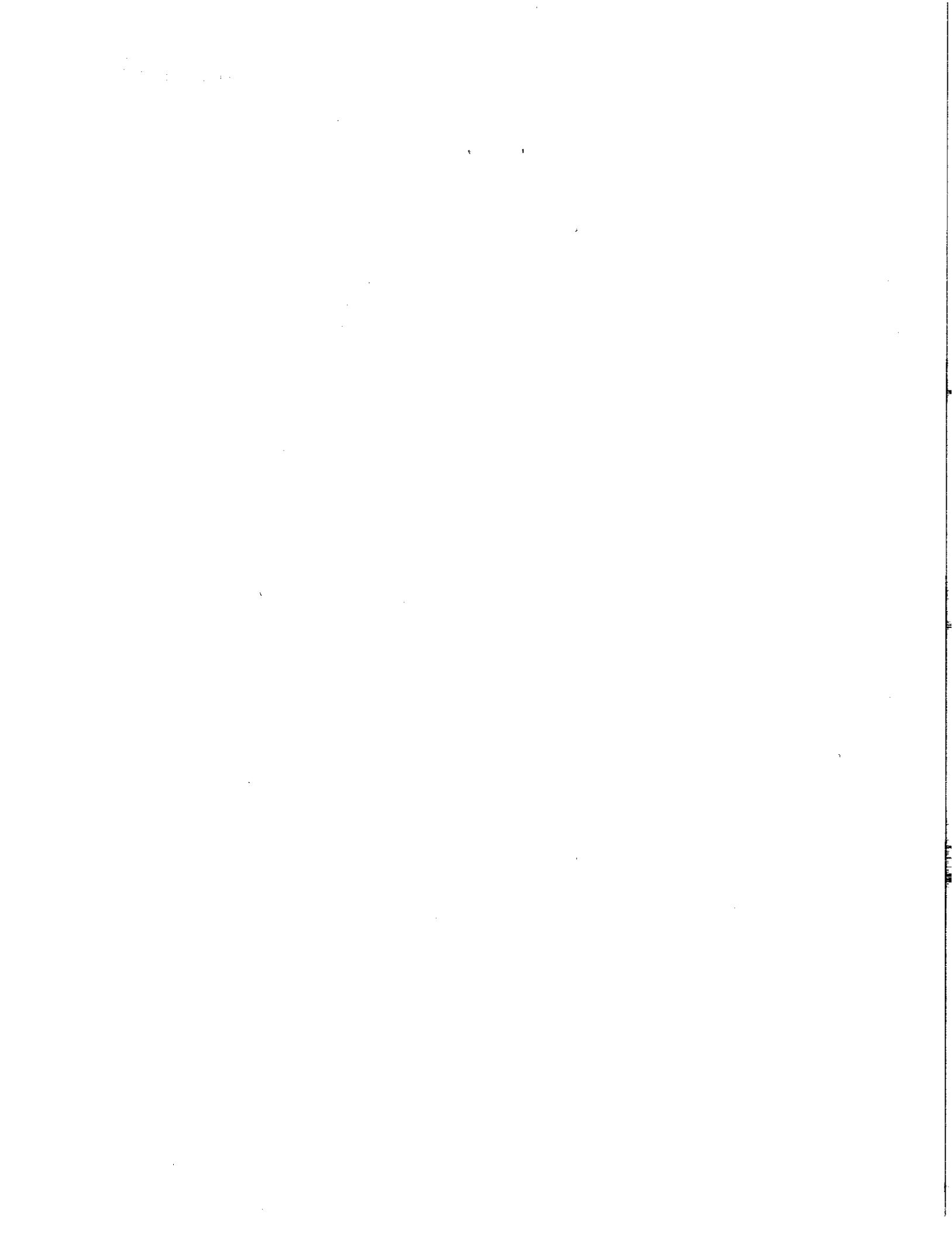
Date of Re-Act:   /  /  

#### New employee set up

- o E-verify
- o Hire Right EE
- o Hire Right Internal (upload any list A docs)
- o Direct Deposit (Scan to Payroll) and/or Global Cash Card – complete the form & have EE sign
- o Notice to Employee Completed
- o Added to Orientation Time Sheet
- o Attended New Hire Orientation
- o Background Check (Asurint)
- o New Hire List (All fields)
- o Check Taborca Profile (All fields)
- o Upload Resume and Skills Tests (one doc)
- o Upload Food Handler's Card

#### Re Act employee set up (See Re Act Process for more detail)

- o File and I9 pulled (new one created/done in Hire Right if old ones are gone)
- o Re Act onboarding if initially hired before 1/1/16
- o Check W4
- o Check all demographic info and availability
- o Check for skills tests, app, FHC, and resume (get new app, new resume if hired more than 1 year ago)
- o Complete Notice to Employee with updated pay if necessary
- o Verify pay option and take steps to Re Act any old pay options still current
- o Run new BGC if more than 1 year since last shift worked
- o New orientation/place on time sheet if it's been over a year since last shift
- o New Hire List (all fields)
- o Delete employee from the INA/TER spreadsheet if they are on it



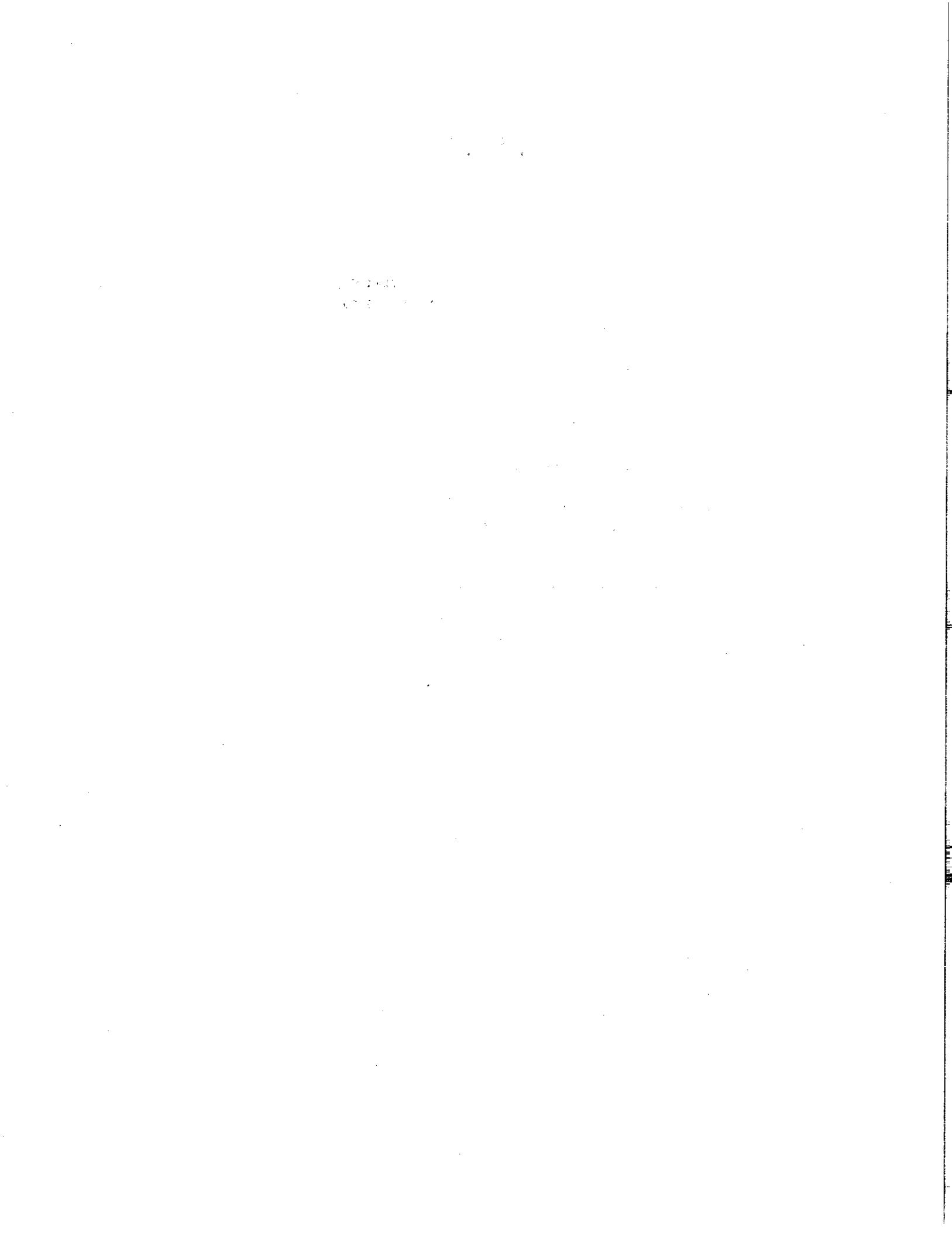
# Interview Note Sheet

<b>Applicant Information</b>	
Name: <u>Luis Zuniga</u>	Interviewer: <u>Alma</u>
Date: <u>09/13/2018</u>	Rate of Pay:
Position(s) Applied for: <u>prep / Line</u>	Referred by:

<b>Test Scores</b>					
Server	/35	%	Bartender	/30	%
Prep Cook	/15	%	Barista	/10	%
Grill Cook	/40	%	Cashier	/10	%
Dishwasher	/10	%	Housekeeping	/16	%

Full-Time  
 Part-Time

<b>Relevant Experience &amp; Summary of Strengths</b>															
<u>Knife Skills</u> currently doing Janitorial 7pm - 11pm Sun - Thurs - in SJ			<u>Total of</u> _____ in Food Service												
<u>Cuisines</u> Apple thru Adecco ~ 1 year temp → perm - @ Apple for 1 year (line cook)			Taiwai Bay catering ~ 2 years - prep cook - serving												
<u>Stations:</u> Testarossa ~ 1 year Bar Back cold prep - cheese platters busser/berning			TAIWAI Bay catering ~ 2 years - prep cook - serving												
<u>P.O.S. Experience:</u> Y / N details: _____ <u>FFC</u>															
<b>Transportation</b> <input checked="" type="checkbox"/> Car      Public Transit      Carpool ( Rider / Driver )															
<b>Regions Available to work:</b> <table style="width: 100%; text-align: center;"> <tr> <td>SF City</td> <td>SF North</td> <td>SF Peninsula</td> <td>East Bay</td> <td>Outer East Bay</td> </tr> <tr> <td><input checked="" type="checkbox"/> San Jose</td> <td><input checked="" type="checkbox"/> South San Jose</td> <td><input checked="" type="checkbox"/> SJ Peninsula</td> <td></td> <td></td> </tr> </table>						SF City	SF North	SF Peninsula	East Bay	Outer East Bay	<input checked="" type="checkbox"/> San Jose	<input checked="" type="checkbox"/> South San Jose	<input checked="" type="checkbox"/> SJ Peninsula		
SF City	SF North	SF Peninsula	East Bay	Outer East Bay											
<input checked="" type="checkbox"/> San Jose	<input checked="" type="checkbox"/> South San Jose	<input checked="" type="checkbox"/> SJ Peninsula													
<b>Certifications (if any)</b> TiPS      Serv-Safe      LEAD      Other <u>FFC</u> Will Submit															
<b>Availability</b> Open <input checked="" type="checkbox"/> AM only      PM only      Weekdays only      Weekends only <u>events</u>															
<b>Details:</b>															
<b>Uniforms Owned:</b>															
Bistro	Black Bistro	Tuxedo	1/2 Tuxedo	Black Vest	Long Black Tie										
Chef Coat	Chef Pants	Knives	Black Pants	Non-Slip Shoes	Bow Tie										
Other: _____															
Would you recommend this applicant for Acrobat Academy?			Convention Candidate?		Other Languages Spoken:										



3917 Trimar Ct. San Jose, CA 95111 (408)921-7692 Luis\_Zuniga30@yahoo.com  
**Luis Zuniga**

**Objective** To obtain a new opportunity where I can maintain a welcoming work environment, meet everyday goals, and/ or serve customers, and clients with my professional customer service experience.

**Skills**

- Bilingual: English- Spanish
- Leadership
- Self-motivated
- Critical thinking
- Physical stamina
- Team worker
- People person
- Great chopping skills
- Love to cook
- Eager to learn

**Work Experience**

March 2016 – September 2018 Apple Cafe Cupertino, CA

*Lead Cook*

- Maintaining an inviting entrance and warmly greeted all the customers
- Prepped and cooked a variety of foods; Latin, Asian, Indian, Italian, Grill
- Prepare menu's a month in advance and ordered products
- Lead my own station and prep cook
- Clean, polish, sanitize and maintain store up to Health Inspection standards

August 2014- December 2015 Testarossa Winery Los Gatos, CA

*Food runner/Busser*

- Maintaining an inviting entrance and warmly greeted all the customers
- Managed guest relations and answered questions about menu and beverage items
- Provide outstanding customer service in fast paced atmosphere
- Monitor food distribution, ensuring that meals are delivered to the correct recipients
- Prepare food items, such as appetizer platters and salads
- Work well with people ranging in diverse ages
- Restock inventory and set up displays
- Clean, polish, sanitize and maintain store up to Health Inspection standards

June 2012- August 2014 Talula Bay Catering Los Gatos, CA

*Waiter*

- Maintaining an inviting entrance and warmly greeted all the customers
- Managed guest relations and answered questions about menu and beverage items
- Planned, organized, and supervised promotional and public relations event
- Provide outstanding customer service in fast paced atmosphere
- Monitor food distribution, ensuring that meals are delivered to the correct recipients
- Prepare food items, such as appetizer platters and salads
- Work well with people ranging in diverse ages
- Restock inventory and set up displays
- Clean, polish, sanitize and maintain store up to Health Inspection standards

**Education**

2017 HS Diploma

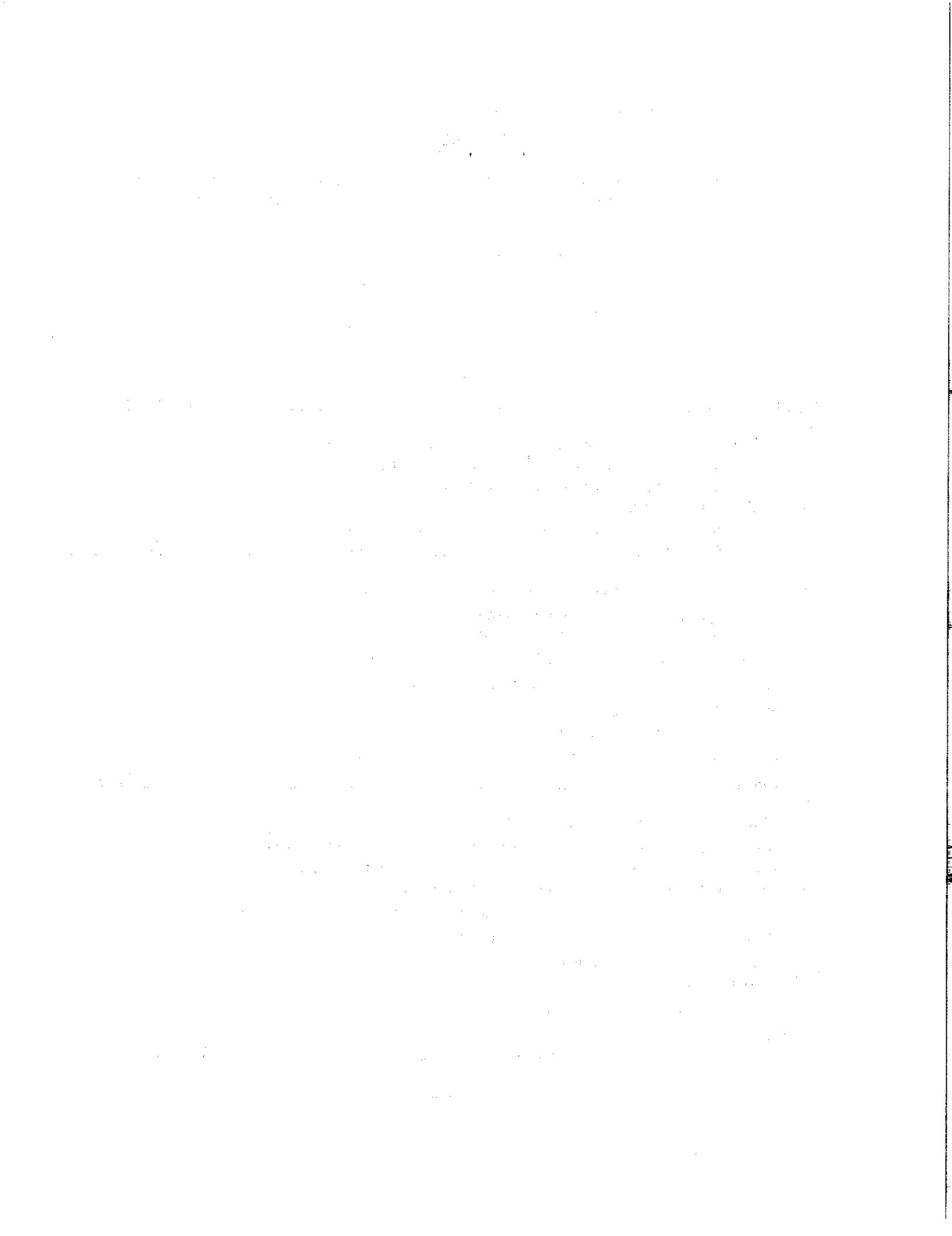
San Jose Conservation Corps

San Jose, CA

**Certified**

Food Handler's Card

Expires 01/16/2019



## Employment Application

Acrobat Outsourcing is an equal opportunity employer dedicated to non-discrimination in all employment practices. Acrobat Outsourcing selects the best qualified individual for the job based on job-related qualifications regardless of race, age (40+), color, religion, gender, national origin, ancestry, marital status, sexual orientation, disability or any other status protected by applicable law.

### PLEASE PRINT

Full Name Luis Zuniga Date: 9-13-18  
 Home Telephone (   ) Other Telephone (408) 921-7692  
 Present Address 3917 Trimar Ct San Jose Ca. 95111  
 Permanent Address, if different from present address: \_\_\_\_\_  
 Email Address Luis.Zuniga@yahoo.com

### EMPLOYMENT DESIRED

Position applying for: Line Cook Salary desired \$19.50  
 Are you currently registered with any staffing and/or employment agencies? If so, please list \_\_\_\_\_

Are you applying for: Full-time work? Yes  No  Part-time work? Yes  No

Temporary work, e.g., summer or holiday work? Yes  No  From: \_\_\_\_\_ To: \_\_\_\_\_

How did you find out about our open position? (Please check fill in proper name of source):

Referral  Name of Referral Juan Pena Newspaper  Job Fair  Agency  Company Website

Other Web Posting  Other Source

Could you work overtime, if necessary? Yes  No  If hired, on what date could you start working? 9-14-18

**Please keep in mind that schedules and shifts may vary depending on position and season. Additionally, the hours may vary from week to week, depending on the company needs. Please list only the times/days you're available to work below.**

SPECIFY HOURS <u>AVAILABLE</u> <u>DAILY</u>	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM	<input checked="" type="checkbox"/>	7:00					<input checked="" type="checkbox"/>
PM	<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>

Do you have any vacations or extended leaves planned in the next 12 months? If so, please list dates: \_\_\_\_\_

### PERSONAL INFORMATION

Have you ever applied to or worked for Acrobat Outsourcing before? Yes  No  If yes, when? \_\_\_\_\_

Do you have friends or relatives working for Acrobat Outsourcing? Yes  No  If yes, please state name and relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work? Yes  No

If hired, can you present evidence of your legal right to live and work in this country? Yes  No

State age if you are under 18 \_\_\_\_\_. If you are under 18, hire is subject to verification that you are of minimum legal age to work.

Are you able to perform the essential functions of the job for which you are applying? Yes  No

# Acrobat

outsourcing  
Your Hospitality Staffing Professionals

If no, describe the functions that cannot be performed. (Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

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Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

## EDUCATION & SKILLS

NAME OF SCHOOL	CITY & STATE	GRADE OR DEGREE COMPLETED	DID YOU GRADUATE?
San Jose Conservation Corps.	San Jose ca.	High School	Yes.
Do you have any special licenses, certificates or special training? If so please list under "Special".		YES	NO
Are you computer literate? If so, list software knowledge under "Special."		YES	NO
Are you proficient with Point of Sales Systems? If, so please list which ones under "Special."		YES	NO
Do you have any other experience, training, qualifications or special skills, which you feel make you especially suited for work at Acrobat Outsourcing? If so, please list under "Special."		YES	NO
Special:			

## EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for unemployment periods of three months or more.

Are you currently employed? Yes  No  If so, may we contact your current employer? Yes  No

Name and Address of Employer Talula Bay Catering

Type of Business Catering Telephone No. (    ) Supervisor's Name Sara

Your Position and Duties Server, Busser, Prep food

Dates of Employment: From 06-12 To 08-14 Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: Better opportunities.

Name and Address of Employer Testarossa Winery

Type of Business Winery Telephone No. (    ) Supervisor's Name Julie

Your Position and Duties Warter, Foodrunner, Busser, Line Cook,

Dates of Employment: From 08-14 To 12-15 Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: left to mexico

Name and Address of Employer apple

# Acrobat

outsourcing

Your Hospitality Staffing Professionals

Type of Business Cafe Telephone No. (    )    Supervisor's Name Erik

Your Position and Duties Lead cook, prep food, R-took charge of a station, Run my team  
prep menus 4 weeks in advance

Dates of Employment: From 3-16 To 9-18 Weekly Pay: Starting \$14.00 Ending \$18.50

Reason for Leaving: was looking for more room to grow.

Name and Address of Employer \_\_\_\_\_

Type of Business \_\_\_\_\_ Telephone No. (    )    Supervisor's Name \_\_\_\_\_

Your Position and Duties \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Weekly Pay: Starting \_\_\_\_\_ Ending \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been fired from any previous place of employment? If so, please explain: No

## MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes    No   

If so, describe: \_\_\_\_\_

## JOB RELATED REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name: Juan Perez Telephone No. (669) 738-0389

Address \_\_\_\_\_

Occupation: Lead Cook Relationship: Coworker Number of Years Acquainted: 1 yr

Name: Ruben Telephone No. (408) 724-7125

Address \_\_\_\_\_

Occupation: Manager Relationship: Coworker Number of Years Acquainted: 1 yr

Name: Nick Sparks Telephone No. (408) 316-9276

Address \_\_\_\_\_

Occupation: Lead Relationship: Coworker Number of Years Acquainted: \_\_\_\_\_

**Please Read Carefully, Initial Each Paragraph and Sign Below**

*l3* I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

*l3* I hereby authorize Acrobat Outsourcing to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

*l3* I hereby authorize Acrobat Outsourcing and its authorized representatives to solicit information regarding my background, which may include but not be limited to, information about my employment, education, and/or criminal history, which may be in the files of any federal, state, or local criminal justice and law enforcement agency and general public records history.

*l3* I understand that if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 form in this regard within three days of my hire date.

*l3* Acrobat Outsourcing is an at-will employer. I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, with or without cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

I hereby acknowledge that I have read and understand the above statements.

Applicant's Signature l3 3mrgm

Date 9-13-18

Multiple Choice (1 point each)

C 1) A gallon is equal to \_\_\_\_\_ ounces

- a. 56
- b. 145
- c. 32
- d. 128

A 2) Mesclun are what type of vegetable?

- a. Roots
- b. Beans
- c. Salad Greens
- d. Spices

B 3) What does the term braise mean?

- a. Sear quickly on both sides
- b. Slowly cook in covered pan with little liquid
- c. Cook on high heat and quickly
- d. Slowly cook in simmering water

B 4) At what internal temperature must chicken be cooked so that it is safe to eat?

- a. 155 degrees F
- b. 165 degrees F
- c. 175 degrees F
- d. 185 degrees F

A 5) How do you blanche vegetables?

- a. Immerse for a short time in boiling water
- b. Cook lightly in butter over med heat
- c. Soak in cold water overnight
- d. Rub with salt before cooking

A 6) Which of the following ingredients would you pack before measuring?

- a. Olive Oil
- b. Salt
- c. Brown Sugar
- d. White Sugar

B 7) What is Al Dente?

- a. Firm but not hard
- b. Soft to the touch
- c. Very hard
- d. Very soft

A 8) Food should be left out no more than

- a. 2 hours
- b. 3 hours
- c. 4 hours
- d. 5 hours

5

c 9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

c 10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

B 11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

d 12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- d. Mince, dice, chop

B 13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

d 14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

b 15) Which spoon is used to remove fat from soups and stews?

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

b 16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

A 17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

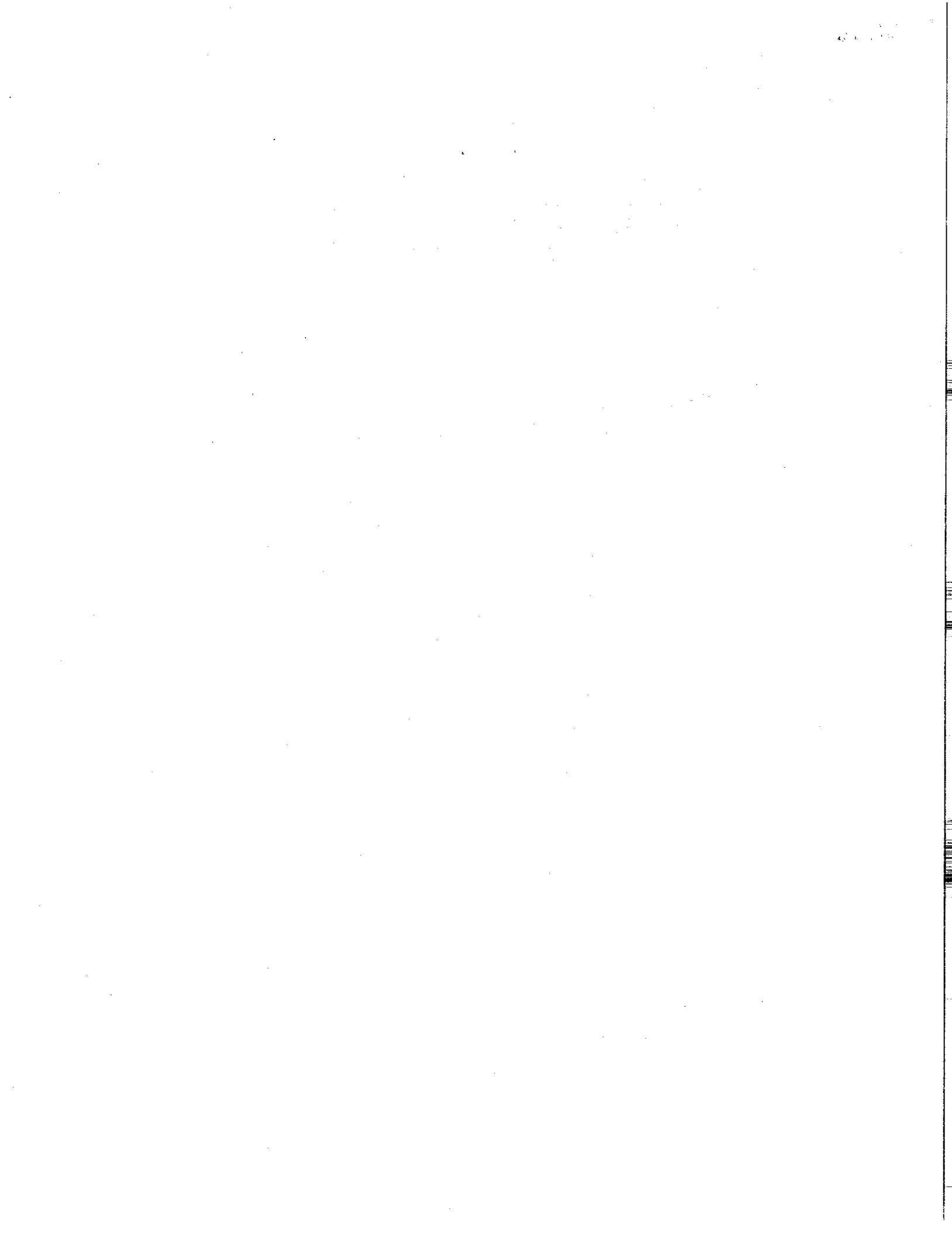
       18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.

20) Chop : to cut into very small pieces when uniformity of size and shape is not important.



## Grill Cooks Test

27  
Score / 40  
-13

Multiple Choice Test (1 point each)

A 1) How much time should you take to wash your hands with soap?

- a) 1 minute
- b) 20 seconds
- c) Time does not matter, water temperature does
- d) 5 minutes

C 2) The recommended temperature for your refrigerator is...

- a) 45°F
- b) 50°F
- c) 40°F
- d) 20°F

A 3) Food handlers must always wash their hands

- a) Before starting work
- b) Switching between handling raw and ready-to-eat food
- c) After going to the restrooms
- d) All of the above

C 4) The most important reason for having food handlers wear hair restraints is to

- a) Prevent food from getting into food handlers' hair
- b) Prevent food handlers from contaminating their hands by touching their hair
- c) Keep the food handlers' hair in place
- d) None of the above

C 5) Which of these conditions requires immediate corrective action?

- a) Packaged food items are stored at least 6 inches above the floor
- b) Ice is being used to cool beef stew in a shallow pan
- c) Raw meats are stored on a shelf above ready-to-eat egg salad in the walk-in cooler
- d) Raw fish is stored above raw chicken in the walk-in freezer

C 6) Bacteria grow best in the temperature "danger zone" which includes temperatures between?

- a) 0°F and 100°F
- b) 32°F and 220°F
- c) 41°F and 135°F
- d) 39°F and 178°F

A 7) After cutting raw chicken, what should be done before the cutting board is used for slicing onions for salad?

- a) Clean the cutting board with a wet wiping cloth
- b) Turn the board over and use the other side
- c) Rinse the board with running water
- d) Wash, rinse, and sanitize the board prior to slicing the onions

A 8) Which of the following is NOT an approved method to thaw potentially hazardous foods?

- a) In a microwave oven
- b) During the cooking process
- c) Under cool running water
- d) On a clean counter, at room temperature

A 9) Wiping cloths stored submerged in a bucket of sanitizing solution are for:

- a) Wiping spills only
- b) Washing hands if the hand sinks are too far away
- c) Sanitizing the blade of utensils such as knives
- d) Maintaining moisture on the wiping cloth

**Grill Cooks Test**

E

10) Food-handling gloves must be changed frequently and also:

- a) After handling garbage
- b) After every break
- c) After picking things up off the floor
- d) Between handling raw and cooked foods
- e) All of the above

C

11) A Julienne is:

- a) to cut food into 1 inch X 1 inch cubes
- b) A cooking method using high heat
- c) To cut food into 1/8 X 1/8 slices
- d) A rough cutting method producing oblong shapes

C

12) A gallon is equal to \_\_\_\_\_ ounces

- a) 56
- b) 145
- c) 32
- d) 128

B

13) How many cups are in a quart?

- a) 2
- b) 4
- c) 6
- d) 8

A

14) A Chiffonade is:

- a) To slice an herb or leafy vegetable into thin ribbons
- b) To de bone a fish
- c) Another name for parchment paper
- d) To cook food in liquid, or at just below the boiling point

B

15) Potentially hazardous hot foods must be maintained at an internal temperature of \_\_\_\_\_ or higher to be safe

- a) 145° F
- b) 135° F
- c) 160° F
- d) 180° F

C

16) Which of the following explains the process of poaching?

- a) Poke poultry on the thickest part in order to make sure it's tender
- b) To cook food in an oven that has reached 350° F
- c) Cook gently in water that is hot but not boiling (160°-180°)
- d) Submerge protein in boiling liquid to speed cooking time

C

17) If a recipe calls for 16oz of mirepoix, how many ounces of onion, celery, and carrots do you need?

- a) 8 oz of celery, 4 oz of onion, 4 oz of carrot
- b) 4 oz of celery, 8 oz of carrot, 4 oz of onion
- c) 4 oz of celery, 8 oz of onion, 4 oz of carrot
- d) 2 oz of celery, 10 oz of carrot, 2 oz of onion

C

18) Which of the following best describes braising?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- c) Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

**Grill Cooks Test**

C 19) Which of the following best describes the process of Caramelization?

- a) To cook quickly in a pan on top of the stove until food is browned
- b) Process through which natural sugars in food become browned and flavorful while cooking
- C Cooking method by which food is browned in fat, then cooked, tightly covered, in liquid at low heat
- d) To plunge food into boiling water briefly, then into cold water to stop the cooking process

C 20) What temperature should chicken be cooked to?

- a) 145°F
- b) 155°F
- C 165°F
- d) 175°F

C 21) What temperature should ALL ground meat be cooked to?

- a) 145°F
- b) 155°F
- C 165°F
- d) 175°F

A 22) What temperature should fish be cooked to?

- A 145°F
- b) 155°F
- c) 165°F
- d) 175°F

23) What is a roux and what is it used for? (2 points)

Flour, Butter mixed ~~and~~  
to make a sauce thick

24) What is the process of making clarified butter, and why is clarified butter used? (3 points)

Cook down till fat comes out.

25) What are the 5 mother sauces? (5 points)

- 1.
- 2.
- 3.
- 4.
- 5.

26) What does it mean to season a grill and why is this process important? (3 points)

Oil it before using  
Keep all flavor together and make food taste better

27) What are the ingredients in Hollandaise sauce? (5 points)

Egg, vinegar, butter, salt, pepper.



NOTICE TO EMPLOYEE  
Labor Code section 2810.5

EMPLOYEE

Employee Name: WIS Zuhiga  
Start Date: 09/13/2018

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])?  Yes  No

Other Names Hiring Employer is "doing business as" (if applicable):

Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:

665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: Acrobat Outsourcing San Jose

Physical Address of Main Office: 1585 1st Alameda, San Jose, CA 95126

Mailing Address: Same

Telephone Number: 408-483-4271

WAGE INFORMATION

Rate(s) of Pay: \$17 Overtime Rate(s) of Pay: \$25.50

Rate by (check box):  Hour  Shift  Day  Week  Salary  Piece rate  Commission

Other (provide specifics): prep / line

Does a written agreement exist providing the rate(s) of pay? (check box)  Yes  No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement?  Yes  No

Allowances, if any, claimed as part of minimum wage (Including meal or lodging allowances):

N/A

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

Insurance Carrier's Name: Intego USA Inc. dba Intego Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY, 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: \_\_\_\_\_

#### PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
  1. requesting or using accrued sick days;
  2. attempting to exercise the right to use accrued paid sick days;
  3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
  4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: (Check one box)

1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.

2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.

3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.

4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): \_\_\_\_\_

#### ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Alison Cheung

(PRINT NAME of Employer representative)

Luci Fung

(PRINT NAME of Employee)

(SIGNATURE of Employer Representative)

(SIGNATURE of Employee)

09/13/2016

9-13-16

(Date)

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.



