



## Disability and Paid Family Leave - How do I Get Paid?

The document addresses frequently asked questions regarding your pay and commissions while on disability and/or family leave from Proven Recruiting.

1. **Base salary/wage and draw** - You will be paid through your last day of work in accordance with Proven's regular payroll schedule.
2. **Commission and bonuses** – Legally, Proven is required to pay you all commissions/bonuses earned in accordance with our regular payroll schedule. However, this means that you could be receiving payments during your leave, and it may impact the paid benefits that you receive from the state/insurance company. For further options, please discuss with Christine Hummell.
3. **Paid benefit from California or Proven's disability insurance carrier** – It is your responsibility to apply for these benefits before you go out on leave, or as soon as possible after. Contact Christine Hummell for information on how to apply. Generally, you will receive a portion of your base salary/wage up to a maximum cap.
4. **Rules of engagement for production employees:**
  - Full credit for all Candidates/Jobs in the loop (no further interviews, preps, debriefs and/or references are required), and that close within 30 days. (i.e. 50% for Candidate side, 50% for Client side or 25% in the case of Transition Accounts). Employee taking leave of absence will provide list of Candidates or current/active Job Orders to manager prior to taking leave
  - 1/2 credit for Candidates/Jobs in process (there has been a submittal and interview complete, but no offer or close, and additional work is required), and the deal still closes within 30 days. (i.e. 25% for Candidate side, 25% for Client side or 12.5% for Transition Accounts). Employee taking leave of absence will provide a list of Candidates and/or Job Orders for this bucket.
  - 10% credit for Candidates/Clients represented by employee taking leave of absence but for whom the team thinks of, pitches, presents, prep, debrief and close while employee is on leave. Note that Proven's standard rules of engagement apply with regard to ownership and the duration for which the employee would receive credit.
  - All Candidates/Clients revert to employee on leave upon return.
  - Existing Consultants and Clients with Consultants on assignment will be turned over to a Recruiter and/or BD/AM on the team to manage while employee is on leave of absence. 10% of the split will be given to Recruiter taking over the consultant and 10% to the BD /AM taking over and managing the assignment. Consultants, full commission splits and all active Client/Job Orders will revert back to employee on leave upon return to work.
    - No Candidate or Client GP will be reassigned if no consultant or client care is required during the period of leave.
  - Managers will earn commissions on personal production as noted above, not stipends. Management bonuses may be earned, unless the work to earn the bonus was assigned to or performed by someone else during the period of leave.
  - Amounts earned/accrued during leave will be paid out on normal commission schedule once they have returned to work.