

## Sick Leave

The Company allows employees up to five days (40 hours) of paid sick leave per year, accrued at a rate of one hour of paid sick leave earned for every 30 hours worked, in accordance with all applicable state laws. The company will advance regular, full-time employees with 40 hours on the first day of the benefit year (Jan 1) for use throughout the calendar year. Employees who begin employment during the benefit year will begin to accrue on their first day of employment and can begin using earned sick leave after 120 calendar days of employment. Part-time employees will not be advanced sick time and will earn 1 hour of paid sick leave for every 30 hours worked up to a maximum of 40 hours per year.

The following provisions apply:

- Employees must contact his/her immediate supervisor when he/she cannot report to work, preferably at least 30 minutes prior to their scheduled start time so that necessary arrangements may be made to redistribute work.
- Sick leave days may be used to care for their own, or a family member's, physical or mental health or injury.
- Sick leave days may also be used to attend a child's school-related meeting, conference, or event or take care of children when school or childcare is closed due to an epidemic or public health emergency.
- If the need is foreseeable, employees are expected to provide up to seven days' advance notice of their intention to use earned sick leave. If the need is unforeseeable, employees are expected to provide notice as soon as is practical, ideally no later than 30 minutes before the scheduled start time.
- Foreseeable earned sick leave may be limited during high-volume periods or special events which will be posted each calendar year.
- Employees may be required to provide reasonable documentation if they use more than three consecutive workdays as earned sick leave or where the employee's need for earned sick leave is not foreseeable and is being sought for use during high volume periods or special events.
- There is no carryover of unused sick time into the next calendar year.
- Paid sick time will not be considered as time worked for the purpose of computing overtime.