

SICK TIME

In order to provide income continuation to employees who may be absent due to personal or family illness, the Company provides paid sick time to eligible employees. If a personal illness occurs which extends beyond five working days, Human Resources should be notified immediately for information regarding Short Term Disability (STD) benefits. All work-related illnesses or injuries are covered under the Company's Worker's Compensation Plan.

Eligibility:

All regular full-time employees will be granted sick time on an as needed basis.

All interns, temporary, and part-time employees will be granted no more than 40 hours of sick time per calendar year.

Provisions:

Abuses of this benefit will be addressed on an individual basis as needed. It is the responsibility of individual department management to contact Human Resources for guidance on addressing abuse of this benefit which could impact an employee's continued employment.

The Company may require a medical note from any employee who is away from work:

(a) more than 3 days or (b) for any length of time at the manager's discretion.

Absences in excess of 5 consecutive days will be covered under the Short Term Disability (STD) Plan. Human Resources will provide management and the employee with a schedule of the Short Term Disability benefits.

Requesting and Recording Sick Time

- Employees must provide notice to their Manager in accordance with the Company's attendance policy
- All sick time must be recorded