

SICK LEAVE POLICY **(Sample)**

Full-Time Employees

On July 1, 2015, employees are granted three (3) days or 24 hours up front on July 1, 2015. This supersedes our existing policy. A lump sum of three (3) days or 24 hours will appear on everyone's pay stub. There is no carryover of unused time from year to year and full-time employees start fresh each year.

The next year, commencing January 1, 2016 and thereafter all full time employees are granted a lump sum of six (6) days or 48 hours on January 1 of each year¹. There is no carryover of unused time from year to year.

Part-Time/Temp Employees

On July 1, 2015, employees are granted three (3) days or 24 hours up front on July 1, 2015. This supersedes our existing policy. A lump sum of three (3) days or 24 hours will appear on everyone's pay stub. There is no carryover of unused time from year to year, part time/temp time employees start fresh each year.

The next year, commencing January 1, 2016 and thereafter all part time/temp time employees are granted a lump sum of three (3) days or 24 hours on January 1 of each year. There is no carryover of unused time from year to year.

Use of Sick Time (All Employees)

To be eligible to receive earned sick leave for time taken off due to illness employees are required to call in to their supervisor at least one-half (1/2) hour before their scheduled starting time. Employees are entitled to use paid sick time starting on their 90th day of employment for their own illness, to care for an ill family member, or for court dates, medical treatment or counseling or safety planning if they are victims of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, spouse's or registered domestic partner's parent, registered domestic partner, grandparent, grandchild, and sibling.

Unused sick time accrued will not be made payable to employees upon leaving the service of the Company, regardless of the reason for termination. Payment for sick days is not considered as time worked in the computation of overtime.

Employees will generally be required to submit a certification from their treating licensed medical care practitioner upon returning to work after an absence of three (3) consecutive days or more. Employees will be required to provide a release from their medical care practitioner to return to work if the employee is hospitalized for 24 hours or more or for outpatient surgery.

Earned and unused vacation leave may be applied toward sick leave if the employee so chooses. However, unused and accrued sick leave may not be transferred to an employee's vacation leave.

¹ Six (6) days or 48 hours is beyond the statutory requirement.