

SICK PAY POLICY

The goal of our sick pay policy is for all employees to be eligible to receive pay for 40 hours per pay period. It will be implemented as follows:

Employees are granted up to 56 hours of sick pay each year.

Sick pay is only meant to supplement an employee's pay up to 40 hours. If an employee physically works more than 40 hours in 1 pay period, sick pay would not apply.

Sick pay hours do not roll over and do not accrue.

Payment of sick pay is contingent upon presentation of a doctor's excuse.

The number of hours of sick pay will be determined by adding the total hours worked during the pay period, (regular, commute and overtime) and subtracting this total from 40 hours. For example:

If an employee worked 30 hours during the pay period, he could receive 10 hours of sick pay.

If an employee worked 36 hours during the pay period, he could receive 4 hours of sick pay.

If an employee works 41 hours during the pay period, he could not receive any sick pay.

If a family member of the employee – spouse or children – is hospitalized, the employee may use sick time for the time the family member is in the hospital. That is subject to having sick hours accrued and the 40 hour rule (above) still applies. Employee must provide proof of the hospitalization.

Sign _____ Date _____

Witness _____ Date _____