

Personal/Sick Leave

Personal/sick leave may be used for the following:

- Care for your family member who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis, or care or preventative medical care;
- Medical and dental appointments for yourself or family members;
- A personal illness;
- Personal business that cannot be tended to outside of work hours, e.g., a house closing; or
- To address the psychological, physical, or legal effects of domestic violence.

You are not required to give any specific reason for using your personal/sick time.

The Company will provide one hour of personal/sick leave for every 30 hours worked. You begin accruing personal/sick leave starting with your date of hire, but you are not entitled to use personal/sick leave until the 90th calendar day following commencement of your employment. On and after this 90-day period, you may use personal/sick leave as it accrues.

You may carry over up to 40 hours of personal/sick leave to the next year, but may not use more than 40 hours in a year.

Notification Procedures

When the use of personal/sick leave is foreseeable, please attempt to make a good faith effort to provide notice of this need in advance of the use.

In some instances, the Company may require certain documentation. Please note that excessive absenteeism or tardiness can result in discipline, up to and including discharge.

