

Thank you for visiting our site.

**We strive to provide solutions for your business needs
and appreciate the opportunity of assisting your
organization.**

Note to Consumer:

This Document is furnished with the express understanding that businessolver.com is not engaged in rendering legal, accounting or other professional services or advice. While this Document is designed to provide accurate information in regard to the subject matter covered, the accuracy or fitness for a particular situation is not guaranteed. Laws and regulations vary among jurisdictions, and may change or be subject to differing interpretations. As with any legal matter, common sense should be used in determining whether you need the assistance of an attorney or other competent professional for your particular situation. By using this Document, you are acting as your own attorney. It would be advisable and prudent to examine the laws of your state before using this Document. Even if you are completely satisfied with this Document, we encourage you to have your attorney review it to determine whether there is something unique about your particular situation, which may suggest that some modification or different approach be undertaken. Your nonexclusive, nontransferable license to use this Document includes the right for your legal counsel to use and modify this Document solely for your own use. Please keep in mind that under the Terms & Conditions found at the businessolver.com website, which are applicable to this Document, businessolver.com does not and shall not have liability or responsibility to any person, including yourself, for any loss or damage caused or alleged to be caused by the use of this Document in a particular transaction.

SICK TIME POLICY (ACCRUED METHOD)

The Company provides employees with paid sick time to be utilized for the following events;

- For the birth, adoption, or placement of a foster child;
- When an employee must care for a family member (spouse, son, daughter, or parent) with an illness; or
- When an employee is unable to work because of their own illness.

The Company's plan is designed to provide some accumulation of sick time to be used in the event of more extended illnesses.

Eligibility:

All full time non-exempt employees begin accumulating sick time after the successful completion of their introductory period.

Sick Time Schedule:

Years of Service	Credit Rate Per Pay Period	Maximum Annual (Jan. - Dec.) Accumulation	Total Maximum Accumulation
90 days - 1 year	0.55 days	10 days	
1 - 4 years	0.416 days	10 days	20 days
5 + years	0.83 days	20 days	40 days

Note: Employees crediting rate will increase on January 1 of the year in which they celebrate their 5th anniversary of employment with the Company.

Guidelines for Sick Time:

- Sick time is not additional vacation time and should only be utilized for the events outlined in this policy.
- The Company reserves the right to request certification satisfactory to the Company, regarding an employee's illness or the illness of a family member whenever the employee is accessing sick time for these events.
- Employees must provide the Company with a fitness to return to work slip in cases where the employees is away from work for five (5) or more consecutive days because of their own illness.
- Employees requesting leave under the Family and Medical Leave Act must exhaust all available sick time before entering unpaid status. The sick time will be counted against the 12 weeks available under the act.

Sick Time Policy (Accrued Method) (Continued)

- Upon termination of employment, an employee will not be paid for any credited but unused sick time. Additionally, should an employee leave who has utilized more sick time than they have been credited with, he/she will be responsible for reimbursement to the Company.