

# Sick Time Policy

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| Issued On:<br>Effective date: | 3/18/2026<br>3/18/2026           |
| Supersedes:                   | All policies prior to March 2026 |

## 1. Purpose:

We value the hard work of our employees and recognize the importance of rest, recovery, and personal well being. This policy supports your health and work life balance by providing paid sick time that can be used for illness, personal matters, or other eligible reasons.

## 2. Scope:

This policy applies to all employees eligible to accrue paid sick time, in accordance with applicable state and federal laws.

## 3. Policy Statement:

Employees accrue paid sick time at a rate of one hour for every 30 hours worked, up to a maximum accrual of 40 hours per calendar year. Employees may accrue and maintain a maximum sick time balance of 40 hours. Once an employee's sick time balance reaches 40 hours, additional sick time will not accrue until the balance falls below the cap.

Employees may begin using accrued sick time after completing 90 days of employment. Sick time accrued during the first 90 days will become available for use beginning on the 91st day of employment.

Employees may use **up to 40 hours of paid sick time within a calendar year**. Sick time may not be used in excess of this annual usage limit. Employees may use up to eight hours of sick time per day, provided they have sufficient accrued sick time available. Sick time may not be used in excess of the employee's available balance. Requests exceeding the available balance will not be approved.

Sick time will be paid at the employee's base rate of pay and does not count toward the calculation of overtime. If the combined total of hours worked and sick time submitted in a workweek exceeds 40 hours, only the number of sick hours needed to bring the total to 40 will be paid. Any excess sick hours requested will be returned to the employee's sick time balance.

Unused sick time **will not be paid out upon termination of employment**, whether voluntary or involuntary.