



Sick Leave

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Purpose

In order to minimize the economic hardships that may result from an unexpected short illness or injury to an employee, the Beach Shops provides all employees with sick pay benefits for the actual illness or injury of an employee, and to care for the employee's spouse, registered domestic partner, parent, parent-in-law, or dependent child who is an employee.

Guidelines

1. Sick Leave Eligibility

- 1.1. For parttime employees (parttime regular, parttime temporary, and students)
 - 1.1.1. Parttime employees are eligible to receive 40 hours of paid sick leave beginning on January 1, 2024, or if hired after that date, on the first day of work.
- 1.2. For fulltime employees (salaried and hourly):
 - 1.2.1. All full-time employees are eligible to accrue paid sick leave hours beginning on their first day of employment or first day of fulltime status



2. Accrual

An employee may not use more sick hours than what is allowed, per the criteria below.

2.1. For part-time employees:

2.1.1. Part-time employees will receive 40 sick leave hours at the beginning of each 12 month period beginning on January 1, 2022 or if hired after that day, on the first day of work. The available hours will not



4.2. Other considerations:

4.2.1. If a part time employee leaves the Beach Shops and returns within 12-month period, the employee will keep the sick leave hours that had been accrued prior to the departure.

4.2.2. If a full-time employee leaves the Beach Shops and returns within 12-month period, the employee will keep the sick leave hours that had been accrued prior to the departure.

5. Usage

The employee must notify the employer in advance if the sick leave is planned, as may be the case with scheduled doctors' visits. If the need is unforeseeable, the employee needs to notify their manager or supervisor as soon as practical, as may occur in the case of unanticipated illness or a medical emergency.

5.1.1. All requests for paid sick leave must be made through ADP by the employee before the pay period in which they want to use the sick leave.

5.1.2. An authorized representative for each department will be responsible for reviewing and accepting and in some cases declining the use of sick hours as requested by an employee.

5.2 Employees with Sick Leave hours

5.2.1 Non-Exempt Employees:

No pay will be provided for missed shifts if the employee has yet to qualify for the sick leave hours or has exhausted their leave allowance.

5.2.2 Exempt Employees:

Salary deductions may be made for full absences when an exempt employee is absent for personal reasons or because of illness or injury if employee has yet to qualify for the sick leave hours or has exhausted their leave allowance.

5.3 Return to Work

5.3.1 A verification or release by a health care provider may be a condition of returning to work for some sick leave absences.

6. Corrective Action

6.1 Employees who abuse sick leave policies or misrepresent the reasons for using sick

