

## Sick Day Provisions for Personnel or Employee Manual or Handbook

### SICK DAYS

*Company* recognizes that inability to work because of illness or injury may cause economic hardship. *Company* also recognizes that employees may require time off to secure necessary treatment for disabilities. For these reasons, *Company* provides paid sick days to full-time regular employees. Eligible employees accrue sick days at the rate of **(e.g., one-half day per month to a maximum of six days)**

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per calendar year. Sick days may not be carried over from one calendar year to the next, and no payments are made for accrued unused sick days at the end of any calendar year or in the event of termination.

The procedure to follow when you are absent and other important guidelines are set forth in the discussion of *Absenteeism and Tardiness* earlier in this Handbook. Please familiarize yourself with these guidelines.