



SICK LEAVE POLICY

Compass recognizes the need for employees to take a few hours or days away from work from time to time if they are sick or to address medical needs for themselves or a family member.

For this purpose, regular full-time exempt and office non-exempt employees shall accrue paid sick / safe leave at a rate of 2.15 hours per pay period. Field non-exempt (hourly) employees shall accrue paid sick / safe leave at 1 hour for every 40 hours worked. Accrued sick / safe leave may be carried over to the following year to a maximum of:

- Field non-exempt, hourly employees: 56 hours
- Office/management exempt & non-exempt employees: 320 hours
(Extended paid time off for qualifying FMLA, etc. events, must be approved in advance by the Human Resources Manager and in some cases, by the President)

Sick leave can only be used for the following reasons:

- Your own illness, injury, medical or dental appointments
- Illness or injury to your children, spouse, registered domestic partner or parent
- Illness or injury to a grandparent, grandchild or sibling
- Death in your family
- Birth of a child to you or your spouse
- Religious observance required by your religion

Safe leave is to be used:

- For unforeseen childcare issues such as a school or child care center closure.
- To tend to legal issues related to domestic violence, sexual assault, or stalking.

Compass reserves the right to require a note/letter from a doctor verifying an employee absence from work for more than 3 days because of injury or illness for you or a family member.

Whenever possible, your supervisor must approve sick leave in advance. If you are not able to provide advance notice, you must notify your supervisor of your absence as soon as possible.

Sick leave is intended to provide security to you and your family in the event illness or injury prevents you from working or for the reasons set out above. It is not intended to be an additional entitlement of time off.

Sick and safe leave cannot be converted to cash or be used as vacation or holiday time.

You will not be paid for any unused sick leave when your employment terminates.