

Vacation and Sick Time Policies

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy:

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility, the employee is entitled to 5 (40 hours) vacation days each year, accrued bi-weekly at the rate of 1.54 hours, and is prorated according to your hire date.
- After 1 year of eligible service, the employee is entitled to 10 (80 hours) vacation days each year, accrued bi weekly at the rate of 3.08 hours.
- After 5 years of eligible service, the employee is entitled to 15 (120 hours) vacation days each year, accrued bi- weekly at the rate of 4.62 hours.

The length of eligible service is calculated on the basis of a "calendar year" that begins when the employee starts to earn vacation time on his or her first day of employment. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Paid vacation time can be used in minimum increments of one hour. To take vacation, employees should request advance approval from the Property Manager or direct supervisor. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

In the event that available vacation is not used by the end of the calendar year, employees may carry a maximum of 40 hours of unused time forward to the next calendar year and must be taken by March 30th or the balance will be forfeited.

If the total amount of unused vacation time reaches 5 days or 40 hours, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

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A maximum of 80 hours of vacation time may be paid upon voluntary resignation if the employee resigns in good standing. To be considered "in good standing", the employee must give a written two week notice of resignation, work the entire notice period (no sick or vacation time may be used during the notice period), and cannot have a written corrective action in the previous 90 days.

Vacation accruals will not be paid if employees do not provide a written notice of resignation, do not complete the notice as stated, have had a written warning in the previous 90 days or are terminated involuntarily for any reason.

Sick Time

Eligible employees will accrue sick leave benefits at the rate of 5 days per year (1.54 hours per pay-period). Sick leave benefits are calculated on the basis of a "calendar," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one hour. An eligible employee may only use sick leave benefits for an absence due to his or her own illness or injury.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

If your sick leave extends beyond available and accrued sick time and you are not eligible for Family

Medical Leave, your employment status will change to inactive effective the first non-paid day. You may then be eligible for re-hire provided there is an available position open, and you have provided a release from the attending physician.

A maximum of 5 unused sick leave days will be allowed to rollover to the next calendar year and must be used by March 30th or the balance will be forfeited. Further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

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Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees upon termination of employment for any reason unless required by state laws.

Acknowledgement of Understanding

I have read and agree to comply with the terms of this policy. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties. I also understand that any and all company data and/or equipment in my possession must be turned over to Physicals Plus Health & Wellness at separation of employment.

Print Name: _____ Date: _____

Signature: _____