



HANDBOOK AMENDMENT

DATED JANUARY 7TH 2022

Updated COVID SICK PAY POLICY- Any employee who gets sick with COVID shall be compensated the greater of the following policy: Federal Law, or Internal Company Policy.

Company policy regarding COVID sick pay is as follows:

Employees tenured 3 months or less – Not Eligible

Employees tenured 3 - 6 months – 15 Hours

Employees tenured 6-12 months – 25 Hours

Employees tenured 12+ months – 30 Hours

To be eligible the employee needs to submit a picture of the positive test on top of a piece of paper with their name and date handwritten.

To be continually eligible the employee needs to take a test every 5 days.