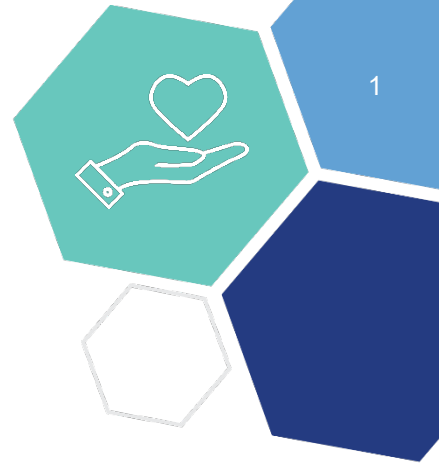


Sick/Personal Time and Short-Term Disability



- 80 hours of sick and personal time loaded each January
- 40 hours may roll over
 - Max 120 hours
- Used for illness, care for loved ones, or personal matters
- Illness or injury requiring Short Term Disability
 - One week of sick/personal time used for waiting period
 - Approved Short Term Disability claims are paid according to chart below

