



SICK PAY POLICY

The purpose of sick pay is to provide eligible team members with an income when they are unable to work due to illness or disability. The following will apply:

- A. The team member who will be absent for reasons of illness or disability must notify the department manager of the estimated periods of absence no later than the normal starting time.
- B. A doctor's excuse may be required upon return to work when the absence exceeds three days. The doctor's note should justify the absence and verify that the team member is fit to return to duty.
- C. Sick days may not be accumulated from one year to the next.
- D. When team members are absent due to prolonged illness, a leave of absence may be granted. See *Leaves of Absence* Section below for additional information.

**Illinois office team members are allowed to use their employer-provided sick days for absences due to an illness, injury or medical appointment of the team member's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent on the same terms a team member may use the time for his/her own illness/injury.*

Salaried Team Members

Exempt team members are allowed a maximum of six (6) paid days, which are made available in each calendar year, and the following will apply:

Team members with less than one year of service as of January 1 will receive one-half sick day per month worked, with perfect attendance, retroactive to the first month of employment.

Hourly Team Members

Non-exempt team members have the opportunity to earn a maximum of five (5) paid days, which are made available in each calendar year, and the following will apply:

- A. Team members will receive .76 hours of sick pay per one week worked, with perfect attendance, within the current calendar year.
- B. Each team member will be paid at the end of the year for unused sick days. The prorated formula of .76 hours for each one week worked, with perfect attendance, will apply. It will be paid at their current hourly rate. This amount, plus the sick days already taken, is not to exceed the maximum of five (5) sick days allowed.

Leaves of Absence

All leaves of absence are unpaid. However, at a minimum, and unless prohibited by law, team members are required to use all but five (5) total days of their earned and unused sick and vacation time during unpaid leave periods (during which team members are not receiving supplemental wage income from short-term disability or workers' compensation benefits.) Sick time will be exhausted first, followed by vacation.

When a team member requires a medical leave of absence, the team member must present to the manager a doctor's statement with the following:

- A. Diagnosis
- B. Initial Treatment Date
- C. First Day of Leave
- D. Expected Date of Return

This must be done immediately upon notification from your doctor. A doctor's release is required prior to return to work. If a team member requires an extension of a medical leave of absence beyond the doctor's anticipated return to work date, an additional doctor's statement will be required prior to the expiration of the current leave. In no event may a team member return to work without a doctor's release. Chicago Tube and Iron will reserve the same or similar position with like compensation for individuals returning within 90 days. Beyond ninety (90) days voids the reservation of same or similar position with like compensation, and placement will be on an availability basis only, for individuals returning within six (6) months.

Chicago Tube and Iron will grant approved leave in accordance with all current Federal, State and local laws (as applicable) of the state in which the division is located.

Team members at some company locations may be eligible for benefits under the Federal Family and Medical Leave Act. An outline of the policy and procedures is found in the Team Member Handbook.

**CTI complies with all state and local leave laws and regulations.*