



PAID SICK LEAVE POLICY

Intent

A workforce is the greatest asset for a business, and paid sick leave helps maintain healthy, efficient workplaces for all. The purpose of the Paid Sick Leave Policy is to establish guidelines and expectations for employees who require time off due to illness or medical reasons. The Authentic T-Shirt Company®/SanMar Canada (the Company) aims to support the well-being of our employees and promote a healthy work environment by providing five (5) paid sick days for eligible employees when they are unable to perform their job duties.

In the Paid Sick Leave Policy, you will find:

- Paid Sick Leave Eligibility
- Expectations and Reporting Procedures

Paid Sick Leave Eligibility

The Authentic T-Shirt Company®/SanMar Canada's Paid Sick Leave Policy applies to the following employees:

- Full-time
- Part-time
- Casual
- Temporary

To be eligible for paid sick leave a regular employee must:

- For **British Columbia:**
 - Have been employed for 90 calendar days
- For **Quebec:**
 - Have been employed for 90 calendar days
- For **Alberta:**
 - Have been employed for 90 calendar days
- For **Ontario:**
 - Have been employed for 14 calendar days

Expectations and Reporting Procedures

It is the responsibility of the employee to notify their manager of their absence as soon as possible, or a minimum of two (2) hours before their scheduled shift. Failure to do so may result in disciplinary action in accordance with The Authentic T-Shirt Company®/SanMar Canada's Attendance Management Policy.

This time limit may be waived if there are extenuating circumstances that prevent you from reporting within the given time period. It is your responsibility to take all appropriate measures to contact your manager before each missed shift in situations where you will be absent for multiple days.

All absences that are not communicated to your manager prior to your regularly scheduled start time may result in a no-call/no-show.

Please refer to the Attendance Management Policy for further information. In cases of extended absences exceeding five consecutive days, employees may be required to provide appropriate documentation, such as a medical certificate, to support the need for sick leave.

WORKER ACKNOWLEDGEMENT

I have read and agree to the above requirements, have had them read to me carefully, and have had the opportunity to seek further clarification with respect to the **Paid Sick Leave Policy** and its terms. I understand all of its rules, policies, terms & conditions and agree to abide by them and any amendments that may be issued.

Employee Name (Please Print)

Date

Employee Signature

Manager's Signature