

Paid Sick Leave - Hourly Staff

Purpose

As an additional benefit for The Authentic T-Shirt Company®/ SanMar Canada employees, permanent, hourly staff are provided paid time away from work due to unexpected illnesses and/or injury to focus on their health and recovery. Paid sick leave will accrue at the rate of 1 hour per pay period up to a maximum of 24 hours per calendar year. An employee will begin accruing sick leave on January 1st and must be used by December 31st. Accrued paid sick leave will not carry over to the next calendar year. Upon termination of the employee/employer relationship, regardless of reason, The Authentic T-Shirt Company®/SanMar Canada will not pay out the remaining balance of accrued sick time.

Scope

Eligible employees include all permanent full-time and part-time staff at all locations who receive an hourly wage for their services. New employees will accrue paid sick time, prorated for the first calendar year, effective their start date with The Authentic T-Shirt Company®/SanMar Canada, and will be eligible to use this benefit after the successful completion of the three month (90 day) probationary period.

This policy does not apply to salary employees, temporary or seasonal employment, consultants or contract workers.

Responsibilities and Procedures

It is the responsibility of the employee to notify their manager of their absence as soon as possible, or a minimum of one (1) hour 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 Program.