



Paid Sick Leave – Salary Staff

Policy Statement

Under the Washington State Department of Labor and Industries, Washington employers are required to provide their employees with paid sick leave. BBK Consulting Inc. (the Company) employees, salary staff are provided paid sick leave for time away from work due to unexpected illnesses and/or injury to focus on their health and recovery.

Purpose

The purpose of the policy is to outline the policies and procedures in place at BBK Consulting, Inc. with regard to paid sick leave.

Definition

Paid sick leave eligibility and accrual:

Eligible employees include all permanent full-time staff, who receive a salaried wage for their employment. This policy does not apply to hourly employees, consultants or contract workers. New employees will accrue paid sick time, effective their start date with BBK Consulting, Inc. and will be eligible to use this benefit after the successful completion of their probation.

Paid sick leave will accrue at the regular compensation rate of six (6) days per calendar year. Accrual is at the regular compensation rate of 1 hour for every 40 hours worked. Eligible employees are permitted to carry up to a maximum of unpaid accrued sick leave of five (5) days or less to the next calendar year.

Responsibility and Procedure for Calling in Sick

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 report the minimum required notice, may result in disciplinary action in accordance with BBK Consulting, Inc.'s Attendance Management Program.

If Employment Ends

If employment ends for any reason (whether ended by employee or employer), the employee will not be entitled to receive sick pay for unused, accrued sick time. If an employee is rehired within 12 months of separation, at the same or different business location of the employer, the employer must reinstate any unused accrued paid sick leave from the previous period of employment.

Employee Name

Date

Employee's Signature

Managers Signature