IDAHO

PAID SICK LEAVE BENEFIT

 (Idaho Only)

(Effective January 1, 2023)

**IMPORTANT NOTE:** The Company reserves the right to amend, modify, add or rescind this benefit in its sole discretion at any time and without notice to any person. It also reserves the right to not apply or to deviate from this policy in any situation at any time.

**Eligibility.**

Effective January 1, 2023, Leaders who work for the Company in the state of Idaho (Boise or Meridian as of the date hereof) accrue sick (safe) leave benefits under this policy.

Leaders are limited to the following: (A) Store Leader, (B) Assistant Store Leaders, (C) Chef Leader and (D) Brewery leaders. No Team Member accrues any right or benefit hereunder. No Leader or Team Member outside the state of Idaho accrues any right or benefit hereunder.

**Accrual and Use Generally**.

Leaders employed by the Company on January 1, 2023 begin to accrue sick leave on January 1, 2023 and may use accrued sick leave at any time thereafter. Leaders first employed after January 1, 2023 accrue sick leave beginning their first day of employment but may not use accrued sick leave during the first 90 calendar days of employment.

The sick leave accrual shall be based on all hours worked including straight-time and overtime hours, and does not include any time when they are not working such as vacation and time away from work under the FMLA. Store Leaders who are paid a salary who work full-time will be considered to have worked forty (40) eligible hours in each scheduled work week in which they work at least their normal work week and eligible hours do not include vacation time or unpaid absences such as time away from work under the FMLA. The sick leave accrual is pro-rated for part-time, exempt employees.

**Accrual/Carryovers**.

Leaders accrue, use, and carryover sick leave as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salary Leaders Sick Leave Accrued Per 40 Hours | Hourly Leaders – Sick Leave Accrued Per Hour | Maximum Annual Cap | Maximum Annual Sick Leave Use Allowed | Maximum Annual Sick Leave Carryover |
| 1.33 hours | 0.033 hour | 40 hours | 40 hours | 40 hours |

 Once a Leader uses the maximum amount of sick leave that is allowed to be used in any calendar year, the Leader may not use any additional sick leave that year. At the end of each calendar year, up to 40 hours of accrued but unused sick leave may be carried over to the next year. Accrued but unused sick leave is not paid upon termination, resignation, retirement or other separation from employment.

**Use of Sick Leave.**

Accrued sick leave must be used in increments of at least one (1) hour. Sick leave may be used for (A) the Leader’s own or any immediate family member’s non-serious illness or preventive health care (ex: doctor appointments); (B) absences resulting from workplace or school closures; and (C) reasons related to domestic violence, sexual assault or stalking that affects the Leader or the Leader’s family members.

**Notice Absences/Verification**.

Leaders who miss work for any reason to include any reason covered by this benefit are required to notify their Store Leader or another leader in the Company in accordance with normal policy for an absence from his/her shift. If the reason for sick leave is foreseeable, the Leader must notify his/her Store Leader ten (10) or more days in advance of the foreseeable absence by submitting the necessary request form (see below). If the leave was not foreseeable, Leaders must submit the request form as soon as practical but in no event later than ten (10) days after returning to work.

The Company reserves the right at its sole discretion to require documentation to support any request for sick leave.

**Sick Leave Request Form.**

Leaders must complete the Sick Leave Request form in its entirety to include the missed shifts and/or hours.  The form is located in the office in the restaurant. It is also available on Ram Academy. You must submit the Sick Leave Request form within ten (10) days of returning to work if you want to use your paid sick leave for your absence or your request may be denied.

**Misuse of Sick Leave**.

 Misuse of sick leave as provided in this policy is strictly prohibited. The Company reserves the right to investigate any alleged violation of this policy and Leaders are subject to discipline up to and including termination of employment.