

Leave Donation Program Statement of Policy

The Company has a leave donation program that is meant to assist employees who are suffering from a crisis event that has resulted in a need for additional time off in excess of their available sick or other paid time. The program allows eligible employees donate time from their available sick leave or vacation balance to their co-workers in accordance with the policy.

This policy is strictly voluntary. The policy does not guarantee any employee the right to extended leave beyond what is provided for by the company's stated policy and its legal obligations. Final approval of receipt of any sick leave or vacation donation and of the ability to donate accrued leave rests with the Managing Director, Human Resources.

Donations made under this policy shall be deemed equivalent one-hour increments and are not based on the job classification or salary of the donating employee or the recipient employee.

Eligibility to Donate

In order for you to donate sick leave or vacation to another employee you must:

- Be employed by the Company for one year
- Donate sick leave or vacation in units of one-hour increments
- Donate no more than 50 percent of his/her sick leave or vacation balance.
- You must maintain a minimum of 20 hours in your current balance after the donation.
- Not be currently on an approved leave of absence

Employees who donate leave are not permitted to exhaust their own sick leave or vacation balance because they may experience their own need for time off.

Guidelines for Receipt of Leave Donation

Employees who would like to receive donated time from co-workers, must have a crisis event as determined by Managing Director, Human Resources.

A crisis event includes circumstances such as the following:

- A catastrophic injury or illness of an employee or immediate family member.
- Death of an immediate family member.
- A crisis of a severe nature that directly affects the employee, such as a catastrophic casualty loss due to a natural disaster.

The donated time can only be used for time off related to the approved crisis event. Recipient employees must use their own available paid leave time prior to using any donated time.

Employees who receive donated time may receive no more than 480 hours (12 weeks) within a rolling 12-month period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the company's stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event, or whether the employee can receive donated sick time is within the discretion of the Company.

Any donated sick time that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

Procedure

Employees who wish to donate sick time or vacation hours to a co-worker must make a written request to the Managing Director, Human Resources who will confirm eligibility. Managing Director, Human Resources must approve the request. The identity of donors will remain confidential.

Donations under the program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.