



## Hourly sick pay for eligible hourly employees

Ben E. Keith's hourly sick pay provides hourly employees with coordinated income replacement benefits if a non-work-related illness or injury occurs.

### Who is eligible?

Full-time hourly employees are eligible for sick pay benefits. A newly hired employee becomes eligible on the first day of the month following 90 days of employment. Part-time and temporary employees who gain full-time employment will accrue sick pay benefits beginning the first day of the month following their change in employment status.

### How is sick leave accrued?

All eligible employees accrue ½ day of sick pay for each full month of service, up to a maximum of six days each calendar year. The dollar amount of sick pay is calculated using the 13-week average. All full and partial scheduled work days missed due to a qualifying illness or injury will be paid at 60% of the 13-week average calculation. Sick pay is not payable upon separation of employment, regardless of the reason.

### How sick pay works

The shortest increment of sick pay you can use is four hours (½ day) unless you are on intermittent Family and Medical Leave (FMLA). That means if you only miss two hours of work due to sickness, your sick pay accrual will be reduced by four hours – the minimum amount of sick pay available to you. Hourly employees are required to use sick pay during any unpaid portions of a job-protected medical leave of absence. You must use all of your sick pay before you can use your vacation pay for a qualifying absence.

### Requesting sick pay

You must notify your supervisor before your shift begins in order to use sick pay for a qualifying absence. Request time off, including sick leave, through Dayforce. Go to [dayforcehcm.com](http://dayforcehcm.com) > **Work** > **Time Away List** to request time off, including sick leave.

### Sick pay days versus vacation days

Sick pay is not intended to be used as additional vacation time or extending Company holidays. If an employee is absent from work the day before or after a vacation day or Company holiday, the day will be considered unexcused and will be unpaid. In addition, you may be asked to verify the reason for an absence.

### If you don't use all of your sick leave

You can carry over up to 14 unused sick leave days from one calendar year to the next.

### Hourly sick leave summary

Waiting period	Eligible the 1 <sup>st</sup> day of the month following 90 days of service
Accrual rate	½ day per month of service
Annual maximum	6 days
Maximum accrual	14 days
Carryover	Occurs on December 31
First 2 days of non-work-related illness or injury	Paid at 60%
After first 2 days of non-work-related illness or injury	Paid at 60%

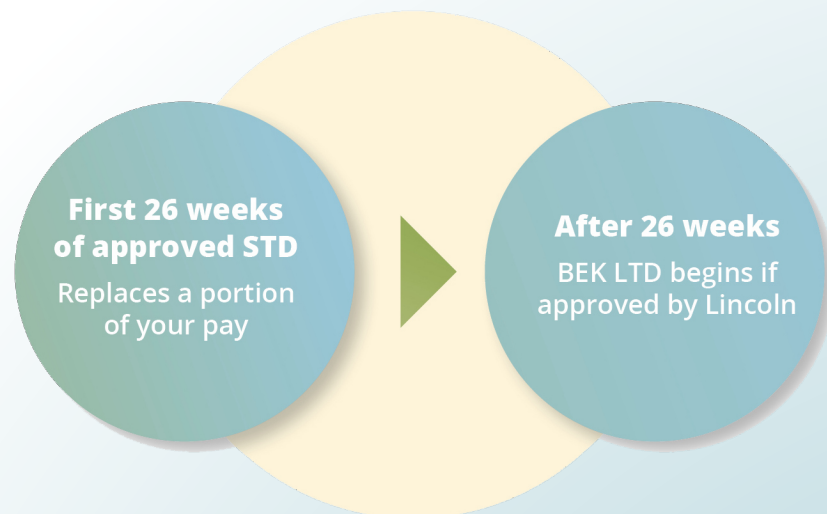


## When (and how) to contact Lincoln to request a leave due to a non-work-related illness or injury

All full-time Ben E. Keith employees automatically receive Company-paid short-term and long-term disability coverage on the first of the month following 60 days of employment. Both plans provide employees with income replacement if you become disabled and are unable to work because of a non-work-related illness or injury.

### How STD and LTD work together

Coverage for both disability plans begin once approved by Lincoln. Long-term disability is coordinated with other benefits you receive while disabled such as Social Security and Worker's Compensation. Hourly employee benefits are different than salaried benefits.



### What to do when you are absent from work

On day 1, inform your supervisor or manager, following the Company's absenteeism and call-in procedures. If more than three days, contact Lincoln:

- Call 1-888-408-7300
- Online at [mylincolnportal.com](https://mylincolnportal.com) using Company code **BEKCO** any time to file a claim

### Family Medical Leave (FMLA)

Contact Lincoln to learn if you qualify for Federal Medical Leave (FMLA) which provides job-protected, unpaid leave for certain family and serious medical conditions.