

Quilt Vacation and Sick Leave Policy

Vacation Leave: Vacation schedules are based on the January 1 – December 31st fiscal year and is accrued monthly from the date of employment and awarded on the last day of each month. Staff is allowed to accumulate vacation days and carry-over a certain percentage of accrued vacation days each year per the schedule below. Vacation leave must be approved in advance by the employee's manager. President and CEO of the corporation will receive the maximum number of vacation days the day employment begins.

Staff Vacation Accrual Schedule:

| Length of Employment | Accrual Rate | Max amount of annual accrual days allowed to carry-over to next year |
|-----------------------------|---|---|
| 0-2 years | 1 day/month | 50%=6 days vacation days maximum carry-over per year |
| 2-4 years | 1.5 days/month | 50%=9 days maximum carry-over per year |
| 4-8 years | 2 days/month | 60%=14 days maximum carry-over per year |
| 8+ years | 2 days/month plus 1 additional day for each year beyond 8 years | 75%=18 days maximum carry-over per year |

Sick Leave: Sick leave is accrued monthly from the date of employment and awarded on the last day of each month. Staff accumulates 1 sick day per month and is allowed to accumulate up to 30 days of sick leave. Terminating employees will not be paid for any accrued but unused sick leave. Planned sick leave must be requested in advance through an employee's manager. Unplanned sick leave should be reported to the manager as soon as an employee realizes he/she will be unable to report to work.

In the event an absence due to personal illness or illness of others exceeds five consecutive workdays, a doctor's note related to the illness is required. It is the responsibility of the employee in conjunction with the manager to ensure, where possible, that job performance is not materially impacted by absences.

Family Sick Leave: Eligible employees may take up to ten working days per calendar year to care for the illness of an immediate family member or upon the birth or adoption of an infant. These days are paid

and are not charged to any employee leave bank. You may be required to document that your presence is required to directly assist the ill family member. Exempt employees may not take partial days of Family Leave; non-exempt employees may take partial days of Family Leave.

Under The Quilt Family Sick Leave Policy, immediate family members are considered to be spouse, parents, children, siblings, grandparents, grandchildren, comparable step, foster and in-law relatives and significant others.

Family Death Leave: Family death leave is granted with pay for up to five working days per incident to arrange and/or attend a funeral after the death of an immediate family member. This leave is provided to eligible employees and is not deducted from any employee leave bank.

Under The Quilt Family Death Leave Policy, immediate family members are considered to be spouse, parents, children, siblings, grandparents, grandchildren, comparable step, foster and in-law relatives and significant others.

Holidays: Full time Quilt staff will be paid for holidays. The Quilt observes 10 federal holidays each year. These are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, Martin Luther King Day, Washington's Birthday, Columbus Day, Veteran's Day.