

2026 Sick Leave Policy

Overview

The Company's 2026 Sick Leave Policy provides clear guidelines for managing time off while supporting productivity, employee well-being, and client satisfaction. Employees are expected to follow all Company's policies and plan time off responsibly in coordination with their teams to maintain performance expectations and provide consistent service delivery.

Definitions on terms used in this policy:

- Full-time non-field employees are defined as those working 30 or more hours per week, not on-site at a client location (client and/or Company GRC) and/or not 100% 1-client dedicated.
- Full-time field employees are defined as those working 30 or more hours per week, on-site at a client location (client and/or Company GRC) and/or 100% 1-client dedicated.
- Hourly, non-exempt employees are employees who are paid for the hours worked based on an agreed upon hourly rate.
- Salaried employees are employees who are paid regularly based on an agreed upon salary.

This Sick Leave policy is effective January 1, 2026 and supersedes any Vacation, Sick Leave and Holiday policies that pre-dates this. Where state or local law provides additional rights (such as carryover, payment upon termination, usage caps, or notice requirements), Company complies with all provisions. Please see the state and/or local Sick Leave policies for your location for any further guidance.

Sick Leave Policy

All full-time non-field employees, full-time field employees, hourly, non-exempt employees and salaried employees are provided with a maximum of 40 hours of sick leave per year, front loaded at the start of each year unless otherwise required by local or state law.

Sick leave does not carry over year to year except where required by state and local law.

If an employee has used all available sick time, accrued vacation may be used to receive pay during additional absences, in line with applicable attendance and state policies. Sick leave cannot be borrowed or used in place of accrued vacation.

Any absence lasting three (3) or more consecutive days, a doctor's note will be required for return-to-work.

Company does not impose a waiting period for sick leave use.

State Specific Sick Leave:

Where state or local law provides additional rights (such as carryover, usage caps, or notice requirements), Company complies with all provisions. Please see state and local sick leave policies for further guidance.