



## Summary of 2018 Hourly Sick Pay for Eligible Hourly Employees

On January 1, 2018, Ben E. Keith's hourly sick pay will be modified to provide hourly employees with coordinated income replacement benefits whenever you have a non-work-related illness or injury.

### 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. Employees with more than 14 days of accrued sick pay on January 1, 2018, will retain their unused days. However, employees will not begin to accrue additional sick days until their unused accrual amount falls below 14 days. 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 (1/2 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 minimal amount of sick pay available to you. Hourly employees are required to use sick pay during any unpaid portions of a job-protected medical leaves 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. You must complete, sign and return a *Sick Pay Benefits Form* to your supervisor in order to receive sick pay. Your supervisor also must sign the form.

### 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

	Current policy	As of January 1, 2018
<b>Waiting period</b>	Eligible the first day of the month following 90 days of service	Eligible the first day of the month following 90 days of service
<b>Accrual rate</b>	½ day per month of service	½ day per month of service
<b>Annual maximum</b>	6 days	6 days
<b>Maximum accrual</b>	30 days	14 days
<b>Carryover</b>	Occurs on December 31	Occurs on December 31
<b>First 2 days of illness/injury (non-work-related only)</b>	Paid at 50%	Paid at 60%
<b>After first 2 days of illness/injury (non-work-related only)</b>	Paid at 75%	Paid at 60%

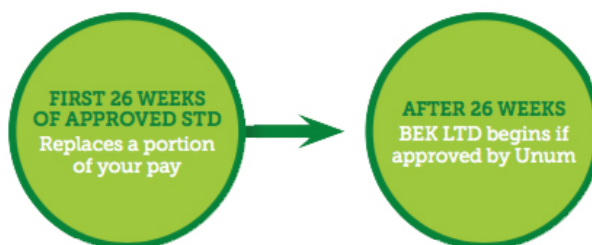


## When (and how) to contact Unum to request a leave *due to employee's non-work-related illness or injury*

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 90 days of service. 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 Unum. 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.
- *Contact Unum if more than 3 days:*
  - Call 1-866-779-1054, Monday – Friday, 7:00 a.m. to 7:00 p.m., Central time
  - [Go to unum.com/claims](http://unum.com/claims) anytime to file a claim online

### **Family Medical Leave (FMLA)**

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