FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

SICK LEAVE</td><td></td><td>POLICY NO: HR-033</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
SICK LEAVE HR03-450</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
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POLICY:
Family Visions Inc. permits certain legitimate absences from work to be compensated through accumulated sick credits to insure against an employee's loss of income due to medical reasons, which are not compensated in any other manner.

All permanent employees who have successfully completed their probationary period are entitled to use accumulated sick leave credits for their regular scheduled hours of work.

1. Earned sick leave entitlement will be granted by the Employer where an employee is unable to be at work and perform her/his regular duties as a result of illness or injury.
2. Following successful completion of their probationary period, employees will be credited with, and accumulate sick days from their first day of work.
3. A regular employee working thirty-five (35) hours or more per week will accumulate sick leave at the rate of one-half (1/2) day per bi-weekly period. A part time employee working more than twenty (20) and less than thirty-five (35) hours per week will accumulate sick leave at the rate of one-quarter (1/4) day per bi-weekly period.
4. Employees will accumulate unused sick leave to a maximum of seventy (70) days.
5. The Employer reserves the right to require a medical certificate from an employee before approving sick leave benefits. Medical certificates will not be unreasonably requested.
6. The Employer may require an employee to undergo a thorough medical examination from a duly qualified medical practitioner acceptable to the Employer as a condition of continuing employment. The results will be provided to Management and to the employee and treated as confidential. These examinations will only be requested with good cause and the cost will be paid by the Employer.
7. Employees returning to work after being on sick leave for more than thirty (30) days must provide a doctor's letter to the Employer two (2) weeks in advance of their return.
8. Employees who request to return to work before the specified date on the doctor's letter must give the Employer a letter at least two (2) weeks in advance from the doctor sating that the employee is well enough to return.

9. If an employee reports for work after a period of illness and has not given proper notification, they may be sent home with no pay until proper notification is received.
10. Family Leave: An employee may use their banked sick leave to take up to three (3) days of family related leave in each calendar year to attend to the medical needs of a child, spouse (including a common-law partner), parent or parent-in-law (including the parent of a common-law-partner), provided the employee has available sick days.