

PAID SICK LEAVE

Jordano’s is pleased to provide paid sick leave benefits to all employees to assist with temporary absences associated with one’s illness, the illnesses of family members or for the other reasons noted below.

You will be provided with a specified amount of paid sick leave on the date you commence employment with Jordano’s and again at the beginning of each ensuing calendar year during your employment with the Company. The amount of paid sick leave awarded at the time of hire and at the beginning of each ensuing calendar year will vary based on your job classification status in accordance with the following chart:

<u>Status</u>	<u>Annual Paid Sick leave Award</u>
<u>Full Time</u>	
• Exempt	96 hours
• Non-exempt	48 hours
<u>Part Time</u>	
<u>(based on normally scheduled hours/week)</u>	
• 30 up to 39 hours per week	48 hours
• 10-29 hours per week	24 hours

You may not use paid sick leave until you have completed 90 days of employment with Jordano’s. Thereafter, paid sick leave may be used upon oral or written request to your supervisor for any of the following reasons:

- The diagnosis, care, or treatment of an existing health condition, or preventive care for you or your family member (including dental care and treatment).
- If you are a victim of domestic violence, sexual assault, or stalking.

For purposes of this policy, “family member” means (1) your child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom you stand in loco parentis), regardless of age or dependency status, (2) your, or your spouse or registered domestic partner’s, biological, adoptive, or foster parent, stepparent, or legal guardian or a person who stood in loco parentis when you were a minor child, (3) your spouse or registered domestic partner, (4) your grandparent, (5) your grandchild, or (6) your sibling.

If the need for your paid sick leave is foreseeable, then you must provide reasonable advance notification of your request to use paid sick leave, and we ask that you try to schedule your absence in a manner that will mitigate your missed work and impact on operations (that is, trying to schedule appointments or similar absences at the beginning or end of the day). If the need for paid sick leave is unforeseeable, then you must provide notice of the need for the leave as soon as practicable.

Unused paid sick leave may not be carried over from one calendar year to the next for use under this policy. However, Jordano's will allow you to transfer at the end of a calendar year any such unused time to a special "extended illness pay" account for use in accordance with the Company's separate "Extended Illness Pay" policy (provided that if you were hired on or after July 1, 1997, you may not have more than 240 hours of time deposited/available for use under our Extended Leave Policy at any time). Further, as noted above, at the beginning of each calendar year you will again be front-loaded with your then-current annual amount of paid sick leave (based on the chart above) for your immediate use during the ensuing calendar year. You will not be paid for accrued but unused paid sick leave at the time your employment with Jordano's ends; however, if you are rehired within one year, the Company will reinstate the amount of unused paid sick leave you had under this policy at the time of your prior departure.

We will not discharge, threaten to discharge, demote, suspend, or in any manner discriminate against you for using or attempting to use awarded paid sick leave pursuant to this policy. If you feel you have been treated in a manner inconsistent with this policy, or if you experience any impediment to your permitted use of your awarded paid sick leave, please immediately contact Jordano's Human Resources Department.

EXTENDED ILLNESS PAY

As mentioned in our Paid Sick Leave policy, unused paid sick leave is not carried over from one calendar year to the next. Jordano's will, however, allow you to transfer your unused paid sick leave hours at the end of a calendar year to an extended illness account for use under this Extended Illness Pay policy. Notwithstanding the foregoing, if you were hired on or after July 1, 1997, the maximum hours you may have credited at any time for your use under this policy is 240 hours; if this cap is in place as of the end of a calendar year, then no unused paid sick leave time will be transferred that year.

The unused paid sick leave hours that have been transferred for your use under this policy may be used only if you are out on an otherwise Company-approved extended unpaid medical leave under (i) the Company's FMLA/CFRA medical leave policy, (ii) an approved ADA reasonable accommodation leave, or (iii) another company-approved medical leave.

If you wish to use the paid time available to you under this Extended Illness Policy you should contact the Human Resources Department. If you are an exempt employee, your Extended Illness Pay will be paid at your equivalent hourly rate (i.e., your base weekly salary divided by 40 hours); if you are a non-exempt employee your Extended Illness Pay will be paid at your base hourly rate; and if you are a commissioned employee, your Extended Illness Pay will be paid at your then-current base draw amount.

You will not be paid for unused Extended Illness Pay hours at the time your employment with Jordano's ends.