



BON VEGAN APPETIT
HOMEMADE • SAVORY • COMFORT
1- (877) 2VEGAN0 * 283-4260

Sick Leave Guidelines

Note that these guidelines apply as stated to the members of The Global Vegan LLC. Additional information is provided in the manual. Sick Days will be taken in no less than ½ day increments. Employees may use accumulated sick leave for the following purpose:

1. Absence due to personal illness (including illness related to pregnancy), injury, exposure to contagious disease which could be communicated in the workplace to other employees or pupils.
2. Absence due to childbirth (up to six (6) weeks from the date of birth - including holidays and vacation days - unless the employee provides documentation from a physician of continued personal illness).
3. Absence due to illness, injury or death in the employee's immediate family, (parents, spouse, children, or dependent relations residing in the same household prior to the illness/injury/death). Employees may use up to seven (7) days for bereavement for members of the immediate family. If more time is needed. The owner may extend the leave.
4. Absence due to serious illness, serious injury, or death of brothers, sisters, (great); grandparents, grandchildren, parents, son, daughter, brother - or sister-in-law. Serious in this instance meaning life-threatening. Absences shall be limited to seven days per serious illness/serious injury/death.
5. Absence due to serious illness, serious injury, or death of aunts, uncles. Nephews and nieces. Serious in this instance means life-threatening. Absence shall be limited to 1 day per serious illness/serious injury/death.
6. Employees may use 1 day of sick leave for the purpose of bereavement for family members other than members of the immediate family as defined above.

The use of sick leave under false pretenses or using sick leave for purposes not approved will be grounds for dismissal.

Employee

Date

Owner; Chef Marcus and/or Human Resources

Date

Homemade * Savory * Comfort * Organic * Local Farms * Clean Eating * All-Natural * NON-GMO * eco-friendly

Food Distributors: Ace Natural, Baldor Specialty Foods, Jamac Frozen Foods, Cream-O-Land, ecoQuality.INC, Amazon

city of Rahway, New Jersey 07065 * 1- (877) 2VEGAN0 (283-4260) * www.marcusefford.com