

Win-River Resort & Casino
Team Member Handbook
Section Six: Benefits

6.3 Paid Sick Leave

POLICY

The Resort & Casino provides a paid sick leave benefit to regular status team members in accordance with the following amounts:

Classification	Amount
Full-time team members	Forty (40) hours per year
Part-time team members	Twenty-four (24) hours per year

Paid sick leave is provided for the exclusive purpose of allowing team members to take time off for medical reasons. Team members can draw on paid sick leave when they are unable to report to work because they are:

- Caring for their own incapacitating illness or injury, including medically prescribed time off
- Caring for an ill spouse, domestic partner, parents, step-parents, siblings, children, step-children, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild
- Visiting a professional for a checkup or treatment. This includes approved professionals that are generally recognized providers of a health or wellness service. Examples include chiropractors, acupuncturists, counselors, and physical therapists

The Resort & Casino reserves the right to request proof of need for leave when necessary. The Team Member Relations Division will be responsible for answering questions and resolving issues related to this policy on a case-by-case basis to ensure unique circumstances are appropriately considered.

PROCEDURE

1. Team members accrue and are eligible to use paid sick leave hours from the first day of employment.
2. Paid sick leave hours accrue per pay period, up to a maximum amount of forty (40) hours for full-time team members, and up to a maximum amount of twenty-four (24) hours for part-time team members.
3. Generally, paid sick leave hours may be used in increments of one (1) hour or more at a time, may begin on any day during a week and be used within more than one (1) pay period.
4. It is the team member's responsibility to ensure leave time hours are available for requested time off.