

I. MEDICAL DISABILITY LEAVE OF ABSENCE

To assist employees during period of time when they may be required to be hospitalized, or are disabled for short periods of time because of illness or injury, the Company has instituted a medical leave of absence policy. A medical leave of absence is unpaid, except that an employee may use all accumulated vacation days during the period of the leave. During such leave; however, there is no accumulation of additional company paid benefits such as personal illness, family illness, funeral leave, holidays, etc.

In order to be eligible for a medical leave of absence, the employee must present a statement from a physician containing a diagnosis of the employee's condition and an estimate of the period of time off on disability. Due to the nature of the company's business, no medical leave of absence, for whatever reason, will be granted for more than 150 days. During the first six weeks of disability, an employee may return to work and be reinstated to his or her job. In cases where the leave extends beyond six weeks, it may not always be feasible to return an employee to his or her job. In such cases, an attempt will be made to find equivalent employment. An employee who cannot return within 150 days will be terminated. An employee terminated under this policy who recovers from their medical condition will be considered, upon application, for rehire. This consideration will be based upon the employee's work history and the Company's needs.