

REVISED SICK DAY POLICY



ATTENTION ALL EMPLOYEES

Please be advised that the company's sick day policy has changed. Beginning next fiscal quarter, all employees wishing to be excused from work due to illness must adhere to the guidelines below. Failure to do so may result in withheld salary, written reprimand and/or immediate dismissal.

1. All sick day requests must be submitted in writing no fewer than 72 hours before the onset of illness. Please note that multiple manager-conducted physical exams may be required to verify your alleged malady.
2. During sick days, employees must remain on-call, and may be required to report to work in case of fire drills.
3. When returning to work, please deposit your proof-of-illness stool sample in the resealable Parkay margarine tub located on the top shelf of the coffee nook.

Please make a note of these changes. 😊

-- Human Resources Department