POLICY

Full time employees of The GEO Group, Inc. (GEO) are eligible for various types of time off with pay. The Policy is intended to identify the categories of this time off and standardize procedures to administer them. Any questions regarding benefits should be directed to the facility Human Resources representative.

GEO reserves all rights, at any time, to change or modify Time Off With Pay benefits stated in this policy, without notice, as allowed by law or other agreement.

CATEGORY ONE - HOLIDAY PAY

Designation of Holidays:

Holidays are available to regular (not temporary), full-time employees. Based on operational needs, GEO employees may have the opportunity to observe holidays associated with one of three holiday plans:

1. **Holidays designated by client or other contractual agreement.** If the client contract or other agreement determines the holidays to be observed, the facility is obligated to observe them. (See Note 1)

2. **GEO facilities not having site specific requirements** or agreements will observe GEO recognized holidays. The currently recognized holidays are (actual holidays may vary slightly by facility if approved and budgeted):
   - New Year’s Day
   - Martin Luther King, Jr. Day
   - Presidents’ Day
   - Memorial Day
   - Independence Day
   - Labor Day
   - Veterans Day
   - Thanksgiving Day
   - Christmas Day
   - Personal Holidays (See Note 1)

3. **Corporate and Regional Offices** will observe the following holidays with additional or substituted holidays as determined annually by management:
   - New Year’s Day
   - Martin Luther King, Jr. Day
   - Presidents Day
   - Memorial Day
   - Veterans Day
   - Thanksgiving Day
   - Day after Thanksgiving
   - Christmas Eve
Independence Day  Christmas Day
Labor Day               New Year’s Eve
Columbus Day            Employee’s Birthday (See Note 2)

Note 1: A limited number of GEO employees (Director level or below in California and non-exempt employees covered under SCA, except BI) can receive an extra paid holiday for each half of the calendar year with a perfect attendance record. They can earn a day for the period between January 1st and June 30th and between July 1 and December 31. The day can then be used during the succeeding six (6) month period. Perfect attendance is defined as a six month period with no missed time for sickness or time unpaid. For the purpose of qualifying for this benefit, Scheduled PTO or Vacation days, Holidays, Jury Duty, required military training or Bereavement Leave will be considered days worked. The following disqualifies an employee from a Perfect Attendance day: rehired within the award period; out on leave during the period (except Military); worked part-time during the period; or received pay for Unscheduled PTO or unscheduled Vacation days.

Note 2: An Employee’s Birthday Holiday may be taken on the actual day of the employee’s birthday, or at a later date within 45 days of the actual birth date, provided it is scheduled at a mutually convenient time for both the employee and the department. There will be no extensions to this 45 day period, nor will an employee’s birthday be given in advance of the actual birthday. This is designated as a Personal Day, with a Comment of Birthday Holiday in Kronos.

For all facilities, regional offices and corporate, if a designated holiday falls on a Saturday, it will be celebrated on the preceding Friday. If it falls on Sunday, it will be celebrated on the Monday following the holiday.

Employees who terminate will not be entitled to pay for any subsequent holidays. Holiday hours will not be considered in the calculation of overtime.

**Eligibility for Holiday Pay**

1. **Non-Service Contract Act (SCA) Facilities**

   In order to be eligible for holiday pay, employees must be full time regular (not temporary); must have been on pay status during the workweek in which the holiday falls and are required to work their last scheduled work day prior to and their next scheduled workday after such holiday. Unexcused days off, unscheduled PTO or an unpaid leave of absence taken the day before or after an approved holiday will render the employee ineligible for holiday pay. Supervisor-approved and scheduled (or legally required) PTO or Vacation that is taken before or after a holiday is considered a day worked for purposes of holiday pay eligibility.
2. Service Contract Act Facilities
Non-exempt employees at these facilities who perform any work during the workweek in which a designated holiday occurs are entitled to the holiday benefit. This includes those employees who are being paid even if they are out sick or on Vacation. The benefit cannot be denied because the employee did not work the day before or after the holiday.

3. Exempt Employees
Exempt employees covered by this policy will be given the designated holiday off with pay whenever possible. Exempt employees whose schedules require them to work on a holiday or whose schedule has the holiday on their regular day off may take an alternate day off during that immediate pay period or the following pay period if possible. All exempt employees must work with their supervisors to attain the best scheduling possible, given the facility’s requirements. Exempt employees do not receive additional holiday pay.

4. Non-Exempt Employees
Non-exempt employees who are required to work on the holiday will be paid for all hours worked on the holiday, plus holiday pay based on their regularly scheduled workday.

If a non-exempt employee, scheduled to work on a holiday, calls in sick or calls for unscheduled PTO or Vacation on that holiday, they will be paid for their sick or PTO/Vacation hours (if any) on that day but will not receive holiday pay.

CATEGORY TWO – BEREAVEMENT LEAVE

GEO will pay all regular, full-time employees, exempt and non-exempt, their normal base wage rate per day up to a maximum of three (3) scheduled work days after the death of an immediate family member. For this purpose, immediate family is defined as spouse, child, step-child, parents (including in-laws), siblings (including in-laws), grandparents and grandchildren. Exceptions may be made to this policy, based on extenuating circumstances, only by the Warden, Facility or Program Director, Program Manager or their designee, or, when referring to Regional and Corporate employees, by the department Director or above.

Bereavement leave shall not be counted as time worked for purposes of computing overtime. For hourly employees, a scheduled workday is comparable to the shift normally worked by the employee (8, 10 or 12 hour shift).

There will be holiday pay for any holiday occurring while the employee is on bereavement leave.
CATEGORY THREE - JURY DUTY

GEO will pay the regular, full-time employees their pay for the days that the employee is subpoenaed for jury duty or otherwise required to testify or participate in any legal action related to company business, as determined by GEO. This pay will be comparable to the employee’s normally scheduled shift (8, 10 or 12 hour shifts in the case of hourly employees). The employee must furnish written statement from the appropriate public official listing dates, hours of service and pay received. The employee is expected to report to work if excused from jury duty in time to perform a substantial part of a regular workday. (If any doubt exists, the employee should call his/her supervisor to determine if he should report to work.) Time absent due to court leave when subpoenaed or otherwise required to testify or participate in any legal action related to company business shall be counted as time worked for the purpose of computing overtime.

CATEGORY FOUR - PAID TIME OFF (PTO) OR VACATION

Definitions:

PTO
Eligible Exempt and Non-exempt employees receive an annual grant of PTO hours at the beginning of each fiscal year to be used during that year. The grant is determined by the schedule in effect at their office or facility and their years of service. New hires and rehires receive a pro-rated grant on their date of hire or rehire. PTO is not payable at any time, including the end of the fiscal year or at termination.

Vacation
Eligible employees generally include regular full-time Exempt and Non-exempt employees in California and Non-exempt employees covered under the SCA.

Vacation for Non-exempt employees under SCA (not BI or not in California) is accrued during the year and becomes earned and available on the employee’s anniversary (based on their hire or adjusted hire date), at which point any prior year’s earned vacation is payable. Vacation is also payable upon termination.

In California, Vacation is earned each pay period and accumulates to the maximums shown below. Unused vacation is paid out upon termination.

BI SCA employees also earn vacation each pay period. Like other SCA employees, unused vacation is paid out at the employee’s anniversary or at termination of employment.
Administration of PTO or Vacation

PTO or Vacation is available to regular (not temporary) full-time employees. It is not available to part-time employees. The Human Resources Department will interpret this policy with respect to eligibility and other administrative matters upon which PTO or Vacation benefits are contingent. Corporate and facility management shall administer this policy as follows:

1. If a holiday recognized by GEO occurs during an employee’s previously approved PTO or Vacation, and the employee is entitled to the holiday, PTO or Vacation time will not be used for that day.

2. For exempt employees, PTO or Vacation will be taken in increments of at least one (1) day or eight (8) hours at a time. Non-exempt employees are encouraged to take PTO or Vacation time in at least eight (8) hour increments but are allowed to take the time in one (1) hour increments if approved. Partial hours are not permitted.

3. PTO or Vacation for employees cannot be taken if there is no time granted or earned, respectively.

4. PTO or Vacation cannot be used while an employee is on disciplinary leave; or when an employee has already given their two (or more) weeks notice of termination of employment.

5. PTO or Vacation shall not be counted as time worked for purposes of computing overtime.

6. Managers will administer this policy for employees under their supervision. In this regard, Managers should ensure that:

   a. PTO or Vacation are granted to employees in accordance with the schedule set forth in this policy;

   b. PTO or Vacation schedules are created with the primary objective of minimal interference with normal business operation. Priority shall be given by seniority first and then in order of the receipt of the Request for Time Off form by the Department Head;

   c. Managers will advise employees in a timely manner to submit preferences for PTO or Vacation in order to facilitate scheduling and respond to requests in the same manner;
d. PTO or Vacation shall be taken at a time that is acceptable to Managers, keeping in
mind business and operational needs.

A. PTO Plans

1. All Field facilities (except for California and Non-exempt employees at SCA
Facilities) plus Corporate and Regional Offices (except the Western Region Office)

   a. All Exempt and Non-exempt employees, standard 8 hour shift
      First Year of Hire (or Rehire) – if hired or rehired in the month of:
      
      | Month   | Exempt Employees | Non-exempt Employees |
      |---------|------------------|----------------------|
      | January | 6 days (48 hours)| 4 days (48 hours)    |
      | February| 6 days (48 hours)| 4 days (48 hours)    |
      | March   | 5 days (40 hours)| 3 days (24 hours)    |
      | April   | 5 days (40 hours)| 1 day (12 hours)     |
      | May     | 4 days (32 hours)| 0 days (0 hours)     |
      | June    | 4 days (32 hours)| 0 days (0 hours)     |

      Note: Wardens and Corporate and Regional offices staff (except the Western Region
Office) have a different New Hire schedule. See Corporate HR for details.

      Each Subsequent Fiscal Year (based on years of service):
      
      | Years of Service | Exempt Employees | Non-exempt Employees |
      |------------------|------------------|----------------------|
      | One (1) year     | 16 days (128 hours)| 11 days (132 hours) |
      | Five (5) years   | 21 days (168 hours)| 15 days (180 hours) |
      | Ten (10) years   | 26 days (208 hours)| 18 days (216 hours) |
      | Fifteen (15) and above | 31 days (248 hours) | 22 days (264 hours) |

   b. Non-exempt Employees, 36 and 48 hour shifts in a pay period
      First Year of Hire (or Rehire) – if hired or rehired in the month of:
      
      | Month   | Exempt Employees | Non-exempt Employees |
      |---------|------------------|----------------------|
      | January | 4 days (48 hours)| 1 day (12 hours)     |
      | February| 4 days (48 hours)| 1 day (12 hours)     |
      | March   | 3 days (36 hours)| 1 day (12 hours)     |
      | April   | 3 days (36 hours)| 0 days (0 hours)     |
      | May     | 2 days (24 hours)| 0 days (0 hours)     |
      | June    | 2 days (24 hours)| 0 days (0 hours)     |

      Each Subsequent Fiscal Year (based on years of service):
      
      | Years of Service | Exempt Employees | Non-exempt Employees |
      |------------------|------------------|----------------------|
      | One (1) year     | 11 days (132 hours)| 15 days (180 hours) |
      | Five (5) years   | 18 days (216 hours)| 22 days (264 hours) |
c. Non-exempt Employees, two 36 hour shifts in a pay period

First Year of Hire (or Rehire) – if hired or rehired in the month of:

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>4 days (48 hours)</td>
<td>July</td>
<td>1 days (12 hours)</td>
</tr>
<tr>
<td>February</td>
<td>4 days (48 hours)</td>
<td>August</td>
<td>1 days (12 hours)</td>
</tr>
<tr>
<td>March</td>
<td>3 days (36 hours)</td>
<td>September</td>
<td>1 days (12 hours)</td>
</tr>
<tr>
<td>April</td>
<td>3 days (36 hours)</td>
<td>October</td>
<td>0 days (0 hours)</td>
</tr>
<tr>
<td>May</td>
<td>2 days (24 hours)</td>
<td>November</td>
<td>0 days (0 hours)</td>
</tr>
<tr>
<td>June</td>
<td>2 days (24 hours)</td>
<td>December</td>
<td>0 days (0 hours)</td>
</tr>
</tbody>
</table>

Each Fiscal Year (based on years of service):

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>One (1) year, but fewer than five (5)</td>
<td>10 days (120 hours)</td>
</tr>
<tr>
<td>Five (5) years but fewer than ten (10)</td>
<td>13 days (156 hours)</td>
</tr>
<tr>
<td>Ten (10) years but fewer than fifteen (15)</td>
<td>16 days (192 hours)</td>
</tr>
<tr>
<td>Fifteen (15) and above</td>
<td>19 days (228 hours)</td>
</tr>
</tbody>
</table>

2. Former “Grade 11” Cornell Employees

Each Fiscal Year (based on years of service):

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than five (5)</td>
<td>20 days (160 hours)</td>
</tr>
<tr>
<td>Five (5) years but fewer than ten (10)</td>
<td>25 days (200 hours)</td>
</tr>
<tr>
<td>Ten (10) years but fewer than fifteen (15)</td>
<td>30 days (240 hours)</td>
</tr>
<tr>
<td>Fifteen (15) and above</td>
<td>31 days (248 hours)</td>
</tr>
</tbody>
</table>

3. BI Employees

First Year of Hire (or Rehire) – if hired or rehired in the month of:

<table>
<thead>
<tr>
<th>Month</th>
<th>Days</th>
<th>Month</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>6 days (48 hours)</td>
<td>July</td>
<td>3 days (24 hours)</td>
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<tr>
<td>February</td>
<td>6 days (48 hours)</td>
<td>August</td>
<td>3 days (24 hours)</td>
</tr>
<tr>
<td>March</td>
<td>5 days (40 hours)</td>
<td>September</td>
<td>2 days (16 hours)</td>
</tr>
<tr>
<td>April</td>
<td>5 days (40 hours)</td>
<td>October</td>
<td>0 days (0 hours)</td>
</tr>
<tr>
<td>May</td>
<td>4 days (32 hours)</td>
<td>November</td>
<td>0 days (0 hours)</td>
</tr>
<tr>
<td>June</td>
<td>4 days (32 hours)</td>
<td>December</td>
<td>0 days (0 hours)</td>
</tr>
</tbody>
</table>

Note: BI Corporate and ISAP Exempt employees have a different new hire schedule. See Corporate HR for details.

Each Subsequent Fiscal Year (based on years of service):

<table>
<thead>
<tr>
<th>Service Years</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than three (3)</td>
<td>15 days (120 hours)</td>
</tr>
<tr>
<td>Three (3) years but fewer than six (6)</td>
<td>20 days (160 hours)</td>
</tr>
<tr>
<td>Six (6) years but fewer than thirteen (13)</td>
<td>25 days (200 hours)</td>
</tr>
<tr>
<td>Thirteen (13) and above</td>
<td>30 days (240 hours)</td>
</tr>
</tbody>
</table>
PTO Plans Limitations and Restrictions

1. PTO may not be used in the first 90 days from the date of hire. Unless the rehire date is within 90 days of the original date of hire, this does not apply to rehires.

2. All PTO must be used before the end of the fiscal year for which it is granted, if not it will be forfeited at the end of that fiscal year. Employees will not receive pay for any unused PTO at the end of the fiscal year, or upon termination or layoff, regardless of the reason.

3. No PTO may be “carried over” into a subsequent fiscal year.

4. PTO consists of Scheduled (PTO days that have been requested and approved by the employee’s manager in advance of the time off) and Unscheduled (PTO days that are used because of an unexpected illness, or have not been pre-approved in advance). Employees should be discouraged from using excess Unscheduled PTO days and may be disciplined if at management’s discretion there is an abuse of these days. See Procedure 3.2.4.

5. An employee who calls in for an unscheduled absence must first exhaust any Unscheduled PTO in accordance with this policy. Employees cannot request unpaid time while they still have accumulated PTO.

6. An employee on a PTO schedule who transfers to a location with a Vacation schedule, that earns hours each pay period, will retain their PTO and begin earning vacation time in accordance with company policy governing Vacation.

7. An employee on a PTO schedule, who transfers to a Vacation schedule that accrues hours each pay period for use on their anniversary, will retain their existing PTO balance and begin accruing vacation time. On their next anniversary, any unused PTO will drop (not payable) and they will receive a full year’s complement of vacation time.

8. An employee on a PTO schedule, who transfers to another PTO shift, will have their grant adjusted to match their new PTO shift.

9. Part-time employees do not receive PTO. A full-time employee who becomes a part-time employee will lose any remaining PTO. A part-time employee who becomes a full-time employee is treated as a rehire for the purpose of a PTO grant.

10. Employees on non-military leave for more than ninety (90) days will lose any remaining PTO unless a thirty (30) day extension has been granted (see Policy 3.4.2). Employees returning from non-military leave for more than ninety (90) days will be treated as rehires for the purpose of a PTO grant.
B. **Vacation Plans (Accrued bi-weekly, usable at anniversary; schedule based on years of service)**

1. **SCA Facilities (except BI-ISAP and California)**
   
   **a. Non-exempt SCA Employees, standard 8 hour shift**
   
   - One (1) year, but fewer than five (5) years: 80 hours
   - Five (5) years, but fewer than ten (10) years: 120 hours
   - Ten (10) years, but fewer than Fifteen (15) years: 160 hours
   - Fifteen (15) years and above: 200 hours

   **b. Non-exempt SCA Employees, 36 and 48 hour shifts in a pay period**
   
   - One (1) year, but fewer than five (5) years: 84 hours
   - Five (5) years, but fewer than ten (10) years: 132 hours
   - Ten (10) years, but fewer than Fifteen (15) years: 168 hours
   - Fifteen (15) years and above: 216 hours

2. **Other non-exempt SCA Employees (Reentry BOP non-California)**
   
   - One (1) year, but fewer than six (6) years: 120 hours
   - Six (6) years, but fewer than eleven (11) years: 160 hours
   - Eleven (11) years, but fewer than Sixteen (16) years: 200 hours
   - Sixteen (16) years and above: 240 hours

**Vacation Plans (Accrued) Limitations and Restrictions**

1. All vacation is to be taken within twelve (12) months from the date that the vacation time is earned. The SCA does not allow accrual of time more than twelve (12) months.

2. If an employee terminates for any reason before completing one (1) year of service, no Vacation will be paid except where mandated by applicable law. Terminated employees who have completed one (1) full year of service, and who are otherwise eligible for Vacation, will receive pay for unused earned Vacation based on their accrual schedule.

3. A non-exempt employee at an SCA facility who transfers into a position with a PTO schedule will be credited with PTO equal to the number of full days of Vacation time they have in their earned Vacation account, plus their accrued hours up to their transfer date.

4. Part-time employees do not receive Vacation. A full-time employee who becomes a part-time employee will be paid out any remaining earned vacation time. A part-time...
employee who becomes a full time employee will begin to accrue Vacation on the effective date of their change in status.

5. Employees on non-military leave for more than ninety (90) days will cease accruing and be paid out any remaining earned vacation time. Employees returning from non-military leave after more than ninety (90) days will begin to accrue Vacation on the effective date of their return to work.

C. Vacation Plans (Earn bi-weekly, usable immediately; schedule based on years of service)

1. California Facilities (except BI) and Western Regional Office
   - Fewer than five (5) years: 80 hours (200 max)
   - Five (5) years but fewer than ten (10) years: 120 hours (240 max)
   - Ten (10) years but fewer than fifteen (15) years: 160 hours (280 max)
   - Fifteen (15) and above: 200 hours (320 max)

2. California Reentry BOP Facilities
   - Fewer than six (6) years: 120 hours (160 max)
   - Six (6) years but fewer than eleven (11) years: 160 hours (200 max)
   - Eleven (11) years but fewer than fifteen (15) years: 200 hours (240 max)
   - Fifteen (15) years and above: 240 hours (280 max)

3. Former “Grade 11” Cornell California Employees
   - Fewer than six (6) years: 160 hours (200 max)
   - Six (6) years but fewer than ten (10) years: 200 hours (240 max)
   - Ten (10) years and above: 240 hours (280 max)

4. California BI Employees
   - Fewer than three (3) years: 120 hours (200 max)
   - Three (3) years but fewer than six (6) years: 160 hours (240 max)
   - Six (6) years but fewer than thirteen (13) years: 200 hours (320 max)
   - Thirteen (13) years and above: 240 hours (360 max)

5. BI-ISAP Non-exempt SCA (Not California) Employees
   - Fewer than three (3) years: 120 hours
   - Three (3) years but fewer than six (6) years: 160 hours
   - Six (6) years but fewer than thirteen (13) years: 200 hours
   - Thirteen (13) years and above: 240 hours
Vacation Plans (Earned) Limitations and Restrictions

1. Employees may earn Vacation up to the maximums as indicated above, except Non-exempt BI-ISAP SCA employees.

2. Once this maximum is reached, no further Vacation will be earned and credited until some Vacation is used. When some Vacation is used, Vacation will again begin to be earned and credited. However, there is no retroactive grant of Vacation for the period of time Vacation was at the maximum. If Vacation again reaches the maximum, the earning of further Vacation will again cease until time is used. There is an exception to this rule for non-exempt SCA California employees who are subject to the additional SCA requirement that earned Vacation must be taken or payment must be made in lieu of the time off before the employee's next anniversary date of hire.

3. For Non-exempt BI-ISAP SCA employees, any unused vacation time in excess of the annual amount on each employee’s anniversary date, will be paid out. Any unused vacation time is paid out at termination.

4. At California facilities, computation of earned vacation time for terminated employees must be based on the employee’s hourly rate at termination and must include all earned and credited Vacation up to and including the final day of work. Payment must be made immediately, or in some circumstances, within 72 hours of termination.

5. Employees under an earned Vacation schedule transferring to a PTO schedule are paid the balance of their Vacation hours in cash at their rate of pay under their position prior to transfer. They are then given a grant of PTO equal to what they would have received the prior January, pro-rated for the number of pay periods remaining in the fiscal year.

6. Part-time employees do not earn Vacation. A full-time employee who becomes a part-time employee will be paid out any remaining vacation time. A part-time employee who becomes a full-time employee will begin to earn and be credited with Vacation on the effective date of the change in status.

7. Employees on non-military leave for more than ninety (90) days will be paid out any remaining vacation time. Employees returning from non-military leave for more than ninety (90) days will begin to earn and be credited with Vacation on the effective date of their return to work.

8. An employee who calls in for an unscheduled absence must first exhaust available Vacation or Sick Time hours in accordance with this policy. Employees cannot request unpaid time while they still have Vacation or Sick Time. (Not applicable to BI-ISAP Non-exempt SCA employees).
CATEGORY FIVE – LONG TERM ILLNESS (LTI) OR SICK TIME

Definitions:

**LTI**
Long Term Illness (LTI) days are used for employee or family member illness and recovery in excess of three days. Use requires an initial utilization of two PTO days. LTI days must be exhausted before the Short Term Disability program takes effect. LTI balances were created with the conversion to PTO. Corporate and Regional offices and Wardens (excluding California) continue to accumulate LTI.

**Sick Time**
With the exception of California employees and teachers who receive furlough pay, most employees no longer accumulate Sick Time, but may have residual balances dating back to the conversion to PTO. Sick Time must also be exhausted prior to the use of the Short Term Disability program.

Administration of LTI or Sick Time

1. Human Resources Department will interpret the LTI or Sick Time Policy with respect to eligibility and other time off.

2. Payroll Department will process the payroll covering LTI or Sick Time in accordance with authorized data submitted on the Payroll System:
   a. The field payroll will input the proper entry in the Payroll System to show LTI or Sick Time taken by an eligible employee.
   b. LTI or Sick Time shall not be counted as time worked for purposes of computing overtime.

3. Managers should ensure all employees recognize that LTI or Sick Time are not earned, but granted by the Company and should be used only as specified below. It is not to be utilized solely because it is available.

4. Sick Time is defined as absence necessitated by personal illness, emergency visits to a doctor or dentist, or instances where it is impossible to schedule such visits during off duty hours.

5. LTI days are defined as time off for illness that extends three (3) or more days. Two (2) PTO days must be used (if available) to cover the initial days of the illness.
6. GEO permits LTI or Sick Time to be used by the employee to care for an ill family member who is dependent upon that employee for care and safety.

7. LTI or Sick Time will not normally be applicable for absences resulting from on-the-job injuries. Questions regarding on-the-job injuries should be directed to the field Human Resources Representative.

8. While LTI and Sick Time are important safeguards for employees, it is possible for them to be abused. If a pattern of abuse is demonstrated, it can be disruptive to the scheduling of work time and could subject the employee to disciplinary action. A physician's Certification of Illness (HR-831) may be required for payment of any LTI or Sick Time under this policy. An employee must be given written notice of the requirement to provide a medical certificate and will be given fifteen (15) calendar days following the request to provide certification. If the certification is not received within the 15 calendar days, payment for the LTI or Sick Time will not be made.

9. Obtain proper release from physicians. A physician's release, may be required following:
   a. hospitalization;
   b. absence from work for three (3) or more consecutive days;
   c. each absence of any duration which results in absences totaling more than forty-eight (48) hours (6 working days) per calendar year.
   If a physician's release is requested and is not obtained within fifteen (15) days following the request, the employee will not be compensated for the time away from work.

10. If an employee needs to use LTI and has no PTO time, the first two days of illness will be unpaid.

11. In the event an employee calls in sick and has no Sick Time, GEO will apply any earned vacation time. In the event there is no Sick Time or Vacation the employee will not be paid for the day. An employee who calls in for an unscheduled absence must first exhaust available Sick Time or Vacation in accordance with this policy. Employees cannot request unpaid time while they still have Vacation or Sick Time. This does not apply to hourly SCA employees.

12. Employees with seriously communicable diseases such as conjunctivitis, tuberculosis, chicken pox, etc., are required to take PTO, Vacation, LTI or Sick Time and may not return to work until management permits based on a doctor's certificate stating that they are no longer contagious.

13. For employees receiving Workers’ Compensation payments, LTI or Sick Time may be used if the waiting period for Workers’ Compensation payments is not met. The waiting period varies from state to state and Corporate Risk Management should be consulted.
14. Upon termination regardless of the reason, no payment will be made for LTI or Sick Time not used. No payment will be made for LTI or Sick Time that is not authorized according to the provisions of this policy. LTI or Sick Time cannot be used when an employee has already given their two (or more) weeks notice of termination of employment.

15. LTI or Sick Time cannot be used while an employee is on disciplinary leave.

**Long Term Illness (LTI)**

1. For employees covered under PTO, their Sick Time benefit was automatically converted to the equivalent LTI days and hours on December 29, 2008.

2. Corporate and Regional (except Western) Exempt staff, as well as Wardens and Facility Administrators outside of California will, at the beginning of each Company fiscal year, be granted six (6) LTI days up to a maximum accrual of four hundred eighty (480) hours or sixty (60) days.

3. Corporate and Regional (except Western) Non-exempt staff will, at the beginning of each company fiscal year, be granted six (6) LTI days, up to a maximum accrual of two hundred forty (240) hours or thirty (30) days.

4. Employees who reach the maximum LTI accrual will cease to accrue any additional days of LTI under this policy. Upon using accrual, those entitled to additional LTI time will recommence accruing at the next grant date until the maximum number of days is again reached.

5. Eligible rehired employees and employees transferred from part-time to full-time status will begin accruing LTI days at the beginning of the next fiscal year after the date of transfer.

6. This policy does not apply to part-time employees; as such employees are not eligible for LTI.

7. Employees with LTI days who transfer to California facilities begin accruing Sick Time in accordance with Company policy governing California Sick Time accrual and any existing LTI will convert back to Sick Time.

8. An exempt employee at an SCA facility who transfers to a non-exempt position there, or a non-exempt employee with LTI from another facility who transfers to an SCA facility will have their existing LTI days convert back to Sick Time.
Sick Time

1. Full-time Exempt employees at the Western Region office and California Wardens and Facility Administrators will, upon the completion of three (3) months active service, be credited with eight (8) hours of accrued Sick Time. Thereafter, they will be credited with Sick Time at the rate of eight (8) hours for each month of active service, up to a maximum accrual of four hundred eighty (480) hours.

2. Full-time Non-exempt employees at the Western Region office and at California non-SCA facilities will, upon the completion of three (3) months active service, be credited with four (4) hours of accrued Sick Time. Thereafter, they will be credited with Sick Time at the rate of four (4) hours for each month of active service, up to a maximum accrual of two hundred forty (240) hours.

3. Non-exempt employees at SCA facilities will not receive Sick Time.

4. Employees covered under the Sick Time policy, who reach the maximum Sick Time accrual will cease to accrue any additional days of Sick Time under this policy. Upon using accrual, they will recommence accruing Sick Time at the rate provided under this policy until the maximum number of days is again reached.

5. Rehired employees covered under the Sick Time policy will, upon completion of three (3) months of active service from their rehire date begin accruing Sick Time in accordance with this policy. Employees transferred from regular part time to regular full time status will begin accruing Sick Time once the transaction is processed.

6. This policy does not apply to part-time employees; as such employees are not eligible for Sick Time.

7. Employees who transfer from California facilities to facilities with LTI will have their Sick Time converted to LTI.

8. A non-exempt employee at an SCA facility who transfers to an exempt position there, or a non-exempt employee at an SCA facility who transfers to another facility will have their Sick Time converted to LTI days.

APPROVED: _____________________
Corporate Policy Director

5/2/13
EFFECTIVE: ______________________
POLICY OWNER: Christopher Ryan, Director, Employee and Labor Relations

REFERENCES: ACA Standards 4-4048, 4-4051, 4-ALDF-7E-01, and 4-ACRS-7E-07