



REVISED TEMPORARY COVID-19 SICK and FAMILY LEAVE POLICY

Except as otherwise noted below, this policy is effective Dec 03, 2020 and shall remain in effect until further notice. This revised policy supersedes and replaces all previous sick and leave policies in connection with the COVID-19.

Summary of Policy

- Policy is effective Dec 03, 2020;
- Provides paid leave at the employee's regular rate of pay when the employee is unable to work because of a bona fide need to selfcare for specified reasons related to COVID-19;

Eligibility

All regular, full-time and part-time Carlisle employees are eligible to take paid leave under this policy. Please work with your local HR department to verify the eligibility of a need for leave of absence under this policy.

Reasons for Leave

An employee qualifies for paid leave under this policy if the employee is unable to work or unable to work from home because the employee:

1. is subject to a Governmental, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19 as documented, reviewed and approved by the company;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis, or has been diagnosed with COVID-19;
4. has been in close contact with a person with confirmed COVID-19.

The employee's current benefits enrollments shall remain in effect for the duration of leave taken under this policy, and employees shall remain responsible for payment of any benefits premiums.

Return to Work Requirements

Employees displaying COVID-19 symptoms, but who subsequently test negative for COVID-19 (i.e. symptoms *were not* related to COVID-19), may return to work after symptoms of illness subside.

Employees who have been confirmed as testing positive for COVID-19 may not return to work until after:

- 10 days since symptoms first appeared; and
- 24 hours with no fever without the use of fever-reducing medications; and
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Employees who were severely ill with COVID-19, or are severely immunocompromised, may be required to stay home for up to 20-days after COVID-19 symptoms first appeared.

Per CDC guidelines, employees who have had close contact with a person with COVID-19 may return to work:

- On day 10 without testing; or
- On day 7 after receiving a negative test result.

Paid Leave Benefits

If employees are unable to work or work from home due to any of the conditions specified herein, employees shall be paid their regular rate of pay.

Calculations for pay for all leave reasons governed by this policy shall be based on: a) full-time employees: normally scheduled hours (excluding overtime) per week; and b) part-time employees: the average number of hours per week the employee is normally scheduled to work.

Relationship to Other Paid Leaves

Accruals for other paid leave policies shall cease while employees are out on leave under this policy and shall commence again when the employee returns to work.

Leave taken under this policy shall not count against paid leave accruals under any other Division policy and no deductions to those accruals shall occur as a result of taking leave under this policy.

Scope of Policy

This policy supersedes all prior Company pay and leave policies related to COVID-19. All other non-pay and non-leave Company policies related to COVID-19 shall be governed under the specific terms and conditions of those policies.

This policy does not create an employment contract and should not be interpreted or considered as such. Accordingly, it does not in any way change the nature of the at-will employment relationship on either the part of the employee or Carlisle.

Any leave entitlements provided under this policy do not carry over from one year to the next. Employees are not entitled to reimbursement for unused leave available under this policy upon termination, resignation, retirement, or other separation from employment.

Additionally, nothing in this policy shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any other Governmental, or local law; collective bargaining agreement; or existing Carlisle policy.

Reservation of Rights

Carlisle reserves the right to administer this policy and interpret, change, or rescind the policy in whole or in part, with or without notice or consideration. In addition, changes to applicable federal, state, or local laws or regulations may require Carlisle to modify or supplement this policy or the corresponding state supplement without notice.