



**Physical Therapy • Occupational Therapy • Speech Pathology
Special Instruction • Service Coordination**

Employee Handbook

**Sprout Therapy Group
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FOREWORD

Sprout Therapy Group is a multidisciplinary practice founded with the goal of providing quality evaluations and treatment services in occupational and physical therapy, speech-language-feeding therapy and special instruction for infants and children. Our mission is to enhance children's physical, cognitive, communication and emotional development and to successfully help him or her to achieve milestones in a stimulating and nurturing environment, while providing support and treatment strategies to their families to assist them in helping their children meet their individual needs.

We are confident that you will find Sprout to be a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider our employees to be our most valuable resource. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your Supervisor or the Chief Operating Officer.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Sprout employees and others affiliated with Sprout whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in the official Policies and Procedures Manual and associated documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

Employee Handbook Acknowledgment and Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about Sprout Therapy Group, and I understand that I should consult my Supervisor or the Chief Operating Officer regarding any questions not answered in the handbook. I have entered into my employment relationship with Sprout Therapy Group voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Sprout Therapy Group can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the president of company, no manager, supervisor or representative of Sprout Therapy Group has any authority to enter into any agreement for employment other than at will; only the Chief Operating Officer of the company has the authority to make any such agreement and then only in writing signed by the president of Sprout Therapy Group.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Sprout Therapy Group. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Sprout Therapy Group, and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Chief Operating Officer of Sprout Therapy Group has the ability to adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Sprout Therapy Group is employment at will, which may be terminated at the will of either Sprout Therapy Group or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Sprout Therapy Group or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name (Print)

Employee's Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

DIVERSITY

Equal Employment Opportunity Statement

Sprout Therapy Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Sprout complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfers, leave of absence, compensation and training.

Sprout expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Sprout employees to perform their expected job duties is absolutely not tolerated.

Anti-harassment Policy

Sprout is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Sprout expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Sprout to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Sprout prohibits any such discrimination or harassment.

Americans with Disabilities Act and the ADA Amendments Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAMA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Sprout Therapy Group to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Sprout Therapy Group.

EMPLOYMENT

Hours of Operation

Normal company work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, with a one-hour unpaid meal period. Non-exempt employees are entitled to a paid 10-minute break in the morning and in the afternoon. Breaks should be coordinated with one's supervisor. Sprout reserves the right to modify employees' starting and quitting times and the number of hours worked.

Background and Reference Checks

To ensure that individuals who join Sprout are well qualified and to ensure that Sprout maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

Sprout will comply with all New York State Department of Health standards related to qualified personnel. Employees will be required to supply copies of all applicable licenses. Employees will be required to receive clearance through the State Central Register of Child Abuse and Maltreatment as required by Social Services Law.

All offers of employment are conditioned on receipt of a background check report that is acceptable to Sprout. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Nepotism, Employment of Relatives and Personal Relationships

Sprout wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management of the relationship.

Sprout reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

Progressive Discipline

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Sprout reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

Outlined below are the steps of our progressive discipline policy and procedure. Sprout reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Sprout's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Performance improvement plan:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, dismissal may occur.

Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Retirement:** Employees who wish to retire are required to notify management in writing at least one (1) month before the planned retirement date.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

- **Termination:** Employees of Sprout Therapy Group are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

Return of Company Property

The separating employee must return all company property at the time of separation. Failure to return some items may result in deductions from the final paycheck.

The separating employee shall contact management as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Health insurance terminates the last day of the month of employment, unless an employee requests immediate termination of benefits. Information for Consolidated Omnibus Budget Reconciliation (COBRA) continued health coverage will be provided. Employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

WORKPLACE SAFETY

Drug-Free Workplace

It is Sprout's policy to maintain a drug and alcohol free workplace. Employees shall not use, purchase, sell, transfer or possess any form of illegal drugs or any type of drug paraphernalia on Company property at any time or during working time anywhere. Likewise, employees shall not possess or consume alcoholic beverages on Company property or during work hours, including lunch and break periods. In addition, employees shall not report for work under the influence of drugs or alcohol.

Where a violation of this policy is suspected, an employee may be asked to submit to drug and alcohol screening and/or allow a search of his or her work area, lunch box, personal belongings, or vehicle. An employee's consent to such a search is required as a condition of employment. Refusal to consent to a drug or alcohol screening or to allow a search of personal property will be considered to be insubordination and a basis for discipline, including possible termination. In addition, Sprout will decide, based on all other available information, whether a violation of the drug or alcohol prohibition in this policy has occurred. Such a violation, if found, constitutes a separate and independent basis for discipline or termination.

Workplace Bullying

Sprout defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Violence in the Workplace

Sprout will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Sprout will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the

integrity of its investigation, Sprout may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Safety

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Please refer to Sprout's Policy and Procedure Manual for further information regarding Safety procedures.

Smoke-Free Workplace

It is the policy of Sprout to prohibit smoking on all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind."

The smoke-free workplace policy applies to:

- All areas of company buildings.
- All company-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) to the company premises.
- All contractors and consultants and/or their employees working on the company premises.
- All employees, temporary employees and student interns.

Employees who violate the smoking policy will be subject to disciplinary action up to and including immediate discharge.

WORKPLACE EXPECTATIONS

Confidentiality

Our clients and their families entrust the Sprout Therapy Group with important information relating to their physical and cognitive development. It is Sprout's policy to comply with all HIPAA and FERPA regulations regarding the confidentiality of all health and educational records. If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor. Please see Sprout's Policy and Procedure Manual for further information regarding Confidentiality.

Conflicts of Interest

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Sprout may conflict with the employee's own personal interests. Company property, information or business opportunities may not be used for personal gain.

Outside Employment

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

Attendance and Punctuality

Vacation and holidays should be discussed with your supervisor in advance. If you are cancelling due to illness you must let your clients and supervisor know as soon as possible. It is expected that you will make every attempt to reschedule missed sessions. Patterns of absenteeism or tardiness may result in discipline. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.

Attire and Grooming

It is important for all employees to project a professional image while at work by being appropriately attired. Sprout employees are expected to be neat, clean and well groomed while on the job. Clothing must professional and appropriate to the type of work being performed.

Email / Internet / Social Media

Internet, company-provided equipment (e.g., cell phones, laptops, tablets) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.

Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, employees or applicants on any social media sites.

Employee Personnel Files

Employee files are maintained by the Chief Operating Officer and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws. Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

COMPENSATION

Payment of Wages

Full-time and Per-diem employees are paid on a monthly basis. Payday is typically the last day of the month in which you will be paid for the prior month's service.

Employees will be paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Employees will receive an itemized statement via email of wages for each payment. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation, or if participating in direct deposit, the paycheck will be deposited as scheduled.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Human Resource department.

Time Reporting

Per-diem employees must submit their billing sheets as early as the last service day for each month, but no later than the fourth of day of the following month.

If billing sheets and session notes are not submitted within the specified time frame, employees may have to wait until the next pay period for compensation.

Performance and Salary Review

Performance appraisals are conducted on an annual cycle. Employees will receive a performance review on the established date each year. The performance appraisal will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance evaluation forms will be retained in the employee's personnel file.

Merit increases are based on company performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

Budget allocations for merit increases are planned for and allocated before the start of each calendar year. The annual salary increase program is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be preapproved by the department manager, HR and the company president. Human Resources will review all salary increase/adjustment requests to ensure internal equity and compliance with company policies and guidelines.

Employee Reimbursements

Sprout does not reimburse for gas/mileage expenses. Exception may be made for visits that occur at a great distance for the service provider. This is determined on an "as needed" basis and should be discussed with Sprout if this situation should arise.

If you are in need of materials that require reimbursement by Sprout, you must obtain approval from Jeff Dorfman prior to making your purchase. If you have made out of pocket purchases that have been approved and you wish to be reimbursed, you must attach the original receipt to your Monthly Summary Sheet and make note of the amount spent on the reimbursement line.

Sprout will reimburse 50% for Continuing Education course fees up to \$250 per year. To receive reimbursement, the course must be pediatric based and a summary of the course submitted to your supervisor prior to attendance. You will then need to submit a copy of the receipt with your monthly billing sheets.

TIME OFF/LEAVES OF ABSENCE

Holidays

Sprout observes the following holidays each year on the days indicated:

- New Year's Day on January 1
- Memorial Day on the last Monday in May
- Independence Day on July 4
- Labor Day on the first Monday in September
- Thanksgiving Day on the fourth Thursday in November
- Friday after Thanksgiving on the day after Thanksgiving
- Christmas Day on December 25

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

Exempt Regular Full-Time employees receive the holiday off with pay. Non-exempt Regular Full-Time employees will be eligible to receive eight (8) hours of holiday pay on such holidays. All other employees receive the day off without pay

To be eligible for holiday pay, non-exempt employees must work the scheduled workday before and the scheduled workday after the holiday or be on pre-approved vacation. If a Company-observed holiday occurs while you are on a scheduled vacation it will not be counted as vacation time. The employee will receive holiday pay for the day and credit will be maintained for another day of paid vacation. Non-exempt employees who work on a holiday will be paid their regular straight time hourly rate of pay for hours worked on that day in addition to any holiday pay. An employee who is scheduled to work on a holiday and fails to report for work on that day will be ineligible for holiday pay. If the absence was due to illness, the employee may be asked to provide written documentation from a licensed physician excusing the absence in order to receive payment for the holiday.

Holidays are not paid to employees who are on a leave of absence.

Bereavement Leave

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Jury Duty

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury, employees must notify their supervisor and provide him/her with a copy of the jury summons.

Voting Time

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to three hours during the work day to vote. Time off for voting should be reported and coded appropriately on timekeeping records.

Military Leave of Absence

Sprout is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact management to request leave as soon as they are aware of the need for leave.

Inclement Weather

Sprout recognizes the fact that inclement weather and other emergencies can affect the company's ability to open for business and the employee's ability to get to work. The safety of our employees is paramount in any emergency. No policy can cover every potential emergency situation, so this policy covers the most common.

Company Closure

In the event of company closure, employees will be notified by a supervisor at the earliest possible time. We will keep the company closed for the briefest period of time possible. During the time when the company is closed, exempt employees will receive their full salary for their normal hours worked for up to one work week. Per-diem employees will make every attempt to reschedule missed visits, evaluations, therapy sessions, etc.

In return for this pay during the paid work week while the company is closed, employees are expected to work at home if feasible. Even employees who have jobs that usually require their physical presence at work can do such tasks as developing an up-to-date job description or improving their work flow.

Thinking about how to do your job so that your work continuously improves is another. Reading journals and books related to your work is also a fair exchange.

During the company closure, employees will continue to be covered by the company's standard health insurance plan and other benefits such as life insurance and short and long term disability insurance for up to 30 days. The number of days may be altered by the regulations of the insurance companies and / or by Federal or state law.

BENEFITS

Full time salaried and full time per diem employees are eligible for the benefits below. Full time per diem employees are defined by those scheduled for or are available for 30+ treatment sessions per week.

Health Insurance

Sprout Health Insurance is offered through Excellus EC/BS. Employee contribution towards this plan is approximately \$135.00 per month. Sprout will match this contribution. Additional family members are eligible for coverage at additional costs. Participation in this plan is not mandatory.

Continuing Education

Sprout will reimburse employees 50% of any continuing education course work or association dues up to \$250 per calendar year.

Retirement Plan

Sprout will launch a 401K Retirement Plan in September of 2014. Details on this plan will follow in separate correspondence.

Vacation

- Eligibility - All full-time employees are eligible to receive paid vacation benefits. Full-time employees are those employees who schedule 30+ treatment sessions per week.
- Vacation Length – Employees are eligible for vacation according to the following schedule:
 - After one year of full-time service: 5 days
 - After 2 years of full-time service: 8 days
 - After 3 years of full-time service: 10 days
 - 10 days will be the maximum number of paid vacation days after 3+ years of service.
- Vacation Usage – No more than 5 consecutive vacation days may be used at one time.
- Make-up treatments – Sprout is obligated to fulfill the required number of treatments specified in each child's IFSP or IEP. As such, every effort must be made to make-up any missed treatment sessions prior to the end of each child's IFSP period.
- Vacation pay – Salaried employees will continue to receive their salary during paid vacation. Hourly and per-treatment employees will receive vacation pay equal to the pro-rated average of their last 52 weeks. Any special pay such as overtime, bonus pay or commission is not figured in to this calculation.
- Scheduling vacations – A written request (Time Off Request Form) for use of vacation time must be submitted to the Chief Operating Officer at least 30 days prior to the requested vacation start

date. The request should include the start and end date as well as the number of treatments missed and a plan for making up missed treatments. Requests will be approved based on a number of factors, including department operating and staffing requirements. Employees will be notified of approval within 5 days of receipt of the request. If a holiday falls during the employee's vacation, the day will be treated as a holiday rather than a vacation day.

- No vacation days may be carried forward or borrowed. This includes the instance of the termination of employment, either voluntarily or involuntarily. Simply put, Sprout has a "use it or lose it" vacation policy.

Sick Leave

All full-time, salaried, per-treatment and hourly employees receive 2 paid and 3 unpaid sick days per year. Sick leave may be used for an employee's personal illness, well-care, and medical and dental appointments. Sick leave may also be used for illness and well-care in an employee's immediate family.

If sick leave is exhausted, any available vacation hours will be used in its place. Sick days may not be used in conjunction with vacation days. An employee who has a sick leave absence in excess of three consecutive working days must present medical documentation for the absence. Employees are not paid for unused sick leave upon termination of employment.