

General Leaves of Absences Policy

Last Review Date: May 11, 2018

Introduction

The Company, including its subsidiary companies (collectively, the “Company”), provides a variety of options to manage workplace absences that allow employees flexibility in achieving work/life harmony.

Scope

Unless otherwise required by law, coverage under this Policy extends to regular full-time and regular part-time employees scheduled to work 20 or more hours per week. Temporary and Intermittent employees are not eligible for personal leave, bereavement, jury duty or other court leave.

Description

This Policy is intended to identify types of leave available to employees, in addition to notification and approval procedures.

Policy

Personal Leave of Absence

Employees may request a Personal Leave of Absence when their absence from work is necessitated by personal circumstances of a serious and unusual nature. Personal Leave need not be medically related and may be requested in a variety of situations that require a continuous unscheduled absence. Personal Leave can be approved for a maximum of 8 weeks in one 12 month period. The 8 week period is calculated on a rolling 12 month period measured from the date the employee first begins covered leave.

Requests for Personal Leave can be submitted when short-term disability and/or FMLA leave (or other applicable leave provided under state or local laws) are denied, exhausted, or unavailable. Leave requests must be reported to the Company’s Leave of Absence Reporting Center at 877-576-8149 within 15 days of the first day away from work. If the Personal Leave request is unrelated to a personal medical condition of the employee, the employee must also notify their manager before the first day away from work. If the Personal Leave request is unrelated to a personal medical condition of the employee, the manager, in consultation with Human Resources, may approve or deny the leave request.

Employees requesting Personal Leave for their own medical condition must provide medical documentation supporting the need for leave to the Company’s Leave of Absence Reporting Center within 20 days of filing their Personal Leave of absence claim. Additional documentation is required upon the employee’s return to work to prove they are medically cleared to perform their job duties, with or without accommodation. Manager approval is not required if the leave request is due to a personal medical condition of the employee.

Any available vacation, sick, or other paid time off balances can be used concurrent with the Personal Leave of Absence, provided the reason for the leave aligns with the reasons for which the paid time off benefit may be used. Exhaustion of available vacation, sick, or other paid time off balances is not required.

If an employee becomes FMLA-eligible while on approved Personal Leave, time missed from work before the employee became FMLA-eligible will not be deducted from the employee’s 12 -week allotment of job protected FMLA leave. The employee will be entitled to be covered under federal Family and Medical Leave upon eligibility and additional documentation may be requested at that time. In accordance with

this Policy, the approved Personal Leave shall be suspended effective the day the employee became eligible for FMLA leave.

If an employee becomes eligible for state or local family, disability, medical or pregnancy leave while on approved Personal Leave, time missed from work before the employee became eligible for the state or local leave will not be deducted from the employee's leave allowed by state or local law. The employee will be entitled to be covered under the state or local leave law upon eligibility and additional documentation may be requested at that time. In accordance with this Policy, the approved Personal Leave shall be suspended effective the day the employee became eligible for the state or local leave.

For benefits eligibility during this period, please refer to the Company's benefit policies and plan documents.

Efforts will be made to reinstate an employee returning from leave in the same or similar job. The Company, however, cannot guarantee reinstatement in the same or similar job or re-employment in any position. Should the employee fail to return to work after the end of the approved leave period, the employee's employment with the Company may be terminated as a voluntary resignation, unless otherwise required by law.

Job protected leave may be available in certain circumstances as directed by the ADA or other applicable federal or state law.

Bereavement Leave

Full-time and part-time employees are eligible for three days of paid Bereavement Leave in the event of the death of a spouse, parent, uncle, aunt, sibling, child, grandchild, grandparent or legally recognized domestic partner. A parent, sibling, or child includes biological, adopted, step and in-law relations. A parent may also include a person who previously had legal guardianship over the employee before the age of majority. A child includes anyone for whom the employee has legal guardianship. Request for Bereavement Leave for deaths not described above, or for additional time needed for travel or to make arrangements, may be considered as a Personal Leave of Absence on a case-by-case basis.

Part-time employees are eligible for paid Bereavement Leave to the extent that it is the day the employee is normally scheduled to work. Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Bereavement Leave will not count as hours worked for purposes of calculating overtime.

Employees should notify their Manager as soon as the need for Bereavement Leave arises. In the event that any state or local law requires the Company to provide time off for the purposes of bereavement, the Company intends this Policy to apply toward those requirements. If further rights are extended to employees under state or local laws, the Company will also comply with those requirements.

Jury Duty or other Court Leave

The Company encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. Jury duty pay is calculated based on the base rate for the number of hours the employee would otherwise have worked on the day of jury duty. Jury duty pay is provided for up to 10 days per calendar year.

In addition, employees who are required to appear in court due to a subpoena are eligible for paid court leave. Court appearances necessitated by personal circumstances should be taken as vacation or leave without pay.

When notified of jury duty or other court leave, employees should notify their managers as soon as possible to allow the manager to plan for the absence. Jury duty, or other court leave, will not count as hours worked for purposes of calculating overtime.

Military Leave

The Company supports employees who are members of the Reserves or National Guard in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), as well as any applicable state or local laws. Employees called to Military Leave will be granted unpaid leave for the duration of their active duty for a period of up to five (5) years (or longer, if required under applicable law),

until their return to work with the Company. Managers must consult with Human Resources for types of service that may not be counted towards the five year period.

Employees who are called to active duty must provide a copy of their call orders to their manager and contact the Company's Leave of Absence Reporting Center as soon as practicable. Managers must also ensure that all Company equipment is collected when the active duty is for extended periods of time beyond the normal two-week training period.

A portion of the two-week annual military training may be paid leave. If the employee receives less than 100% of pay from the military, the employee must provide proof of payment and the difference between the military pay and 100% will be paid. All other leave, unless directed by state and federal law, will be unpaid.

Employees will not lose any employment benefit that was earned or that they were entitled to prior to using Military Leave, such as service tenure-based rewards, promotions, etc. Other health and welfare benefits may be suspended or continued in accordance with conditions and limitations of the applicable plans and federal or state law.

Employees may use vacation hours for portions of their Military Leave upon request.

In accordance with applicable laws, only employees who receive an honorable discharge will receive job protected leave and maintenance of benefits as described in the section above. After completing active duty, return to work will require documentation of the honorable discharge and will be scheduled in accordance with USERRA re-employment timelines and applicable state or local law.

The Company reserves the right to modify this Policy at any time, without prior notice, and at its sole discretion. Nothing in this Policy is intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between the Company and any of its employees. The Company is an employment-at-will company.

Questions

If you have any questions about this Policy, please contact your local Human Resources representative.