

Family Care and Medical Leave

Commencing January 1, 2021, the Company provides an unpaid leave of absence for family and medical leave to eligible employees. Employees who have completed at least one year of employment and have worked at least 1,250 hours in the previous 12 months may submit a written request for a family care and medical leave of absence, without pay, for up to a maximum of 12 workweeks in a 12 month period. The 12-month period considered for eligibility will be calculated backwards a year from the date the employee starts his or her leave of absence. If it occurs that both parents of a child are employed by the Company, each parent is entitled to up to 12 weeks of leave to care for their birth or adopted child.

Leave under this policy may taken for any of the following reasons:

- The birth of a child and to bond with or provide care for the child.
- The placement of a child with you for adoption or foster care and to bond with or care for the new child.
- To care for a parent, child, spouse, domestic partner, grandparent, grandchild or sibling with a serious health condition.
- For an employee's own serious health condition that renders him or her unable to perform the functions of his or her position.
- For any qualifying exigency arising out of the fact that the employee's spouse, domestic partner, child, or parent is a military member on covered active duty or call to active duty status. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. (Leave for this reason is referred to in this policy as "qualifying exigency leave".)

If the need for a family care and medical leave of absence is foreseeable, employees must submit their request at least 30 days in advance. Requests for family care and medical leaves will normally be granted by the Company, based on the facts and circumstances surrounding each individual request. If granted, employees will be given written notice designating the leave as a family care and medical leave of absence, as well as notice of their rights and obligations during the leave.

Requests for family care and medical leaves to care for a child, parent, spouse, registered domestic partner, grandparent, grandchild or sibling with a serious illness/health condition, or an employee with a serious illness/health condition, must be accompanied by a health provider's written statement.

In the case of the employee's own serious illness/health condition, the certification must contain information as to (1) the date the serious health condition or disability will begin, or in cases of emergency, began, (2) the probable duration of the condition or disability; (3) the estimated amount of time the health care provider believes the employee will need for the medical leave; and (4) in the case of the employee's own medical leave, certification that the employee is unable to work because of the condition or disability; or (5) in the case of a family care leave, confirmation that the employee will be participating in the supervision or treatment of the family member. Any employee who submits a certification containing false information will be subject to discipline, up to termination.



Family Care and Medical Leave

If an employee requests a family care leave for the birth, adoption or foster care placement of a child, the Company reserves the right to request documentation of such birth, adoption or placement.

Employees may request medical leave on an intermittent or reduced schedule basis in certain circumstances, where the medical need for such leave can be demonstrated. An employee must provide certification from a health care provider demonstrating that such intermittent leave is medically necessary and, if applicable, setting forth the schedule of treatment and expected absences. Similarly, intermittent leave may be requested to take care of one of the family members identified if such leave is medically necessary, and the employee provides certification from a health care provider demonstrating the medical need for such intermittent leave and, if possible, setting forth the schedule for treatment. In the case of an intermittent or reduced schedule medical/family care leave, the Company reserves the right, at its sole discretion, to transfer the employee temporarily to an alternate position which better accommodates the particular leave and the Company's business needs.

A family care leave for the birth, adoption or foster care placement of a child must be completed within the 12 month period immediately following the birth, adoption or placement of the child in foster care, and must be for a minimum of two weeks duration at one time. The employee, however, will be allowed to take a shorter leave on two occasions within that period.

The Company reserves the right to request recertification of the need for the leave at 30-day intervals, consistent with state and federal law. The Company also reserves the right to request recertification at any time if circumstances regarding the need for the medical/family care leave have changed, the employee asks for an extension, or the Company receives information that casts doubt upon the continuing validity of a medical certification.

During the leave of absence, health insurance benefits ordinarily provided by the Company, and for which the employee is otherwise eligible, will be continued during the period of the leave for up to a maximum of 12 weeks, if the employee elects to continue to pay his or her share of the premiums for such coverage. Employees on a leave of absence are not eligible to receive paid holiday benefits or any other non-legislated benefits.

Generally, employees on family care and medical leave who return to work immediately following the end of an approved leave will be returned to the same job they held immediately prior to their leave or, if that position has been filled or is no longer available, to a comparable position if one is available, consistent with applicable law. There may be circumstances, however, where the Company will be unable to offer reinstatement, consistent with applicable law.

Employees with a serious illness/health condition must present a health provider's written release verifying that they are able to safely perform their duties before they will be allowed to return to work. Employees who fail to return to work on the date the leave expires without obtaining proper re-certification may be treated as having voluntarily terminated their employment with the Company.

Employees on approved family leaves of absence are eligible to apply for Paid Family Leave benefits through the State of California. Such State benefits can provide up to eight weeks of wage-replacement benefits to workers who take time off work to care for a seriously ill child,



Family Care and Medical Leave

spouse, parent, domestic partner, grandparents, grandchildren, siblings or parents-in-law. Employees who utilize paid time off are required to coordinate state benefits with the Company such that they receive no more compensation during a family medical leave than they would earn if they were working.

Leave time taken under this policy in California will not run concurrently with Pregnancy Disability Leave. Employees who have taken 12 weeks of parental leave under the Parental Leave policy in 2020 should consult Human Resources regarding their eligibility to take family leave in 2021 under this policy.

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