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Simpson Manufacturing Co., Inc. and its subsidiary Simpson Strong-Tie Company, Inc. (“The Company”), provides time off and leaves of absence in compliance with applicable law. This document describes how The Company maintains compliance and provides our time off and leave of absence programs. The following policy applies to all employees unless an applicable law or a collective bargaining agreement (“CBA”) provides otherwise. If a law or CBA provides otherwise, then the law or CBA will govern.

Employment Classifications

Regular Full-Time Employee: An individual employed to work 30 hours or more per week on a non temporary basis.

Regular Part-Time Employee: An individual employed to work less than 30 hours per week on a non temporary basis. Unless otherwise indicated or required by local law Regular Part-Time employees are not eligible for paid time off benefits.

Temporary Employee: An individual employed to work for a defined period of time. This includes interns, co-op students, and seasonal employees. Unless otherwise indicated or required by local law, Temporary employees are not eligible for paid time off benefits.

Position Classifications

All positions are classified as either exempt or non-exempt under applicable law. Human Resources determines the classification as exempt or non-exempt, and this classification may only be changed in writing by Human Resources.

Exempt: Exempt employees are paid on a salary basis and are not eligible to receive overtime pay. The Company intends to maintain the salary basis of all of its exempt employees.

Non-Exempt: Non-exempt employees generally are paid on an hourly basis and receive overtime pay in accordance with applicable law.


It is the Company’s policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and applicable state laws in determining exempt or non-exempt status. Therefore, the Company prohibits all managers from making any improper deductions from the salaries of exempt employees. If an employee believes that an improper deduction has been made to his or her salary, he or she should immediately report this information to the Human Resources Department. For further information, please refer to the Salary Basis/Safe Harbor Policy located in the Pay and Timekeeping policy.

Time Off

Holidays

The following seven (7) holidays are observed by all US locations each calendar year and provided to regular, full-time US employees.

- 1. New Year’s Day
- 4. Labor Day
- 7. Christmas Day

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| 2. Memorial Day | 5. Thanksgiving Day |
| 3. Independence Day | 6. Day after Thanksgiving Day |

Generally, an additional four (4) holidays are selected by each location as either branch-observed holidays or personal holidays. When less than four holidays have been designated as a branch-observed holiday, nonexempt employees receive the remaining days as personal holidays which may be used for the following reasons.

- Employee’s Birthday
- Religious or Government Holiday not listed above
- Bad Weather Day (school or Company observed)
- Community Service Day such as Child School Volunteer Day/Field Trip, Habitat for Humanity Workday, other charitable/community work
- Extending eligible Bereavement Leave

Unused personal holidays do not carry over to the next year and are not eligible to be paid out. Exempt employees do not receive undesignated personal holidays and should refer to the **Vacation Policy for Regular, Full-Time Employees in Exempt Positions** for information regarding taking additional time off.

Full-time, non-exempt employees will be paid their normally scheduled hours, up to 12 hours per day for each holiday, when the employee works the full scheduled day before and after the holiday, or covers the day before and after the holiday with approved vacation or sick time as applicable. A holiday falling on a Saturday generally is observed the preceding Friday. A holiday falling on a Sunday generally is observed the following Monday. Employees become eligible for paid holidays on their first day of work.

Vacation

Time off from work is beneficial and all employees are encouraged to take it. Employees have a responsibility to care for themselves in addition to their responsibilities to the Company and the Company’s internal and external customers.


Employees must obtain approval from their supervisor or manager in advance for all vacation requests. Vacation is approved on a first-come, first-served basis. Managers will evaluate vacation requests based on needs of the business, including those of the department. If your request is not approved, then you may not take vacation.

Therefore, you should request and obtain approval before booking non-refundable vacation expenses.

Vacation for Regular, Full-Time Employees in Non-Exempt Positions

All Regular, full-time, non-exempt employees earn vacation time based on length of employment according to the following schedule:

YEARS OF SERVICE	ACCRUAL RATE PER PAID HOUR WORKED (excluding overtime and double time)	ACCRUAL EQUIVALENT PER YEAR AT 40 HOURS PER WEEK	MAXIMUM ACCRUAL
Through first 5 years	0.0384	10 days (80 hours)	20 days
Year 6 through 15	0.0576	15 days (120 hours)	30 days
Year 16 and thereafter	0.0769	20 days (160 hours)	40 days

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Employees may accrue up to a maximum of two times their annual vacation accrual amount as reflected in the above schedule. If an employee reaches the maximum cap on accrual, then no additional vacation time accrues until the employee uses some vacation time and drops below the cap, at which time accrual will resume. No vacation time is accrued during the period when the accrual is at the maximum level.

We start vacation accrual from date of hire. Vacation does not accrue during a leave of absence, other than during periods in which the employee is using vacation or sick time to cover time off or supplement STD. The vacation accrual rate is based upon anniversary date.

In the case of a job change from a non-exempt to an exempt position, accrued vacation will be paid out on the pay date following the change. Any unused vacation a non-exempt employee has accrued when his/her employment comes to an end will be paid in accordance with applicable law.

Vacation for Regular, Full-Time Employees in Exempt Positions

This policy is effective January 1, 2019, and supersedes the Company’s previous vacation policy for regular, fulltime exempt employees. It does not apply to absences which may be covered under Leaves of Absence policies (including intermittent or reduced schedule leaves) or otherwise require extended time off work.

Vacation time does not accrue or vest for regular, full time exempt employees, and therefore, does not carryover from year to year. Employees are permitted to use discretion to determine for themselves an appropriate work/life balance while maintaining high performance in their job. Consistent with their professional responsibilities, demands of their jobs, and need for rest and rejuvenation, exempt employees decide how much vacation time to request each year, for which they will require manager approval. No particular amount of vacation time off is expected, promised or guaranteed. Generally, vacation should be taken for a maximum of two weeks at a time. When vacation is taken under this policy, compensation is not reduced.


Managers will not approve or deny vacation requests on the basis of any sort of calculation which rationalizes or limits employees to a certain amount of vacation time per year. No Company employee is authorized to make a commitment to an employee that is contrary to this policy.

Absences Requiring Extended Time Off

Regular, full time employees in exempt positions requiring extended time off from work for a personal or family reason that is not covered under another Company policy should contact Human Resources to discuss the possibility of an unpaid leave of absence as such extended absences are not covered under this policy.

Scheduling Time Off (Exempt Employees)

- Provide appropriate notice in advance of a vacation request. Discuss with your manager the amount of advance notice he or she considers appropriate.
- Before time off is requested, contact all relevant supervisors/managers to inform them of your proposed dates. Exercise good judgment in taking time off while considering pending deadlines and customer requirement conflicts. Do not book non-refundable vacation expenses until your manager reviews and approves your vacation request.

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- Absent extenuating circumstances, time off should be taken for a maximum of two weeks at a time.
- Manage your workload up until your departure date, anticipating and ensuring coverage on any issues that may arise in your absence. Remind your manager and team of the impending time off accordingly.
- If the absence will be more than a few days, offer the names and contact information of other employees who may be able to assist during your absence.
- Set the “Out of Office Assistant” in Outlook, change your voicemail greeting, and make arrangements for checking your mailbox.

Sick Pay

All Regular Full-Time employees accrue sick pay at a rate of .0333 per regular hour worked, and may accrue up to a maximum of 480 hours. Part-Time and Temporary employees in locations where a state specific paid sick time law applies and not otherwise governed by a CBA accrue sick pay at a rate of .0333 per hour worked, and may accrue up to a maximum of 480 hours. When available, employees are required to use sick pay to cover time off for the diagnosis, care or treatment of an existing health condition, or preventative care, for the employee or their covered family member. Unless additional family members are covered by applicable law, covered family members under this policy are generally the employee’s parents, children, and spouse or registered domestic partner. If an applicable local or state paid sick time law permits the use of paid sick time for additional reasons or covered family members, then the Company permits the use of accrued sick pay for such purposes and family member in accordance with applicable law.

Office non-exempt and production non-exempt employees are required to take sick time in minimum increments of one (1) hour or more unless otherwise provided by applicable law (in Arizona, Maryland, Massachusetts, and Washington state, sick time may be used in the smallest increment that the Company’s payroll system tracks time). Exempt employees apply four (4) hours of sick time when they work four (4) hours or less. Exempt employees who work more than four (4) hours a day are not required to use sick time to cover missed time.


Employees who are off for three (3) or more days should contact their local HR Representative to discuss requesting an FMLA leave. Regular, full-time employees are also covered by our Short Term Disability (STD) plan (see information in the Leave of Absence section below) which generally contains a 14 calendar day waiting period. Simpson will apply accrued, unused sick pay during the waiting period if available, to cover lost wages unless the employee notifies Total Rewards otherwise. The Company reserves the right to request documentation for sick leave, subject to applicable law.

If your need to use paid sick time is reasonably foreseeable, you must make a good faith effort to provide notice to your manager in advance and should schedule the time off so as to not disrupt the Company’s operations. If your need to use paid sick time is unforeseeable, then you must provide notice to your manager as soon as practicable.

Employees may request and use paid sick time under this policy without fear of retaliation or discrimination, which Company policy prohibits.

Jury Duty

If an employee appears for jury selection or to serve on a jury, he/she will be granted time off to do so. Full time employees’ regular pay will continue for a maximum of 15 working days while serving unless otherwise required by applicable law. Exempt employees will be paid their full salary for any workweek they perform work while on jury duty.

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Funeral Pay

The Company provides paid time off for Regular Full-Time employees to attend a funeral or make funeral arrangements for a member of their immediate family. Immediate family is spouse, registered domestic partner, child, son-in-law, daughter-in-law, stepchild, grandchild, mother, father, step-parents, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandparent or spouse’s grandparent. Up to three (3) days off with pay will be allowed for funeral leave. One paid day (1) off with prior approval from the employee’s supervisor may be granted to attend the funeral of someone else not referenced above.

Leaves of Absence

Medical Leave of Absence, Employee’s Own Serious Health Condition


An employee may request a Medical Leave of Absence, for their Own Serious Health Condition (“Medical Leave”) of up to twelve (12) months, when the employee is unable to work due to a personal medical condition. Medical Leaves run concurrently with all other applicable leaves, including FMLA, state law leaves, pregnancy-related disability leaves, leave as a reasonable accommodation under the ADA and similar state laws, and workers’ compensation leaves, to the extent permitted by applicable law.

In order for a Medical Leave to be approved, a health care provider must certify in writing that the employee is unable to perform the essential functions of his/her position due to a personal medical condition, the date the need for Medical Leave began, and the estimated end date of the need for Medical Leave. An employee must provide a release to return to work with or without restrictions to Matrix and local Human Resources department before the employee will be permitted to return to work from a Medical Leave. If the employee has work restrictions, then the Company will engage in an interactive process with the employee and attempt to reasonably accommodate such restrictions.

During a Medical Leave, the Company will hold an employee’s position open to the extent required by applicable law. If an employee’s own position is not available for the employee to return to, the Employee will be given up to four (4) weeks to find a new position within the Company. If no such position is available, the employee will be terminated with right of rehire.

Employees are responsible for updating Matrix of their medical status while on leave. The status of employees who remain on Medical Leave will be reviewed regularly, but at minimum, at three (3) months, six (6) months and 12 months. If Matrix is not receiving updates from the employee, Matrix may attempt to contact the employee directly to get updates on the employee’s status.

If an Employee returns from a Medical Leave and subsequently goes back out on a Medical Leave within six months or less for any medical condition, then the original Medical Leave start date will apply for purposes of determining available leave under this Policy. For example, an employee requests a Medical Leave on January 1, and returns to work on September 1. Five months later the employee requests another Medical Leave (for the same or a different condition). The employee will have four months of Medical Leave available under this Policy. Under certain circumstances, the number of Medical Leaves that will be approved within a twelve-month period may be limited (other than leaves protected by law).

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Short Term Disability (STD)

When a full-time employee is on an approved medical leave of absence for him/herself, he/she is eligible for Short Term Disability (STD) pay beginning on the 15th calendar day and up through the 179th day the employee is disabled. Some state disability programs may provide pay benefits earlier than the 15th calendar day of the medical leave which the Company will honor for STD purposes as well. The duration between the date medical leave begins and the date state disability benefits and/or Company STD benefits begin is referred to as the waiting period. During the waiting period the employee is required to use accrued sick pay to cover lost wages (in order to be eligible to receive Company STD benefits). There is no Company STD waiting period for maternity leaves. Non-exempt employees may, but are not required to use accrued vacation during the waiting period and/or to supplement their STD or state disability benefits. Exempt employees who do not have sufficient paid sick leave to cover the waiting period will be provided with salary continuation pay for the remaining days of the waiting period, up to 80 hours. If the 80 hours have not been exhausted during the waiting period, and the exempt employee is still on STD, he/she will continue to receive salary continuation in coordination with STD pay until the 80 hours have been exhausted.

STD pay covers 60% of an employee’s base pay, up to \$1730 per week and is considered taxable wages. The Company’s STD pay will coordinate with any state disability pay program, CA SDI, for example. Employees on an FMLA leave for reasons other than their own serious health condition are not eligible to receive STD pay.


Once an employee is receiving STD pay he/she will be allowed, but not required, to use accrued and available sick or vacation pay in whatever increments necessary to cover the difference between the 60%/\$1730 maximum per week pay and 100% of his/her pay. Employees on STD are not eligible to receive Holiday Pay or use Holiday Pay to cover the difference between STD and 100% of his/her pay. If the employee is able to cover the difference between the 60%/\$1730 maximum per week pay and 100% of his/her base pay with sick or vacation, he/she will be eligible for bonus pay (incentive, commission or CPS) for those days.

If the employee is not able to cover the difference between the 60%/\$1730 maximum per week pay and 100% of his/her base pay with sick or vacation, he/she will not be eligible for bonus pay (incentive, commission or CPS) for those days. For example, if an employee is on a medical disability leave for 179 days and is only able to make up the difference between the 60% STD benefit and 100% base pay for 40 days, he/she will receive a pro-ration for 40 days for the quarterly bonus. The 139 days he/she was not able to cover he/she would not be bonus eligible.

For any leave of absence, sick time (and vacation for non-exempt employees) does not accrue other than during periods in which the employee is using vacation or sick time. When using accrued vacation or sick time to supplement STD payments, vacation and sick time will accrue on a pro-rated basis. Since exempt employees do not accrue vacation, they will only accrue sick time during periods of their leave when they are using sick time to supplement their STD payments.

Long Term Disability (LTD)

When a full-time employee on an approved medical leave of absence for him or herself, has exhausted their 179 days of Short Term Disability (STD) pay but remains disabled, the employee may be eligible for Long Term Disability (LTD) pay. Employees will be considered disabled if, during the 179-day elimination period and thereafter, they are unable to perform the duties of their “own occupation” as determined by the LTD carrier. LTD benefits may

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remain in effect until the employee reaches Social Security Retirement Age, should their disability continue until then.

Continuation of Benefits while on Medical Leave of Absence, Employees Own Serious Health Condition

While on a Medical Leave of Absence for the employees own serious health condition, his/her group health insurance and supplemental coverages generally will continue under the same conditions as if the employee had worked continuously during the leave up to a total of 52 weeks in the first 12-months of leave. When accrued vacation or sick leave is used, or the employee is provided salary/wage continuation pay by the Company, during the waiting period or as a supplement to STD, the Company will deduct the employee’s portion of the health plan premium as a regular payroll deduction.

During any unpaid portion of the leave, payment of the employee’s share of the benefit premiums is the employee’s responsibility. Unless the employee indicates otherwise, the Company will make these payments on the employee’s behalf during the unpaid portion of the leave, which amounts must be repaid to the Company when the employee returns to work. Upon return to work, the employee may elect to enter into a repayment agreement to have the premiums paid during the leave voluntarily deducted from payroll checks, or the employee may provide a personal check to the Company following a return to active employment. If the employee elects voluntary payroll deduction, the payments will be applied on a pre-tax basis (for those premiums which allow it) for net paychecks that are at least \$400 before taking into account the premium repayment amount. The deduction be no more than 50% of the normal per-pay-period insurance premium deduction, and will continue each pay period until the full amount owed has been paid.


In addition to paying for the employee’s own share of benefit premiums, if an employee does not return to work at the end of the leave period, he or she may be required to reimburse the Company for the Company’s share of the premiums for maintaining coverage during unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee’s control.

For any leave of absence, vacation and sick time does not accrue other than during periods in which the non-exempt employee is using vacation or sick time. When non-exempt employees use accrued vacation or sick time to supplement STD payments, vacation and sick time will accrue on a pro-rated basis. Exempt employees do not accrue vacation. However, with regard to sick time, the same accrual policies apply toward exempt employees’ sick time during a leave of absence.

Family/Medical Leave/Military Caregiver Leave

The Family and Medical Leave Act (FMLA) allows eligible employees to take up to 12 weeks of unpaid Family/Medical leave in a 12-month period. The 12-month period is measured rolling backward from the date an employee takes any FMLA leave. Eligible employees may also take an unpaid Military Caregiver Leave of up to 26 weeks in a single 12-month period. To be eligible for Family/Medical leave an employee must: (1) have worked for the Company for at least 12 months; and (2) have worked at least 1,250 hours during the 12 months before the beginning of the leave.

If eligible, an employee may take Family/Medical Leave for any of the following reasons:

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- **Birth/Placement.** The birth of the employee’s child, or the placement of a child with the employee for adoption or foster care. Leave for birth/placement must be concluded within one year following the child’s birth or placement. In some states, spouses who are both employed by the Company may be limited to a combined total of 12 work weeks within a 12-month period for birth/placement leave.
- **Employee Medical.** Because of the employee’s own serious health condition which makes the employee unable to perform one or more essential job functions.
- **Family Care.** To care for the employee’s spouse, child, parent, or registered domestic partner (covered by the California Family Rights Act (CFRA) and other state leaves - not FMLA) with a serious health condition.
- **Qualifying Exigency.** Because of any “qualifying exigency” as defined in the FMLA final regulations, arising out of the fact that an employee’s parent, child or spouse is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces in a foreign country.
- **Military Caregiver.** To care for a covered service member or covered veteran with a serious illness or injury (incurred or aggravated in the line of active duty in the Armed Forces) and who is the employee’s parent, child, spouse, or for whom the employee is next of kin. Such leave may be taken for up to 26 weeks in a single 12-month period, which period begins on the first day the employee takes leave for this purpose and ends 12 months after that date. To be considered “next of kin,” the employee must be the nearest blood relative of the covered service member or veteran. An eligible employee who takes Military Caregiver Leave may not take more than a combined total of 26 weeks of FMLA Leave in a single 12-month period, including any leave taken for other FMLA covered reasons. Under such circumstances, only a total of 12 weeks of FMLA Leave in a 12-month period may be taken for reasons other than Military Caregiver Leave.

When possible, the employee should request Family/Medical leave 30 days in advance. If the employee is unable to provide advance notice, approval may be delayed.

Family/Medical Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per workweek or workday) if medically necessary. Employees are required to make a reasonable effort to schedule medical treatment so as not to unduly disrupt the Company’s operations, subject to the approval of their health care provider, or the health care provider of their family member, as appropriate. Military Caregiver and Qualifying Exigency Leave also may be taken intermittently or on a reduced schedule. Leave for Birth/Placement cannot be taken on a reduced schedule without the Company’s consent. There are also restrictions on taking intermittent leave for these reasons.

Generally, upon return from Family/Medical Leave, employees will be reinstated to the same position or to an equivalent position with equivalent pay, benefits, and other employment terms, to the extent required by law. However, employees have no greater rights to reinstatement or to other benefits and conditions of employment than if they had not taken the leave. If an employee is returning from Employee Medical leave, then the employee will be required to present a fitness-for-duty certification upon return to work. Employees failing to provide a release to return to work when required to do so will not be permitted to resume work until it is provided.

Medical Leave of Absence, Employees Own Serious Health Condition runs concurrent with all other applicable leaves (FMLA, state law leaves, pregnancy leaves, maternity leaves, workers’ compensation leaves, etc.) as well as leave as a reasonable accommodation under ADA and any applicable state disability laws.

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Additional family or medical leave or family military leave may be available under state law to eligible employees. If state law provides greater benefits, then the employee will be provided with the benefit of whichever law provides greater rights. Employees should contact their Human Resources Department for more information regarding leaves that may be available under state law.

FMLA is not a paid benefit on its own. Non-exempt employees may use accrued vacation or sick time to cover lost wages. Exempt employees will be provided with up to 80 hours of salary continuation pay in a rolling 12-month period for any approved medical leave. **For example:** if an exempt employee takes a 6-week FMLA leave for the birth/adoption of a child and receives 80 hours of salary continuation, then takes another 6-week FMLA leave for the same purpose and for the same child 6 months later, he/she would not be eligible for another 80 hours of salary continuation pay. Further, if an exempt employee takes a 3-week FMLA leave for family care and then takes another 4-week FMLA leave for child's birth or placement, because these are two different leaves, he/she would be eligible for 80 hours of salary continuation for both leaves.


For non-exempt employees, vacation and sick time does not accrue other than during periods in which the nonexempt employee is using vacation or sick time. For exempt employees, sick time will accrue when salary continuation is provided, he/she uses sick time to cover the leave of absence, or he/she is out on an approved vacation.

For information about continuation of an employee's health insurance and supplemental coverages during FMLA leave, reference the details in the section above titled: Continuation of Benefits while on Medical Leave of Absence, Employees Own Serious Health Condition.

Parental Leave

Birth Disability Leave

Following the birth of a child, the Company will provide a regular full-time, disabled birthing parent with her full, regular wages for up to an eight (8) week time period upon the baby's birth, coordinated to run concurrently with and supplement other wage replacement benefits such as short term disability and paid family leave which do not provide a birthing parent with full, regular wages. Should the employee exhaust her full Birth Disability Leave (up to eight weeks) but continue to be disabled by pregnancy, then she will transition to our Short Term Disability (STD) plan without any internal waiting period. After the Birth Disability Leave ends, exempt employees may use 80 hours of salary continuation not already used during the Birth Disability Leave and may also elect to use accrued sick time once the 80 hours of salary continuation is exhausted for the duration of the Short Term Disability (STD), to supplement their wages. Non-Exempt employees may use accrued sick and/or vacation time during any subsequent Short Term Disability (STD) after Birth Disability Leave, to supplement their wages. Once the mother is no longer disabled or the eight (8) weeks of Birth Disability Leave has been exhausted (whichever comes first), utilization of any remaining salary continuation hours and/or accrued sick or vacation will no longer coordinate with other government paid non-disability benefits such as paid family leave. The employee's position will be held open for her, up to a maximum of four months from the date the Birth Disability Leave begins, unless additional protected leave is otherwise available under applicable law. Birth Disability Leave

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will run concurrently with Family/Medical Leave, Personal Medical Leave, and all other applicable state or local leaves to the extent permitted by applicable law. Company Birth Disability Leave pay will cease when the eight (8) week period from the baby's birth ends or the employee's employment ends, whichever comes earlier.

Bonding Leave

The Company will provide all regular full-time employees with their full, regular wages for up to a two (2) week, continuous time period and within four (4) months following the birth of their child or placement of a child with an employee for adoption or foster care. Bonding Leave will coordinate with other applicable paid and unpaid leave benefits. In addition to two continuous weeks of Bonding Leave pay, exempt employees may request to use up to an additional 80 hours of salary continuation before or after Bonding Leave. Exempt employees may also elect to use accrued sick time once the 80 hours of salary continuation is exhausted. If a birthing parent had previously used any of her salary continuation during the birthing period waiting period or subsequent to the birth disability leave, salary continuation is reduced by the hours previously used for those instances. Non-exempt employees may request to use accrued sick and/or vacation time before or after Bonding Leave. Once the two (2) weeks of Bonding Leave has been exhausted, utilization of any remaining salary continuation hours and/or accrued sick or vacation will no longer coordinate with other government paid non-disability benefits such as Paid Family Leave. The employee's position will be held open up to one month from the date Bonding Leave begins, unless otherwise required by applicable law. Bonding Leave will run concurrently with Family/Medical Leave, extended medical leave, state or local paid family leave, and other state leave laws wherever applicable. Company Bonding Leave pay eligibility will cease either when the two (2) week Bonding Leave period ends or the employee's employment ends, whichever comes earlier.

Military Leave


Employees will be granted a leave of absence without pay to perform uniformed services in the military, in accordance with federal and state law. Employment with the Company will be regarded as continuous service while on active military duty, pending return to work at the Company. No benefits will accrue during this time unless otherwise required by law. The Company follows all applicable state and federal military leave laws. If the requirements of any such laws differ from this policy, then the Company will follow the legal requirements.

Workers' Compensation Leave

Once it is determined an employee is unable to perform the essential functions of their job the branch safety representative should submit a Total Rewards LOA/Disability Intake Form to Total Rewards. The Total Rewards team will work with the Employee, the appropriate Workers Compensation Insurance Carrier and Matrix to manage the WC Leave.

FMLA leaves will run concurrently with Workers' Compensation. Once released to return to work by the workers' compensation carrier, the employee will need to contact Matrix to update/close their FMLA leave information.

Workers' compensation pay is determined based on applicable state law. While on a workers' compensation leave, if permitted by applicable state law, the employee may elect to supplement their workers' compensation payments with accrued sick or vacation pay up to 100% of their base salary. Exempt employees will be provided with up to 80

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hours of salary continuation pay, if not already granted under another leave of absence policy when workers' compensation is running concurrently with the other leave. For more information on supplementing workers' compensation pay the employee should contact Total Rewards.

If at any time the employee is working while under a doctor's care for a workers' compensation injury/illness, sick time may be used for any appointments scheduled during the work day.

Other Excused Absence

Occasionally an employee may be unable to come to work for personal reasons. Some of the factors the employee's Manager will consider in determining whether or not to approve such leave include length of service, performance, and attendance record.

Education Reimbursement During Leave of Absence

While on approved medical leave, an employee is entitled to any reimbursements owed to him/her for courses approved before the leave began. Any reimbursements will need to follow the current guidelines.

State-Specific Leaves of Absences


California Family and Medical Leaves

Similar to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA) provides eligible employees with up to 12 weeks of unpaid leave in a rolling 12-month period for the purpose of the employee's serious health condition, care for a family member with a serious health condition, and the birth or adoption of a child. In addition, CFRA includes registered domestic partners as defined family members. CFRA excludes an employee's own pregnancy related disability and military qualifying exigencies as covered reasons for leave.

CFRA leave will run concurrently with FMLA leave for all purposes other than:

- Leave to care for a registered domestic partner - CFRA only
- An employee's own pregnancy-related disability - FMLA only (and California Pregnancy Disability Leave)
- Leave for a qualifying exigency related to a family member's military service - FMLA only
- Leave to care for an ill or injured covered servicemember (FMLA only), unless the servicemember is a CFRA-covered family member (parent, child, or spouse) and has a qualifying serious health condition that warrants the assistance of the employee, then the first 12 weeks of care would qualify as a CFRA leave and run concurrently with FMLA. The last 14 weeks would be FMLA only.

The basic minimum duration of Birth/Placement leave under the CFRA is two weeks, except on two occasions you may request such a leave of less than two weeks' duration, and you must conclude the leave within one year following the child's birth or placement.

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Reference the Family/Medical Leave policy for details about:

- Eligibility requirements
- Advance notice requirements
- Process to request leave
- Leave start date
- Reinstatement rights
- Certification requirements
- Pay and benefits
- Return to work requirements

California Paid Family Leave

California employees may be eligible for up to 8 weeks of Paid Family Leave (“PFL”) benefits during a leave taken to care for a covered family member with a serious health condition or to bond with a child following birth, adoption or foster care placement. PFL benefits provide eligible employees with partial wage replacement payments during the covered period established by the Employment Development Department (EDD). Please note the Company does **not** integrate PFL with any additional paid time such as accrued sick/vacation or salary continuation, to create a combined amount equivalent to the employee’s regular base pay wages, for the purposes of qualifying for bonus pay (which is further explained below).


To be eligible for bonus pay (incentive, commission, or CPS) during a leave to care for a family member or to bond with a child, an employee must use a full eight (8) hours of accrued sick/vacation hours or salary continuation, if applicable and available, per day. This may reduce the employee’s PFL benefit from the state. However, the employee also has the option to forego bonus pay eligibility for the covered period in order to utilize the full PFL benefit.

California Pregnancy Disability Leave and Accommodation

Employees working in California who are disabled due to pregnancy, childbirth or related medical conditions are eligible for an unpaid leave of absence of up to four months for the period of such disability. When medically advisable, a Pregnancy Disability Leave may be taken intermittently or on a reduced work schedule. Multiple disability leaves for the same pregnancy will be combined for the purposes of calculating the four months. Additional leave may be available to eligible employees under the Family/Medical Leave Policy.

An employee may be entitled to transfer to a less strenuous or hazardous position, where such transfer is medically advisable because of pregnancy, childbirth, or a related medical condition and can be reasonably accommodated. An employee also may be entitled to reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions upon request. A request for reasonable accommodation or transfer must be supported by the written certification of the employee’s health care provider that such an accommodation or transfer is medically advisable.

If possible, an employee must provide at least thirty (30) days’ notice of her intention to take leave, or as much notice as is practicable under the circumstances. A request for leave must be supported by a medical certification from the employee’s health care provider. Generally, upon return from an approved Pregnancy Disability Leave, an

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employee will be reinstated to the same position or a comparable position, if available, subject to any applicable exceptions. However, an employee has no greater rights to reinstatement or to other benefits and conditions of employment than if she had not taken the Pregnancy Disability Leave. As a condition of returning from a Pregnancy Disability Leave, an employee must provide the Company with a certification from her health care provider that she is able to resume work.

Pregnancy Disability Leave is covered under the FMLA, but is not covered under the CFRA. Therefore, an employee eligible for a Family/Medical Leave under the Family/Medical Leave Policy may be eligible for up to 12 additional weeks of Family/Medical Leave under the CFRA in addition to her Pregnancy Disability Leave. The amount of Family/Medical Leave available following a Pregnancy Disability Leave will be reduced by the amount of Family/Medical Leave taken in the relevant 12-month period for reasons other than pregnancy-related disability. Please refer to the Family/Medical Leave Policy for information regarding eligibility and other issues related to Family/Medical Leaves.

California Lactation Accommodation

In consideration to working mothers who may be nursing, and in accordance with California law, the Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for her infant child. If possible, such break time should be taken during the rest or meal breaks already provided to the employee. If it is not possible for a lactation break to run concurrently with existing breaks, then a separate break will be provided. For non-exempt employees, any additional breaks taken to express milk may be unpaid to the extent consistent with applicable law.


For purposes of expressing breast milk, the Company will provide a private, safe, and sanitary place, other than a restroom, within a reasonable proximity to the employee’s workspace, which is shielded from view and free from intrusion and toxic and hazardous materials, contains seating and a surface to place a breast pump, has access to electricity, and is intended for the purpose of lactation first before any other purpose (“Lactation Location”). Additionally, a sink with running water and a refrigerator for storing breast milk will be in reasonable proximity to the employee’s workspace. Employees are responsible for the storage of the expressed milk. The milk may be stored in the refrigerator or other cooling device provided. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to protect the milk from contamination.

To request a lactation accommodation, contact your local Human Resources department to indicate your need for accommodations to express breast milk at work. The Company will promptly respond to lactation accommodation requests, and will endeavor to accommodate nursing mothers.

An employee has the right to file a complaint with the California Labor Commissioner for any violation of the right to a lactation accommodation in accordance with California law. Should you have any questions regarding this Lactation Accommodation Policy, please contact your local Human Resources department or the Vice President of Human Resources.

Colorado Family Care Act

In Colorado, employees who are eligible to take leave under the FMLA may also take leave under the Colorado Family Care Act to care for a civil union partner or registered domestic partner who has a serious health condition.

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Connecticut Pregnancy Disability Leave (CT PDL)

Connecticut employees are entitled to a reasonable amount of leave for pregnancy-related disability. If the employee is eligible for FMLA leave, then Connecticut PDL also will count against the employee’s FMLA leave entitlement, and will run concurrently. When appropriate, FMLA leave and CT PDL leave will run concurrently with leave under Company policy.

Illinois Pregnancy Accommodation

Illinois employees who are pregnant, have given birth or have any medical or common conditions related to pregnancy or childbirth, may be eligible for a reasonable accommodation to perform the essential functions of their job, unless providing the accommodation causes undue hardship on the Company. Reasonable accommodations may include, but are not limited to, an unpaid leave of absence, either continuously or on an intermittent or reduced schedule basis. Any request for reasonable accommodation must be supported by the written certification of the employee’s health care provider. If in need of such an accommodation, please contact Human Resources. For additional information, see the Notice located here:

https://www2.illinois.gov/dhr/Publications/Documents/Pregnancy_Posting-Igl-ENG14.pdf.

Maryland Pregnancy Accommodation


The Company provides reasonable accommodations, including leave, to pregnant employees who provide notice of a temporary disability caused or contributed to by pregnancy, provided that such accommodations do not create an undue hardship. Pregnant employees seeking an accommodation must identify the requested accommodation and provide a medical certification that includes the date the reasonable accommodation became medically advisable, the probable duration of the accommodation, and an explanatory statement as to the medical advisability of the accommodation. The Company may request additional relevant information, including medical information and documentation in connection with a request for accommodation. The Company will keep all medical-related information confidential in accordance with the requirements of applicable laws and will retain such information in separate confidential files. If an employee requests a reasonable accommodation for a pregnancy-related disability, the Company will explore with the employee all possible means of providing the reasonable accommodation.

Massachusetts Parental Leave

Full-time Massachusetts employees may be eligible for up to 8 weeks of unpaid leave for (1) the birth of a child, or (2) the placement with the employee for adoption of a child under 18 years of age (or under 23 years of age if the individual is mentally or physically disabled) the employee is adopting or intending to adopt.

Minnesota Pregnancy and Parental Leave Act

Under the Minnesota Pregnancy and Parental Leave Act, if you are a Minnesota employee and work at a facility with 21 or more employees in Minnesota, and you have worked for the Company for at least 12 months and have worked an average of at least 20 hours per week during the 12 months immediately prior to the date the leave is to begin, then you may be eligible for a total of up to 12 weeks of unpaid leave for (1) your own incapacity related to pregnancy, childbirth, or a related health condition, and prenatal care, and (2) the birth or adoption of your child. Minnesota parental leave for birth or adoption must begin within 12 months of the birth or adoption, unless the child remains in the hospital longer than the mother, and then the leave must begin within 12 months of the child leaving the hospital.

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If your need for leave is foreseeable, you must provide at least 30 days advance notice, if possible, or as much notice as practicable. For unforeseeable leave, provide notice as soon as practicable after learning of your need for leave. Failure to provide such notice may be grounds for delaying or denying the leave and may result in adverse consequences.

Employees returning from a leave generally will be reinstated to the same or equivalent job if they return on or before their leave expires, subject to any applicable exceptions. Employees have no greater right to reinstatement or other benefits and conditions of employment than if they had not taken a leave.

If you are eligible for and take leave that is covered under both the Minnesota Pregnancy and Parental Leave Act and the FMLA, then the leave will count against both your Minnesota and FMLA leave entitlements, and the leave under both laws will run concurrently. When appropriate, FMLA leave and Minnesota leave will run concurrently with leave under Company policy.

New Jersey Family Leave Act

Under the New Jersey Family Leave Act (NJFLA), eligible employees may take a total of 12 weeks of unpaid leave in any 24-month period for one or more of the following reasons:

- To bond with a child during the first 12 months after the child’s birth or adoption by the employee or the employee’s domestic partner or civil union partner;
- To care for a spouse, domestic partner, civil union partner, child, parent or the parent of a spouse (or domestic partner or civil union partner) with a serious health condition.

Employees are eligible to request a NJFLA leave after completing 12 months of service if they have worked at least 1,000 hours in the 12 months prior to the date that leave will begin.

If an employee’s leave qualifies under the NJFLA, the Company will designate the leave as being taken under state law. If the employee’s leave qualifies under both the NJFLA and the federal FMLA, these leaves will run concurrently.


Employees may be eligible to receive benefits under the New Jersey Temporary Disability Benefits Law during a New Jersey Family Leave.

This policy will be interpreted and applied in accordance with both the federal Family and Medical Leave Act and New Jersey Family Leave Act, the regulations thereunder, and all other applicable laws. To the extent that federal and New Jersey law may conflict, the law that is the most favorable to the employee will be controlling.

Tennessee Parental Leave

Employees working in Tennessee who have been employed by the Company full-time for at least 12 consecutive months may be eligible for Tennessee parental leave.

Eligible employees are entitled to a leave of absence for a period of up to four months for adoption, pregnancy, childbirth, or nursing an infant. Tennessee leave for adoption must be completed within four months of the child’s placement (this limitation does not apply to leave also covered by the FMLA).

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Employees returning from a Tennessee parental leave generally will be reinstated to the same or equivalent job if they return on or before their leave expires, subject to any applicable exceptions. Employees have no greater right to reinstatement or other benefits and conditions of employment than if they had not taken a leave.

If eligible for and take leave covered under the Tennessee parental leave law and FMLA, the leave will count against both the Tennessee and FMLA leave entitlements. In addition, leave under both laws will run concurrently.

Utah Pregnancy Accommodation

The Company will make reasonable accommodations for an employee for pregnancy, childbirth, breastfeeding, or a related condition (collectively, "Pregnancy"), upon the employee's request unless the accommodation would impose an undue hardship on the Company's operations as defined by Utah's Antidiscrimination Act.

Unless undue hardship would result, the Company will not deny employment based on a need for reasonable accommodation for the employee's Pregnancy. Likewise, the Company will not require an employee to terminate employment if another reasonable accommodation can be provided for the employee's Pregnancy.

The Company may require an employee seeking a reasonable accommodation for Pregnancy to provide a medical certification for accommodations other than more frequent restroom, food or water breaks. Such medical certification must include:

- the date the reasonable accommodation becomes medically advisable;
- the probable duration of the accommodation; and
- a statement regarding the medical advisability of the accommodation.


Paid Sick Time Addendum

The following specifies the reasons that paid sick time can be used and the covered family members for the following locations as of the publication date of this policy with paid sick time laws. Check with your local Human Resources representative for information about your location.

Arizona

Reasons for Use:

- (1) Employee's own injury, illness, or health condition; need for medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or need for preventive medical care;
- (2) Care of a covered family member with an injury, illness, or health condition; care of a covered family member who needs medical diagnosis, care or treatment, or preventive medical care;
- (3) Closure of the employee's place of business or employee's child's school or place of care by order of a public official due to a public health emergency;
- (4) Care of the employee or a covered family member when it has been determined by health authorities or by a health care provider that the individual's presence in the community may jeopardize the health of others due to exposure to a communicable disease (whether or not the individual actually has the disease); and

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(5) Certain absences related to domestic violence, sexual violence, abuse, or stalking of the employee or the employee's family member.

Covered Family Members:

(1) Regardless of age, a biological, adopted, or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom the employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; (2) Parent (biological, adoptive, foster, step), legal guardian of an employee or an employee's spouse or domestic partner, or a person who stood in loco parentis when the EE or the EE's spouse or domestic partner was a minor child; (3) Spouse or registered domestic partner; (4) Grandparent (biological, adoptive, foster, step) of the employee or the employee's spouse or domestic partner; (5) Grandchild (biological, adoptive, foster, step) of the employee or the employee's spouse or domestic partner; (6) Sibling (biological, adoptive, foster, step) of the employee or the employee's spouse or domestic partner; (7) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

California

Reasons for Use:

- (1) Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
- (2) For an employee who is a victim of domestic violence, sexual assault, or stalking


Covered Family Members:

(1) child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis); (2) biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when employee was a minor child; (3) spouse; (4) registered domestic partner; (5) grandparent; (6) grandchild; (7) sibling

Maryland

Reasons for Use:

- (1) To care for or treat the employee's own mental or physical illness, injury or condition, or to obtain preventive medical care;
- (2) To care for a covered family member with a mental or physical illness, injury or condition, or to obtain preventive medical care for the family member;
- (3) For maternity or paternity leave; or
- (4) For certain absences from work that are necessary due to domestic violence, sexual assault, or stalking committed against the employee or the employee's covered family member, including to (i) obtain medical or mental health attention that is related to the domestic violence, sexual assault, or stalking, (ii) obtain services from a victim services organization related to the domestic violence, sexual assault, or stalking, (iii) obtain legal services or proceedings related to or resulting from the domestic violence, sexual assault, or stalking, or (iv) temporarily relocate due to the domestic violence, sexual assault, or stalking.

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Covered Family Members:

(1) Child -- A biological child, an adopted child, a foster child, a stepchild of the employee; A child for whom the employee has legal or physical custody or guardianship; A child for whom the employee stands in loco parentis, regardless of the child's age; (2) Parent -- A biological parent, an adoptive parent, a foster parent, or a stepparent of the employee or the employee's spouse; the legal guardian of the employee; An individual who acted as a parent or stood in loco parentis to the employee or the employee's spouse when the employee or the employee's spouse was a minor; (3) Spouse of the employee; (4) Grandparent -- A biological, adopted, foster or step grandparent of the employee; (5) Grandchild -- A biological, adopted, foster or step grandchild of the employee; (6) Sibling -- A biological, adopted, foster or step sibling of the employee.

Massachusetts Reasons for Use:


- (1) Care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; (preventative medical care typically is routine health care that includes screenings, checkups, and patient counseling to prevent illnesses, disease, or other health problems); or
- (2) Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
- (3) Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
- (4) Address the psychological, physical or legal effects of domestic violence; or
- (5) Travel to and from an appointment, a pharmacy, or other location related to the purpose for which the time was taken.

Covered Family Member:

(1) Child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee assumed duties of parenthood); (2) Parent (biological, adoptive, or foster parent, stepparent, or person who assumed parenthood duties when employee or employee's spouse was a child); (3) Spouse (as defined by MA marriage laws); (4) Parent of spouse.

New Jersey Reasons for Use:

- (1) For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- (2) To aid or care for a family member during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care;
- (3) Absence necessary due to circumstances resulting from the employee or a family member being a victim of domestic or sexual violence, if the leave is to allow employee to obtain for the employee or the family member: (a) medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence; (b) services from a designated domestic violence agency or other victim services organization; (c) psychological or other counseling; (d) relocation; or (e) legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

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(4) Closure of employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of employee, or a family member in need of care by the employee, would jeopardize the health of others;

(5) Time needed by employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Covered Family Members:


(1) Child includes a biological, adopted, or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee. (2) Grandchild, (3) Sibling includes a biological, foster, or adopted sibling of an employee (4) Spouse, (5) Domestic partner, (6) Civil union partner, (7) Parent includes a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or of the employee's spouse, domestic partner, or civil union partner, or a person who stood in loco parentis of the employee or the employee's spouse, domestic partner, or civil union partner when the employee, spouse or partner was a minor child (8) Grandparent, (9) Spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, (10) Sibling of a spouse, domestic partner, or civil union partner of the employee, (11) Any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Oregon Reasons for Use:

- (1) For employee's or family members' mental or physical illness, injury or health condition, or need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or preventive medical care;
- (2) Certain absences related to domestic violence, harassment, sexual assault, or stalking of employee or employee's minor child or dependent;
- (3) In the event of a public health emergency, such as (i) closing employee's place of business, or the employee's child's school or place of care due to a public health emergency, (ii) presence of employee or employee's family member in community would jeopardize health of others, or (iii) exclude employee from workplace for health reasons under law or rule;
- (4) (i) To care for a) infant, newly adopted, or foster child under 18 years old, or an adopted or foster child older than 18 years old if child incapable of self-care because of mental or physical disability, b) family member with serious health condition, c) child with illness or condition requiring home care,
 - (ii) Bereavement leave for death of a family member, including attending funeral, making arrangements due to death of the family member, and grieving the death, and
 - (iii) Recover from or seek treatment for serious health condition that renders employee unable to perform at least one essential function of job.

Covered Family Members:

(1) Spouse of an employee (includes individuals who have lawfully established a civil union or domestic partnership under laws of any state), (2) The biological, adoptive, foster, custodial, non-custodial, step parent; (3) Child of the employee or the employee's same-gender domestic partner (biological, adopted, foster, or step) an employee's child in any of these categories may be either a minor or an adult at the time qualifying leave pursuant to these rules is

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taken; (4) Grandparent; (5) Grandchild; (6) Parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis; (7) Same-gender domestic partner; (8) Parent of employee's same gender domestic partner

Washington Reasons for Use:

- (1) Absence resulting from employee's mental or physical illness, injury, or health condition; to accommodate employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
- (2) Allow employee to provide care for family member with mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of an illness, injury, or health condition; or care for a family member who needs preventive medical care;
- (3) When employee's place of business has been closed by order of a public official for any health-related reason, or when employee's child's school or place of care has been closed for such a reason;
- (4) Absences related to domestic violence, sexual assault, or stalking of the employee or employee's family member -- (i) seek legal or law enforcement assistance or remedies, including, preparing for, or participating in, any civil or criminal legal proceeding; (ii) seek treatment by a health care provider for physical or mental injuries; (iii) obtain services from a domestic violence shelter, rape crisis center, or other social services program; (iv) obtain mental health counseling; or (v) participate in safety planning, temporarily or permanently relocate, or take other actions to increase safety.

Covered Family Members:

- (1) A child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; (2) Biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; (3) Spouse; (4) Registered domestic partner; (5) Grandparent; (6) Grandchild; (7) Sibling.

When paid sick leave is used for absences related to domestic violence, sexual assault, or stalking, family member shall mean: (1) Child; (2) Spouse; (3) Parent; (4) Parent-in-law; (5) Grandparent, or (6) person with whom the employee has a dating relationship.

REVISION HISTORY

DATE	REVISIONS
05/01/2023	Updated Holiday Pay for 10-hour and 12-hour shift employees