



Unpaid Personal Leave of Absence Policy

If you have been employed for at least six consecutive months, you may be granted an unpaid personal leave for up to 12 weeks if you are temporarily unable to work due to unusual, personal obligation of a serious nature or a serious health condition that prevents you from performing the essential functions of your position. Examples may include leave to care for a family member's serious illness or family death where bereavement is not available.

Such associates may not be eligible for FMLA or not have PTO available. Depending on the situation, documentation may be required to substantiate the requested leave. Personal leave is not guaranteed and cannot be used just because an associate does not have PTO.

To request an unpaid personal leave of absence for approval, please submit in writing to the Director of People at least 21 days in advance of the expected event or as soon as possible for unexpected events. In your request, please submit the following: 1) expected date out; 2) expected date of return; 3) reason for being away from work. Before being approved, all requests will be discussed between the Director of People and your manager to consider the impact they may have on business operations.

If you and/or your family participate in our group benefits plan, the company will maintain coverage under the plan during your leave on the same terms as if you had continued to work. All accrued vacation days must be used prior to the start of the leave of absence. If you no longer have PTO to cover the payroll deductions for your standard premiums, the premium amount will be applied to your Accounts Receivable account. You will be billed and must pay your share of benefits plan premiums before the next premium due date. If payment is not received, you will not receive benefits for the next month.

Upon returning from leave, you will normally be restored to your original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. If you fail to return to work on the approved return date, we will terminate your employment, deduct any unpaid premium payments from the final paycheck, and continuing benefits will be offered through COBRA.