



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Other Employee Benefits

- Paid Holidays
- Vacation Pay
- Sick Pay
- Paid Time Off (PTO)
- Leaves of Absence
- Family & Medical Leave
- Military Leave
- Unpaid Leave
- Bereavement Leave
- Jury Duty/Court Appearances
- Time Off to Vote

Paid Holidays

The Company provides seven (7) paid holidays per year to all full-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day (if permitted by the hospital needs)
- Christmas Day

The Company also provides for either Easter Sunday if Sundays are a normal workday for you. If you are seeking time off for observance of a religious holiday not observed by the Company, you will need to provide for two (2) weeks prior written notice.

If a holiday falls on Saturday, the Company will observe the holiday the Friday preceding the holiday. If a holiday falls on a Sunday, the Company will observe the holiday the Monday following the holiday. If your regular schedule day is a Saturday and/or Sunday, you will observe the holiday on the actual holiday for purposes of determining compensation. Holiday pay will not be paid to employees who are out on a Leave of Absence as defined in the Leave of Absence Policy.

Working a Holiday

Hospitals we serve will be operational on some or all of the above holidays, and you may be required to work the holiday. In such a case, non-exempt employees will be paid time and a half (1½) their hourly rate for all hours worked on the holiday, and your timesheet will be adjusted to reflect these hours worked and the holiday hours to calculate a full eight-hour day. Exempt Employees will be paid regular wages for all hours worked on the holiday, and additional compensation will be considered, but is not guaranteed.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Scheduling a “Make Up” Holiday

The Company will allow non-exempt employees who were required to work on a Company recognized holiday to take a “make up” holiday hours. If you are required to work some or all of a holiday, then you are eligible to take another half or whole day off as a holiday within 30 days of the holiday based on the time worked. Please provide your Manager a minimum of two (2) weeks’ notice to take your missed “holiday” to ensure that workload can be covered.

Eligibility for Holiday Pay

You will be paid for Company observed holiday if you work the scheduled working day before and after the holiday. Exceptions to this are excused absences which include, but are not limited to, serving jury duty during a Company observed holiday, death in the family, and a scheduled vacation.

Full-time employees not scheduled to work on a Company observed holiday will be paid straight time for the holiday, but will not be eligible for the “make up” holiday. Part-time employees will be paid for their regular scheduled shift if the holiday occurs on the scheduled workday. Holiday pay is not subject to overtime pay during any workweek.

Vacation Pay – effective until May 31, 2017 for employees hired before June 1, 2016

We recognize the importance for our employees to take personal time off, so the Company offers vacation hours to pay employees for this time off. An employee’s length of service with the Company determines the amount of vacation time they are eligible to accrue.

Eligibility

All full-time and part-time employees are eligible to earn vacation accruals if the employee was hired before June 1, 2016. You must be employed for a minimum of three (3) consecutive months and before June 1, 2016 to receive your first vacation accrual hours. Executive Team Members, Directors and Account Management roles are not eligible for vacation accruals.

General Provisions and Accruals

All vacation hours are based on the employee’s basic rate of pay at the time of vacation. These hours do not include any special forms of compensation such as incentives, commissions, bonuses, overtime, or shift differential. Company observed holidays occurring during a vacation period are paid as holidays and not charged against your vacation balance. You may not initiate sick leave within time frames you are on approved vacation unless physician documentation is provided to Human Resources. All vacation credits must be used before any type of unpaid leave will be approved. Where you are using vacation pay for a FMLA covered absence, then different rules *may* apply.

Assuming that you not use your current year vacation accrual, you will accumulate vacation credit on your anniversary date equal to the number of hours at the accrual rate below.

Full-Time Accrual Schedule:

Months of Continuous Service	Hours Earned per Month	Hours Earned per Year
At completion of 3 months:		14 hours
3 months to 12 months:	4.666 hours per month	42 hours
12 months to 4 years:	6.667 hours per month	80 hours
4 years to 8 years:	10.000 hours per month	120 hours
8 years to 9 years:	10.666 hours per month	128 hours
9 years to 10 years:	11.333 hours per month	136 hours



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

10 years to 11 years:	12.000 hours per month	144 hours
11 years to 12 years:	12.666 hours per month	152 hours
12 years or more:	13.333 hours per month	160 hours

Part-Time Accrual Schedule:

Months of Continuous Service	Hours Earned per Month	Hours Earned per Year
At completion of 3 months:		6 hours
3 months to 2 years:	2.000 hours per month	18 hours
2 years or more:	3.000 hours per month	36 hours

Scheduling Your Vacation

All requests for vacation must be submitted to your Manager at least two (2) week in advance (when practical) and is approved at the discretion of your Manager based on staffing levels. Business needs and necessity will take precedent in determining vacation approval.

Vacation Accrual Cap

You are allowed to earn and/or accrue vacation credits in excess of their applicable vacation accrual cap as follows:

Full-Time Cap:

Months of Continuous Service	Vacation Accrual Cap Amount
Less than 2 years:	40 hours total
2 years to 4 years:	120 hours total
4 years to 8 years:	160 hours total
8 years or more:	200 hours total

Part-Time Cap:

Months of Continuous Service	Vacation Accrual Cap Amount
Less than 2 years:	20 hours total
2 years or more:	40 hours total

Vacation and Rehired Employees

If you are rehired at the Company within six (6) months of their termination date, and you have completed the three (3) month waiting period during their previous tenure, your vacation accrual will start at zero (0); however, the accrual will begin again on the date of rehire at the rate you were accruing at the time of your separation. If you are rehired after six (6) months of their termination date, then you will follow the same accrual schedule as a new hire including a new waiting period.

Vacation Pay and the FLSA

Exempt employees reporting to work will be paid for a full day worked, in accordance with the Fair Labor Standards Act (FLSA) guidelines. If a full-time exempt employee does not complete at least a half (1/2) day of work on a regularly scheduled work day, then the employee will be required to use vacation time for the partial day absence. If a part-time employee or a non-exempt employee does not work their regularly scheduled hours, then the employee will be required to utilize their vacation time to compensation them for a full day's salary.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Vacation and Leaves of Absence

If you are out for an approved leave of absence, your vacation will stop accruing until you return to work. In accordance with the Company policy, you will be required to use your unused accrued vacation time during a Medical Leave or FMLA leave unless otherwise indicated by state law.

Vacation Hour Payout

If you have at least 64 accrued vacation hours on October 31st, then you will have the opportunity to receive 40 hours of your vacation time paid out on your December 15th paycheck. Human Resources will provide all eligible employees with a form to elect or decline this vacation payout, and the form must be returned to Human Resources by November 30th. If a form is not received, then vacation hours would not be paid. Human Resources will provide our Payroll Department with the vacation payout listing on December 1st, and this payout will be made on the first paycheck each December. Contact Human Resources with any questions on this payout process.

Sick Pay – effective until May 31, 2017 for employees hired before June 1, 2016

The Company offers sick pay hours if you need time off for an illness or injury, or time off to care for a spouse, child or parent. It may also be used when you must be absent from work for a physician's appointment.

Eligibility

All full-time and part-time employees are eligible to earn sick pay hours if the employee was hired before June 1, 2016. Executive Team Members, Directors and Account Management roles are not eligible for sick pay accruals.

General Provisions and Accruals

All sick pay hours are based on the employee's basic rate of pay at the time of the illness or injury. Vacation, holiday pay, and any leave of absence are not used in the calculation of your sick pay accrual. You may not initiate sick leave when you are on approved vacation unless physician documentation is provided to Human Resources. All sick hours must be used before any type of unpaid leave will be approved.

The Company may require you to provide a physician's statement documenting the reason for the absence to be excused. In addition, you will be expected to provide a physician's statement after an absence of three (3) consecutive working days. Where you are using sick pay for a FMLA covered absence, then different rules *may* apply. Assuming that you not use your current year sick pay accrual, you may accumulate sick pay credit on your anniversary date equal to the number of hours at the accrual rate below.

Full-Time Accrual Schedule:

Months of Continuous Service	Hours Earned per Month	Hours Earned per Year
At completion of 2 months:	2.000 hours per month+ 24 hours lump sum	24 hours
2 months to 1 year:	2.000 hours per month	48 hours
1 year or more:	4.000 hours per month	48 hours

Part-Time Accrual Schedule:

Months of Continuous Service	Hours Earned per Month	Hours Earned per Year
At completion of 2 months:	2.000 hour per month + 18 hours lump sum	24 hours
2 months to 1 year:	0.000 hours per month	0 additional hours
1 year or more:	2.000 hours per month	24 hours



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Sick Leave Accrual Cap

Full-time employees may accumulate up to 320 hours of sick leave credit and part-time employees may accumulate up to 160 hours of sick leave credit before their sick leave accrual stops. Once your balance reaches the Sick Leave Accrual Cap, additional sick credits will not continue to accrue until you use enough sick credits to bring your total sick credit accrual below the Sick Leave Accrual Cap.

Scheduling Your Sick Pay

Sick Pay time should be used for a physician appointment, and you are expected to request time off at least two (2) weeks in advance or as soon as reasonably possible.

Sick Pay and Rehired Employees

If you are rehired at the Company, then you will be immediately accrue sick pay hours.

Sick Pay and the FLSA

All exempt employees reporting to work will be paid for a full day worked, in accordance with the Fair Labor Standards Act (FLSA) guidelines. If a full-time exempt employee does not complete at least a half (½) day of work on a regularly scheduled work day due to an illness or injury, then the employee will be required to use sick pay hours for the partial day absence. If a part-time employee or a non-exempt employee does not work their regularly scheduled hours for an illness or injury, then the employee will be required to utilize their sick pay hours to compensation them for a full day's salary.

Sick Pay and Leaves of Absence

If you are out for an approved leave of absence, you will stop accruing sick pay until you return to work. In accordance with the Company policy, you will be required to use your unused accrued sick pay time during a Medical Leave or FMLA unless otherwise indicated by state law.

Paid Time Off (PTO) – effective July 1, 2016

We recognize the importance for our employees to take personal time off, so the Company offers PTO hours to pay employees for this time off. An employee's length of service with the Company determines the amount of PTO time they are eligible to accrue.

Eligibility

All full-time and part-time employees are eligible to earn PTO accruals. You must be employed for a minimum of two (2) consecutive months to receive PTO accrual hours. Company Owners, Executive Team Members, Directors and Account Management roles are not eligible for PTO accruals.

General Provisions and Accruals

All PTO hours are based on the employee's basic rate of pay when the time off is taken. These hours do not include any special forms of compensation such as incentives, commissions, bonuses, overtime, or shift differential. Company observed holidays occurring during a PTO period are paid as holidays and not charged against your PTO balance. All PTO credits must be used before any type of unpaid leave will be approved.

Assuming that you not use your current year PTO accrual, you will accumulate PTO credit on your anniversary date equal to the number of hours at the accrual rate below.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Full-Time Accrual Schedule:

Months of Continuous Service	Hours Earned per Month	Hours Earned per Year
At completion of 2 months:		20 hours
2 months to 12 months:	10.000 hours per month	100 hours
12 months to 4 years:	10.000 hours per month	120 hours
4 years to 8 years:	13.333 hours per month	160 hours
8 years or more:	16.666 hours per month	200 hours

Part-Time Accrual Schedule:

Months of Continuous Service	Hours Earned per Month	Hours Earned per Year
At completion of 2 months:		10 hours
2 months to 2 years:	5.000 hours per month	50 hours
2 years or more:	5.000 hours per month	60 hours

Scheduling Your Time Off

All time off requests must be submitted to your Manager at least two (2) week in advance (when practical) and is approved at the discretion of your Manager based on staffing levels. Business needs and necessity will take precedent in determining approval.

PTO Carryover Rules/Cap

Full-time employees will earn PTO each pay period, but will only be able to carry over up to 40 PTO hours into the new fiscal year (on June 1st). Any PTO hours accrued and not used in excess of 40 will be deducted from your balance without payment, in accordance with state law (“Use It or Lose It” plan). California employees will receive payment for hours in excess of 40 on the last paycheck in May each year.

Part-time employees will earn PTO each pay period, but will only be able to carry over up to 20 PTO hours into the new fiscal year (June 1st). Any PTO hours accrued and not used in excess of 20 will be deducted from your balance without payment, in accordance with state law (“Use It or Lose It” plan). California employees will receive payment for hours in excess of 20 on the last paycheck in May each year.

PTO and Rehired Employees

If you are rehired at the Company within six (6) months of their termination date, and you have completed the two (2) month waiting period during their previous tenure, your PTO accrual will start at zero (0); however, the accrual will begin again on the date of rehire at the rate you were accruing at the time of your separation. If you are rehired after six (6) months of their termination date, then you will follow the same accrual schedule as a new hire including a new waiting period.

PTO and FLSA

Exempt employees reporting to work will be paid for a full day worked, in accordance with the Fair Labor Standards Act (FLSA) guidelines. If a full-time exempt employee does not complete at least a half (½) day of work on a regularly scheduled work day, then the employee will be required to use PTO time for the partial day absence. If a part-time employee or a non-exempt employee does not work their regularly scheduled hours, then the employee will be required to utilize their PTO time to compensation them for a full day’s salary.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

PTO and Leave of Absences

If you are out for an approved leave of absence, your PTO will stop accruing until you return to work. In accordance with the Company policy, you will be required to use your unused accrued PTO time during a Medical Leave or FMLA leave unless otherwise indicated by state law.

PTO Hour Payout

If you have at least 64 accrued PTO hours on October 31st, then you will have the opportunity to receive 40 hours of your PTO time paid out on your December 15th paycheck. Human Resources will provide all eligible employees with a form to elect or decline this PTO payout, and the form must be returned to Human Resources by November 30th. If a form is not received, then PTO hours would not be paid. Human Resources will provide our Payroll Department with the PTO payout listing on December 1st, and this payout will be made on the first paycheck each December. Contact Human Resources with any questions on this payout process.

Leaves of Absence

It is the Company's policy to grant leaves of absence under the following circumstances:

- Medical Leave (not otherwise covered under the Family & Medical Leave Act)
- Family & Medical Leave of Absence
- Military Leave
- Unpaid Leave (not covered under any other type of eligible leave)

While on leave, you will be responsible for payment of insurance premiums and other costs paid in whole or part by the Company. Failure to remit the premium payments may result in cancellation of benefits or denial of claims for which payment is required. Service credit with the Company will not stop as a result of a leave of absence, and no benefit credit will be accrued toward vacation or PTO. Accrued unused vacation, PTO and sick pay hours will be paid out concurrently with your leave of absence.

While on leave, you shall not engage in any type of employment whatsoever. Accepting employment elsewhere without Company approval will lead to immediate termination.

Any type of employment status change or a request for a modified work schedule when returning from a leave of absence should be made to Human Resources at least two (2) weeks prior to the agreed upon expiration date. Human Resources will work with your Manager to determine if approving or denying this change in work hours is feasible.

Family and Medical Leave of Absence

The Company shall comply with all Federal, State and local law as they relate to family, medical, or other such types of leave.

Eligibility Requirements

Employees are eligible for leave under the Family and Medical Leave Act ("FMLA") if they have worked for the Company for at least one (1) year and have worked at least 1,250 hours over the previous twelve (12) months and are employed at a worksite where fifty (50) or more employees are employed within seventy-five (75) miles of that worksite ("FMLA Covered Location").



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

For an employee who does not satisfy the twelve (12) months of employment and/or has worked less than 1,250 hours, family and/or medical leave is not available under this policy. In this case, an employee may take time off using accrued, but unused, paid-time-off for up to eight (8) weeks. After any accrued time off has been used, the employee must return with an appropriate physician's release or otherwise may be terminated from employment with the Company.

Basic Leave Entitlement

Eligible employees at FMLA Covered Locations shall receive up to twelve (12) weeks of unpaid, job-protected family and/or medical leave in a rolling twelve (12) month period for the following reasons:

- The birth of a child and care for a newborn
- For the placement of a child with an employee for adoption or foster care, and to care for the newly placed child
- To care for an immediate family member (spouse, child, or parent – does not include parent "in-laws") with a serious health condition
- For an employee who is unable to work because of a serious health condition or a qualified Workers' Compensation Claim.

Military Family Leave Entitlements Eligible employees at FMLA covered locations who are the spouse, child, or parent of a service member who is a member of the regular Armed Forces, or on active duty or call to active duty status in the National Guard or Reserves, may use their twelve (12) week leave entitlement to address certain qualifying exigencies, when the service member has been called for deployment to a foreign country. 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. Eligible employees working at Non-FMLA Covered Locations may use their six (6) week Personal Leave for this purpose.

Employees working at FMLA Covered Locations may also be eligible for a special leave entitlement that permits eligible employees (spouse, son, daughter, and parent) to take up to 26 weeks of leave to care for a covered service member during a single twelve (12) month period.

A covered service member is:

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who (a) has a serious injury or illness incurred in the line of duty while on active duty, or (b) has a pre-existing injury or illness that was aggravated by service in the line of duty while on active duty in the Armed Forces, which may render the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list; and/or
2. A veteran who (a) has a serious injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces, or (b) has a pre-existing injury or illness that was aggravated by service in the line of duty while on active duty in the Armed Forces, and that manifested itself before or after the member became a veteran, for which the veteran is undergoing medical treatment, recuperation, or therapy, provided the veteran was a member of the Armed Forces, including the National Guard or Reserves, at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Benefits and Protections

During family and/or medical leave, the Company shall maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Use of family and/or medical leave will not result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

Arrangements will be made with you to pay your portion of the insurance premiums. If you inform your Manager or Human Resources of an intent not to return to work at the end of the leave period, if you fail to return to work when the family and/or medical leave entitlement is exhausted, or if your Workers Compensation claim is continued past the 12 weeks of family and/or medical leave, you will lose health insurance coverages. At that point, you will have the opportunity to elect coverage of the health insurances through COBRA.

If you qualify for FMLA leave and protections, the Company will hold your job, or an equivalent job, for the required time period. After that time period, the Company is not required to protect your job. Generally, upon return from FMLA, you 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. If you take leave because of your own serious health condition, you will be required to present a fitness-for-duty certification upon return to work. If you fail to provide a release to return to work which allows you to perform the essential functions of the job, with or without reasonable accommodations, when required to do so, you will not be permitted to resume work until it is provided.

This policy does not constitute a contract or any contractual obligation and does not alter the at will nature of employment at the company. Each request for leave will be reviewed and governed on a case-by-case basis.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider, for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one (1) visit and a regimen of continuing treatment, incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations.

Intermittent leave can be used when it is medically necessary for: (1) the treatment of a serious health condition by and under the supervision of a health care provider; (2) for the recovery from the treatment of a serious health condition; (3) for the employee's own serious health condition; or (4) to provide care for a qualifying family member with a serious health condition. Intermittent leave to care for a newborn or newly placed adopted or foster care child is available only with prior approval from management. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Only the amount of leave taken while on the intermittent/reduced schedule will be charged as family and medical leave. When intermittent leave is needed for foreseeable medical treatment, you must work with your Manager to schedule the leave before or after working hours to result in the least amount of disruption to the company's



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

operations and impact on other employees. This is subject to the approval of the employee's health care provider. In certain cases, you may be temporarily assigned to another position with equivalent pay and benefits that accommodate recurring periods of leave better than the your regular job.

If you have exhausted all of your accrued vacation and sick pay time accruals, you will receive reduced compensation consistent with the hours you actually work.

Substitution of Paid Leave for Unpaid Leave

Accrued paid-time-off, short-term disability, or any other paid leave, including workers' compensation, must be used as part of the twelve (12) week leave and will run concurrently with FMLA.

Calculation of Leave

Calculation of the amount of intermittent leave available to a employee is measured by the employee's actual workweek. For example, if an employee is a regular, full-time employee with a 40-hour workweek, the employee is entitled to 480 hours of intermittent leave (12 weeks x 40 hours = 480 hours). If an employee's workweek is a 30-hour workweek, the employee is entitled to 360 hours of intermittent leave (12 weeks x 30 hours = 360 hours).

Employee Responsibilities

You must provide thirty (30) days advance notice of the need to take family and/or medical leave when the need is foreseeable. When thirty (30) days' notice is not possible, you must provide notice as soon as reasonable and practicable. To assist us in arranging work assignments during your absence, we ask that you give us prior notice, to the extent possible, of an expected birth or adoption, as well as an indication, to the extent known, of your expected return date. To facilitate your return to work, we also ask that you provide us with two (2) weeks advance notification of your intended return date. Failure to do so may delay your return date.

You must also provide sufficient information for the Company to determine if the leave may qualify for family and medical leave protection and the anticipated timing and duration of the leave. Sufficient information may state you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the Company if the requested leave is for a reason for which family and medical leave was previously taken or certified. You may be required to provide a certification and periodic recertification supporting the need for leave.

During a period of disability, you may be eligible for disability pay benefits. Please contact Human Resources for details on eligibility, benefit amounts, and other information.

To keep your benefits active during a leave of absence, you will be responsible for paying your portion of the premium costs during the duration of the leave of absence. Human Resources will provide you with a letter outlining your responsibilities while out on approved medical leave of absence.

The Company prohibits you from obtaining or maintaining secondary employment, including self-employment, while on FMLA leave, which is inconsistent with the need for a leave of absence. Violations will result in disciplinary action, up to and including termination of employment. If you intend to continue to work a second job you already had before the leave commenced, then you must have the written permission from the Vice President or President.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

You will be required to periodically advise the Company of your status and intent to return to work at the conclusion of FMLA leave. You must also provide notice to the Company at least two (2) business days prior to your return to work.

While on leave and at the Company's discretion, you may not be eligible for bonuses or other payments based on attendance or job-related performance goals you did not meet due to FMLA leave.

Employees who misrepresent facts in order to be granted FMLA leave will be subject to disciplinary action, up to and including suspension and/or termination of employment.

The Company's Responsibilities

The Company will inform employees requesting leave whether they are eligible for family and medical leave by written notice. If they are not, the notice will specify any additional information required, as well as the employee's rights and responsibilities. If they are not eligible, the Company will provide a reason for the ineligibility.

The Company will inform you if leave will be designated as protected family and medical leave and the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not protected family and medical leave, then you will be notified.

The Company may, in its sole discretion, designate an employee's absences as FMLA leave. If the Company is aware of the needed leave, but has been unable to confirm that the leave qualifies for FMLA, a preliminary designation will be made and the employee will be notified. If it is later learned that the leave does not qualify, the Company will withdraw the designation in a written notice to the employee.

Notice and Medical Certification

If you are requesting a family and/or medical leave, then you should provide your Manager notice at least 30 days in advance when possible. In cases where a 30-day notice is impossible, you will need to notify your Manager as soon as possible.

Medical certification will be required from the health care provider to validate the need for family and/or medical leave. You are expected to provide medical certification before the leave commences if the need for leave is known in advance. Where the need for leave is not known in advance, the medical certification must be provided within 15 days after the certification is requested by the Company. If you do not provide timely medical certification, the leave may be denied or delayed. A return-to-work status will also be required from the health care provider before you will be reinstated to your position.

Second or Third Opinions for Employee Medical Leave

The Company, in its sole discretion, may require a second and third medical opinion. The Company may require periodic recertification during a leave. The Company may also request authentication and/or clarification of any medical certification submitted. All forms must be complete and legible.

Recertification

If you are on intermittent leave for an on-going medical condition, the Company will request recertification every three (3) months, at the beginning of each new 12-month FMLA period, when there is suspected abuse of the leave, and/or when circumstances described in the previous certification have changed or need to be clarified.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Independent Medical Evaluation

As allowed by law, the Company may require that a second opinion from an independent medical provider be obtained at the Company's expense. If there is a conflict in the two opinions, the Company may pay for a third health care provider (agreed upon by both the Company and the employee) to render a third and final, binding opinion.

The Company reserves the right to use human resources professionals, a health care provider, a leave administrator, or a management official to contact your health care provider to verify or authenticate a medical certification. If the Company deems a medical certification is incomplete or insufficient, the Company will notify you in writing and you will be given seven (7) days to cure the deficiency.

Restoration of Job upon Return from Leave

Restoration of employment may be denied in cases where employment will cause "substantial and grievous economic injury." This only applies to certain highly-paid, salaried "key" employees. If reinstatement is denied, the employee will be identified as a "key" employee status as defined by FMLA, the reasons for denying job restoration, and will be provided a reasonable opportunity to return to work after this written notification is provided.

Any type of employment status change or a request for a modified work schedule when returning from a leave of absence should be made to Human Resource at least two (2) weeks prior to the agreed upon expiration date. The Vice President or Director will determine if approving or denying this change in work hours is feasible.

Failure to Return From Leave or Comply With This Policy

Your employment will be subject to immediate termination for:

- Failing to return to work at the expiration of approved family and/or medical leave
- Providing false or misleading information or omitting certain information in connection with a family and/or medical leave
- Violating the Company's rules and/or regulations related to family and/or medical leave.

State Leave Laws Affecting FMLA

In California

If you will become eligible for FMLA while out on a Medical Leave or Unpaid Leave, your time while out on leave will count towards your eligibility and once the service requirements have become met, the remainder of your leave will may be designated as FML if the Company has the required documentation to support a FML covered leave of absence.

In Illinois

If the Company employs between 15 – 49 employees, you are entitled to take time off up to 15 days of unpaid leave to spend time with a spouse or child while that person's federal or state deployment orders are in effect. If the Company employs 50 or more employees, you are entitled to up to 30 days of unpaid leave.

In Indiana

If the Company employs 50 or more employees, eligible employees may take up to 10 days of leave per year for military family reasons during the 30 days before the family member's active duty orders are in effect, while the family member is on leave during active duty, or during the 30 days after the family member's active duties are terminated.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

The employee must be the spouse, parent, grandparent or sibling of someone ordered to active duty for 90 days or more.

Military Leave

All regular employees who volunteer, or are called for active duty in the Armed Forces will be placed on a Military Leave of Absence and must furnish the official enlistment papers to Human Resources for approval. The employee is eligible for leave under the policy consistent with USERRA and any other applicable law in effect at the time the leave was requested.

Reservists who must attend periodic military training sessions should schedule a leave of absence in advance. Upon return, the Reservists will be paid the difference between their military salary and Company salary, exclusive of any overtime payment.

All regular employees placed on military leave of absence are, in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Re-Employment Rights of the Universal Military Training and Service Act, entitled to re-employment after Honorable Discharge, provided they are able to do the work required in a satisfactory manner and report for work as soon as possible. Application for re-employment should be made within 90 days of discharge from active duty or release from a hospital for a service-connected disability. Reservists returning from six (6) months' active duty must report within thirty-one (31) days after release. The employee will be reinstated with all rights provided by law. If the employee fails to meet the eligibility requested for reinstatement, the employee forfeits their employment status and benefits.

In addition to the Company Military Leave described in this policy, several states provide for additional provisions as listed below:

Alabama

You are also protected if you are called to state active duty in the Alabama Guard. If you are called to duty for at least 30 consecutive days or called for a federally funded duty service (other than training), you have the same leave and reinstatement rights and benefits as provided by USERRA. These protections do not extend to time off for normal annual training, weekend drills, and required schools.

California

Employees are entitled to a temporary leave up to 17 days of unpaid leave per year while engaged in military duty ordered for purposes of training, drills, encampment, naval cruises, special duty or like activity. Employer may not terminate employee or limit any benefits or seniority because of a temporary disability (up to 52 weeks).

Florida

Florida law protects employees who are members of the Florida National Guard and are called into active state duty. These employees may not be penalized for their absence from work. Once their military service is complete, they must be reinstated with full benefits. And, they cannot be terminated without cause for a year after they are reinstated.

Florida law provides a valuable benefit to those who are receiving COBRA benefits when they are called to active duty. (COBRA provides continuing health insurance coverage, at the employer's group insurance rate, to employees and their families who would otherwise lose such coverage because they were laid off, had their hours cut, or



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

otherwise no longer meet the employer's requirements for participation.) If a member of the National Guard or Reserves is receiving COBRA benefits and is called to active duty, the period of time when that service member is covered by TRICARE (military health benefits) won't count against his or her COBRA entitlement.

Illinois

Illinois law protects members of the Guard who are called to state active duty by order of the Governor. You have the right to reinstatement, with the increases in status, seniority, and wages that they would have earned had you been continuously employed. Like USERRA, Illinois law also protects reinstated employees from termination, other than for cause, for one year.

Illinois law doesn't only protect employees who are already members of the Guard or reserves. It also protects you if you leave your job to join the military. In this instance, you are entitled to get your jobs back once you receive an honorable discharge from military service, along with the increases in status, seniority, and wages that employees in similar positions earned during your time in service.

Indiana

Indiana law protects you if you are a member of the reserves. You may take up to 15 days per year for military training. To qualify, you must provide notice of the training dates a minimum of 90 days in advance. You must also provide Human Resources with evidence of the completion of training upon returning to work.

Kansas

Kansas law protects you if you are a member of the state military. You are also protected if you need time off work to attend annual muster and camp of instruction for the Kansas National Guard. You are entitled to take five to ten days of leave each year for this purpose.

Louisiana

Louisiana law protects you if you are a member of the state military. You are entitled to the same benefits as provided under other types of Company approved leaves of absence.

Michigan

Michigan law protects you if you are called to active state federal service. You are entitled to take unpaid leave, and to be reinstated when their service has ended. You are also entitled to take time off to attend military encampment, drills, or instruction.

Mississippi

Mississippi law protects you if you are a member of the U.S. Armed Forces reserves or U.S. military veterans. You may take time off for state or federal military training or duty, with reinstatement to their former position (or a similar position) once their leave is over. You will need to provide evidence that they have completed their training.

Nevada

Nevada law protects members of the state National Guard from employment discrimination. It also prohibits employers from discharging a employee because the employee is called to active duty, assembles for training, participates in field training, or otherwise meets as required for ceremonies, maneuvers, and other military duties.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Oklahoma

Oklahoma law also protects you if you need leave for state duty. If you are in the Oklahoma National Guard and ordered to state active duty or full-time National Guard duty, you have the same reinstatement rights and other benefits guaranteed by USERRA.

Oklahoma gives you the right to meet their military obligations as well. If you are a member of the state National Guard you are allowed to take time off to attend state National Guard drills, instruction, encampment, maneuvers, ceremonies, exercises, or other duties.

Texas

Texas law gives members of the Texas military forces or the military forces of any other state the right to be reinstated following a call to active duty or training. You are entitled to be reinstated to the same position you held before leaving, with no loss of time, efficiency rating, vacation time, or other benefits. You must give notice of your intent to return to work as soon as practicable after release from duty.

Virginia

Virginia law protects you if you are a member of the Virginia National Guard, Virginia State Defense Force, or naval militia who is called to active duty by the Governor. You are entitled to take unpaid leave. You will not be required to use up their vacation or other accrued leave, although you may elect to do so if they choose. If you take no more than five years of military leave you must be reinstated to their previous position, at the same seniority, status and pay. You must apply for reinstatement, in writing, within 14 days after release from service (or related hospitalization) of no more than 180 days, or within 90 days of service (or related hospitalization) lasting more than 180 days.

Unpaid Leave

It is the Company's policy to grant a leave of absence for draft and enlistment, or unpaid leaves of absence if particular circumstances, in the opinion of and with the approval of management, merit it. Unpaid leaves of absence for up to eight (8) weeks may be granted to regular, full-time employees who have completed six (6) months of continuous service. Approvals for unpaid leaves of absence will be granted based on factors that include, but are not limited to, the reason for the request, tenure, performance, and business necessity.

All leave situations will be evaluated on a case-by-case basis in accordance with all federal and state laws, including, but not limited to, the Family and Medical Leave Act of 1993, the Americans with Disabilities Act, USERRA, Workers' Compensation law, the California Pregnancy Leave Act, and other state leave laws. All questions regarding leave of absence should be addressed to Human Resources.

Applying for an Unpaid Leave

To be granted a leave of absence, you must submit a "Leave Request Form" on the HCFS Portal (under the HR Tab). The request shall be accompanied by the appropriate documentation supporting the reason for the leave request and an approximate date you will need to be released from work. If Company management approves the leave, then you will need to make arrangements for continuance of insurance coverage.

Reinstatement

The Company may permanently abolish a position or classification held by an employee before, during or after the leave of absence. If your job has been permanently abolished, management may, but shall not be required to, offer



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

comparable employment on the same terms and conditions as if your job had been permanently filled. If you are offered a comparable position requiring similar skills or abilities, you must accept the position or notify management of your intentions within one (1) week of the offer. If the Company does not receive notification within that time period, you will be considered to have voluntarily resigned your employment.

Employee's Responsibilities

While on leave, you will be responsible for payment of insurance premiums and other costs paid in whole or part by the Company. Failure to remit the premium payments may result in cancellation of benefits or denial of claims for which payment is required. No loss of service credit with the Company will occur as a result of a leave of absence, and no benefit credit will be accrued toward vacation. Accrued unused vacation and sick leave hours will be paid out concurrently with your leave of absence.

While on leave, you shall not engage in any type of employment whatsoever. Accepting employment elsewhere without Company approval will lead to immediate termination.

If you are unable to return from the leave on or before the agreed upon expiration date, a request for an extension of leave must be made to Human Resources at least two (2) weeks prior to the agreed upon expiration date. The President has the sole discretion in granting or denying the extension. You must return to work upon expiration of a leave of absence unless other arrangements have been made.

Company Responsibilities

Any type of employment status change or a request for a modified work schedule when returning from a leave of absence should be made to Human Resources at least two (2) weeks prior to the agreed upon expiration date. Human Resources will determine if approving or denying this change in work hours is feasible.

If you fail to return to work or contact the Company after the leave of absence term expires, termination of employment shall result. Employees are required to forward a physician's "fitness for duty" work release statement prior to returning from a medical leave. This fitness for duty work release should also indicate if you need any type of accommodation needs to be made when you return, and the Company has the responsibility of communicating if the accommodation can be made and is deemed reasonable.

Extended Leave of Absence

After an employee has been on a leave of absence for six (6) months, the situation will be evaluated to determine the employee's intent to return to work, as will the feasibility of maintaining the employee's position. The Company may request information from the employee's physician regarding the possibility of a return to work and an expected return date.

When an employee has been out on a leave of absence for seven (7) months, the employee will be dropped from active status and employment with the Company will cease at that time. This employee will be eligible to continue their health and/or dental benefits through COBRA. Any disability benefits that are being paid will not be affected by the decision to terminate employment. If the employee is able to return to work at a later date, they will be considered eligible for rehire, but will not be guaranteed a job at the time.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Excused Absence

Excused absences are defined as:

- a. Verifiable personal injury or illness;
- b. Workers' compensation injury until such time as the attending physician releases you to work;
- c. Jury duty;
- d. Death in the immediate family;
- e. Your religious observances, if other than those generally allowed under Company policy;
- f. Military duty; and
- g. Absences approved by Management.

An employee is responsible for notifying their Manager of an excused absence in advance. When you know you will not be at work for any reason, or if you are scheduled to be out of the office for more than three (3) days for a medical reason, you must submit a "Leave Request" form on the Company Portal (under the HR tab). You will not be able to take this time off until it has been approved. Any time off and vacation requests may be denied at the Company's discretion. These procedures also apply to reporting to work late and leaving work early.

An absence will be considered unexcused when you fail to give proper notification of a known absence, or if time is taken off without approval.

If you fail to report to work as scheduled and fail to notify your Manager or Human Resource in advance of an absence, you will be subject to disciplinary action, up to and including termination. Only the most unusual and verifiable circumstances will be permitted as an excuse for an unreported absence.

Bereavement Leave

The Company recognizes that a death in your immediate family may require you to be absent from work.

Eligibility

All employees will be eligible to receive a maximum of three (3) days paid time off for the death in the immediate family. Immediate family is defined as:

- Spouse
- Parent (and in-law)
- Child (and step and grandchild)
- Sibling (and in-law)
- Grandparent (and in-law)
- Any relative or guardian with whom you reside on a permanent basis
- Other family as required by state law

Documentation of the death and proof of their relation to you must be given to your immediate Manager to receive bereavement pay.

If you are notified of a death in your immediate family while at work you will be paid for the remainder of the scheduled hours that day. The three-day eligibility for paid bereavement leave will not begin until the next regularly



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

scheduled workday that is lost. All time off in connection with the death of a family member must be scheduled with your Manager.

Jury Duty/Court Appearance

The Company supports the responsibility we all have to serve on jury duty or to appear in court in response to a summons. If you are called for jury duty or subpoenaed to testify in a legal proceeding, you must immediately notify your Manager. Employees who are called for jury duty will be paid his or her regular compensation for the time in accordance with the state laws.

Employees must submit proof of jury service in order to be excused from work and must submit a court certificate that indicates the date(s) of attendance. There may be times when an employee's absence due to jury duty would hinder Company operations and, in such cases, the Company may make an effort to have the employee excused from jury duty. An employee who is a party to litigation, whether criminal or civil, and is required to attend a judicial proceeding for that reason, is not covered by this policy.

The Company will pay for jury service days according to the employee's regular rate of pay based on the number of hours the employee is regularly scheduled to work. In addition to receiving pay from the Company, the employee will be allowed to retain or donate any amounts received as jury pay. If the jury service days exceed one week, then the employee will be paid the difference between their jury duty salary and Company salary, exclusive of any overtime payment.

Time Off to Vote

We believe every employee should have the opportunity to vote in any federal, state or local election, general primary, or special primary. In practically all cases, you can arrange sufficient time to vote during non-work time. Guidelines and rules for excused time away from work to vote vary from state to state. Ask your Manager or Human Resources for applicable guidelines concerning voting times. States with specific requirements are listed below:

Alabama

If the employee does not have two (2) non-working hours either before or after their scheduled shift, then the employee must take the necessary unpaid time off to vote, up to one (1) hour. Time must be scheduled and approved with your Manager in advance.

California

If the employee does not have two (2) non-working hours either before or after their scheduled shift, then the employee must take the necessary unpaid time off to vote, up to two (2) hours. Time must be scheduled and approved at least two (2) working days prior to the election with your Manager.

Illinois

If the employee does not have two (2) non-working hours either before or after their scheduled shift, then the employee must take the necessary unpaid time off to vote, up to two (2) hours. Time must be scheduled and approved at least 1 working day prior to the election with your Manager.



Performance Driven. Patient Oriented.

Section 6: Other Employee Benefits
Policy:
Applies To: All Employees
Effective Date: July 1, 2016

Kansas

If the employee does not have two (2) non-working hours either before or after their scheduled shift, then the employee make take the necessary unpaid time off to vote, up to two (2) hours. Time must be scheduled and approved at least 4 hours prior to the election with your Manager in advance.

Missouri

An employee may, with prior notice to their Manager, take three (3) hours off work to vote if there are not three (3) consecutive hours when the polls are open during which the employee is not required to be at work.

Nevada

If it is impractical for you to vote before or after work, then the following apply:

- If you work no further than two (2) miles from the polling site, you may take up to one (1) hour paid time off to vote
- If you work between 2 – 10 miles, you may take up to two (2) hours of paid time off to vote
- If you work more than 10 miles from a polling site, you make take up to three (3) hours of paid time off to vote

Time must be scheduled and approved with your Manager in advance.

Oklahoma

If the employee does not have three (3) non-working hours either before or after their scheduled shift, then the employee make take the necessary unpaid time off to vote, up to two (2) hours. Time must be scheduled and approved at least one (1) day prior to the election with your Manager in advance.

Texas

Employees must be given time to vote without any penalty if polls are not open for two (2) consecutive hours outside the employee's work day.