



STATE HANDBOOK SUPPLEMENT

*THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES
CONTAINED IN THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO
WORK IN THE RELEVANT STATES*

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CALIFORNIA SUPPLEMENT

I. PAID FAMILY LEAVE BENEFITS

An employee who is off work to care for a child, spouse, parent, registered domestic partner grandparent, grandchild, sibling or parent-in-law with a serious health condition, or to bond with a new child, may be eligible to receive benefits through the California "Paid Family Leave" ("PFL") program, which is administered by the Employment Development Department ("EDD").

These benefits solely are financed through employee contributions to the PFL program. That program is solely responsible for determining if an employee is eligible for such benefits. There generally is a waiting period during which time no PFL benefits are available. The EDD can provide additional information about any applicable waiting period.

If you need to take time off work to care for a child, spouse, parent, registered domestic partner, grandparent, grandchild, sibling or parent-in-law with a serious health condition or to bond with a new child please inform your Corps Team Local Franchise Owner, and you will be given information about the EDD's PFL program and how to apply for benefits. Employees also may contact their local Employment Development Department Office for further information. You should maintain regular contact with your Corps Team Local Franchise Owner during the time you are off work so we may monitor your return-to-work status. In addition, you should contact your Corps Team Local Franchise Owner when you are ready to return to work so we may determine what positions, if any, are open to you.

When an employee applies for PFL benefits, your Corps Team Local Franchise Owner will determine if the employee has any accrued but unused paid time off, other than sick time, available. If the employee has accrued but unused paid time off, other than sick time, available, then the employee will be required to use up to two (2) weeks of such time before becoming eligible for PFL benefits.

Please note, employees taking time off work to care for a child, spouse, parent, registered domestic partner, grandparent, grandchild, sibling or parent-in-law with a serious health condition or to bond with a new child are not guaranteed job reinstatement unless they qualify for such reinstatement under federal or state family and medical leave laws. Any time off for Paid Family Leave purposes will run concurrently with other leaves of absence, if applicable.

II. PREGNANCY DISABILITY LEAVE

If you are disabled by pregnancy, childbirth or related medical conditions, you are eligible to take a pregnancy disability leave ("PDL"). If you are affected by pregnancy or a related medical condition, you also are eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable for you to take intermittent leave or work a reduced leave schedule, the Company may require you to transfer temporarily to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

Reasons for Leave. PDL is for any period(s) of actual disability caused by the employee's pregnancy, childbirth, or related medical condition. Time off needed for prenatal or postnatal care;

doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth or loss or end of pregnancy are all covered by this PDL policy.

Duration of Leave. An employee is entitled to up to four months of PDL while the employee is disabled by pregnancy, childbirth or related medical condition per pregnancy. PDL does not need to be taken in one continuous period of time, but can be taken on an intermittent basis pursuant to the law. For purposes of this policy, “four months” means time off for the number of days the employee would normally work within the four calendar months (one-third of a year, or 17.3 weeks or 122 days), following the commencement date of taking a pregnancy disability leave. For a full time employee who works five eight-hour days per week, or 40 hours per week, “four months” means 88 working and/or paid eight-hour days (693 hours of leave entitlement), based on an average of 22 working days per month for 17.3 weeks in four months times 40 hours per week. Employees working a part-time schedule will have their PDL calculated on a pro-rata basis.

Employee Notice Requirements. To receive a reasonable accommodation, obtain a transfer, or take a PDL, you must provide sufficient notice so the Company can make appropriate plans – 30 days’ advance notice if the need for the reasonable accommodation, transfer or PDL is foreseeable, otherwise as soon as practicable if the need is an emergency or unforeseeable.

Medical Certification. You are required to obtain a certification from your health care provider of your need for pregnancy disability leave or the medical advisability of an accommodation or a transfer. The certification should include: (1) the date on which you became disabled due to pregnancy or the date of the medical advisability of a transfer or accommodation; (2) the probable duration of the period(s) of disability or the period(s) for the advisability of a transfer or accommodation; and, (3) a statement that, due to the disability, you are either unable to work at all or to perform any one or more of the essential functions of your position without undue risk to yourself or to other persons, or a statement that, due to your pregnancy, a transfer to a less strenuous or hazardous position or duties is medically advisable. Upon request, the Human Resources Department shall provide you with a medical certification form that you can take to your doctor.

As a condition of your return from PDL, the Company requires you to obtain a release to return to work from your health care provider stating you are able to resume your original job duties with or without a reasonable accommodation.

Leave is Unpaid. PDL leave is unpaid by the Company. However, at your option, you may use any accrued paid time off as part of your PDL before taking the remainder of your leave on an unpaid basis. We require, however, that you use any available sick time, if applicable, during your PDL. The use of any paid leave will not extend the duration of your PDL. We encourage you to contact the Employment Development Department regarding your eligibility for state disability insurance for the unpaid portion of your leave.

Return to Work. If you do not return to work on the originally-scheduled return date or request in advance an extension of the agreed upon leave with appropriate medical documentation, you may be deemed to have voluntarily terminated your employment with the Company. Failure to notify the Company of your ability to return to work when it occurs, or your continued absence from work because your leave must extend beyond the maximum time allowed, may be deemed a voluntary termination of your employment with the Company, unless you are entitled to Family and Medical Leave. Upon your return from PDL, you will be reinstated to your same position in most instances.

Taking a PDL may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and the impact of the leave on your seniority and benefits, please contact your Corps Team Local Franchise Owner.

Request for Additional Time Off. Any request for leave after your disability has ended will be treated as a request for Family and Medical Leave under the California Family Rights Act and the federal Family and Medical Leave Act, if you are eligible for such leave. Please refer to the “Family and Medical Leave” policy in this Handbook for additional information. Employees who are not eligible for leave under the CFRA and/or FMLA will have a request for additional leave treated as a request for disability accommodation.

Continuation of Health Insurance Benefits. Employees who participate in the Company’s group health insurance plan shall continue to participate in the plan while on PDL under the same terms and conditions as if they were working. Employees should make arrangements with their Corps Team Local Franchise Owner for payment of their share of the insurance premiums.

III. DOMESTIC VIOLENCE/SEXUAL ASSAULT/STALKING LEAVE

Victims of domestic violence, sexual assault or stalking may take unpaid time off work for up to 12 weeks in any 12 month period to obtain help from a court, seek medical attention, obtain services from an appropriate shelter, program, or crisis center, obtain psychological counseling, or participate in safety planning, such as permanent or temporary relocation. We may require proof of an employee’s participation in these activities. Whenever possible, you must provide your supervisor reasonable notice before taking any time off under this policy. You may substitute any accrued vacation, sick, or other time off for the unpaid leave provided under this policy. Leave under this policy does not extend the time allowable under the “Family and Medical Leave Act” Policy. No employee will be subject to discrimination or retaliation because of his/her status as a victim of domestic violence, sexual assault or stalking. Victims of domestic violence, sexual assault or stalking also may request other accommodations in the workplace such as implementation of safety measures.

IV. OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be required to work overtime assignments. All overtime work must receive prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Any non-exempt employee who works overtime will be compensated in accordance with state and federal overtime requirements. For all hours worked in excess of eight (8) hours in one day or forty (40) hours in one week, or for the first eight (8) hours on the seventh consecutive day in the same workweek, you will be paid at one and one-half times your regular rate of pay. You will be paid double-time for hours worked in excess of twelve (12) in any workday or in excess of eight (8) on the seventh consecutive day of the workweek. There may be exceptions to these standards where allowed by law.

V. BREAKS & MEAL PERIODS

Rest Breaks. Non-exempt employees who work 3½ or more hours per day are provided one 10-minute rest break for every four hours or major fraction thereof worked. For purposes of this policy, “major fraction” means any time greater than two hours. For example, if you work more than six hours, but no more than 10 hours in a workday, you are provided and should take two 10-minute

rest breaks: one during the first half of your shift and a second rest break during the second half of your shift. If you work more than 10 hours but no more than 14 hours in a day, you are provided and should take three 10-minute rest breaks, and so on...

Rest breaks should be taken as close to the middle of each work period as is practical. Employees do not need to obtain their supervisor's approval or notify their supervisor when taking a rest break.

Employees are encouraged to take their rest breaks; they are not expected to and should not work during their rest breaks. Nonexempt employees are paid for all rest break periods. Accordingly, you do not need to clock out when taking a rest break.

Meal Periods. If you work more than 5 hours in a workday, you are provided an unpaid, off-duty meal period of at least 30 minutes. If six (6) hours of work will complete the day's work, you may voluntarily waive your meal period in writing. See your Corps Team Local Franchise Owner if you would like to sign and submit a form that waives your right to meal period if you work no more than six (6) hours in a day. Employees who work more than 10 hours in a day are entitled to a second unpaid, off-duty 30 minute meal period. If an employee works no more than 12 hours, the employee can waive his or her second meal period, but only if the first one was not waived in any manner. Any waiver of the second meal period must be in writing and submitted before the second meal period. See your Corps Team Local Franchise Owner if you would like to sign and submit a form that waives your right to a second meal period, as explained above. If you work more than 12 hours you may not waive and should take your second unpaid, off-duty 30 minute meal period.

You are responsible for scheduling your own meal period, but it should begin no later than the end of your fifth hour of work. For example, an employee who begins working at 8 a.m. must begin his or her meal period no later than 1:00 p.m. When scheduling your meal period, you should try to anticipate your work flow and deadlines. Employees are encouraged to take their meal periods; they are not expected to work during their meal periods.

During your meal period, you are relieved of all duty and you should not work during this time. When taking your meal period, you should be completely off work for at least 30 minutes. Employees are prohibited from working "off the clock" during their meal period. Those employees who use a time clock must clock out for their meal periods. These employees are expected to clock back in and then promptly return to work at the end of any meal period. Those employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period.

Unless otherwise directed by your supervisor in writing, you do not need to obtain your supervisor's approval or notify your supervisor when you take your meal period.

General Requirements for Rest Periods and Meal Breaks. All rest breaks and meal periods must be taken outside your work area. You should not visit or socialize with employees who are working while you are taking your rest break or meal period. You may leave the premises for your meal periods.

Employees are required to immediately notify their Corps Team Local Franchise Owner if they believe they are being pressured or coerced by any manager, supervisor, or other employee to not take any portion of a provided rest break or meal period.

Summary Chart. Below is a chart that summarizes the rest breaks and meal periods provided to employees:

Hours of Work	Meal Periods and Rest Breaks
0 to 3.4 (<i>less than 3.5</i>)	0
3.5 to 4.0	One 10 minute paid rest break
More than 4.0 up to 5.0	One 10 minute paid rest break
More than 5.0 up to 6.0	One 10 minute paid rest break and one 30 minute unpaid meal period (unless first meal period is mutually waived)
More than 6.0 up to 10.0	Two 10 minute paid rest breaks and one 30 minute unpaid meal period
More than 10.0 up to 12.0	Three 10 minute paid rest breaks and two 30 minute unpaid meal periods (unless second meal period is mutually waived)
More than 12.0 up to 14.0	Three 10 minute paid rest breaks and two 30 minute unpaid meal periods

VI. CALIFORNIA PAID SICK LEAVE

Eligibility. Pursuant to the Healthy Workplaces, Healthy Families Act, the Company provides paid sick leave to employees who, on or after July 1, 2015, work for the Company in California for thirty (30) or more days within a year.

Accrual. Employees begin accruing paid sick leave on July 1, 2015 or at the start of employment, whichever is later. Paid sick leave will accrue at the rate of one (1) hour for every thirty (30) hours worked, up to a total maximum accrual of six (6) days or forty-eight (48) hours. Employees who are exempt from overtime pursuant to the executive, administrative, and professional exemptions under California law are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick leave accrues based upon that normal workweek. For purposes of this policy, the year is the consecutive 12-month period beginning on January 1st and ending on December 31st.

Usage. Employees can use accrued paid sick leave beginning on the 90th day of employment. Paid sick leave may be used in minimum increments of two (2) hours. An exempt employee may use up to five (5) days or forty (40) hours of paid sick leave in any year. A non-exempt employee may use up to three (3) days or twenty-four (24) hours of paid sick leave in any year.

Paid sick leave may be used for the following reasons:

- 1) For diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member (meaning a child (including biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis, all regardless of age or dependency status); spouse; registered domestic partner; parent (including 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 the employee was a minor child); grandparent; grandchild; or a sibling); or
- 2) For an employee who is a victim of domestic violence, sexual assault, or stalking:
 - a) To obtain or attempt to obtain a temporary restraining order, restraining order, or

- other injunctive relief;
- b) To help ensure the health, safety, or welfare of the victim or the victim's child;
- c) To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- d) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- e) To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
- f) To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice. Notice to your Corps Team Local Franchise Owner may be given orally or in writing. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. If the need for paid sick leave is unforeseeable, the employee must provide notice of the need for the leave as soon as practicable.

Payment. Eligible employees will receive payment for paid sick leave, at the same wage as the employee normally earns during regular work hours unless otherwise required by applicable law, by next regular payroll period after the leave was taken. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. Accrued paid sick leave carries over from year to year, but is subject to the accrual cap of six (6) days or forty-eight (48) hours. Once the accrual cap is reached, paid sick leave will stop accruing until some paid sick leave is used. Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement & Retaliation. Retaliation or discrimination against an employee who requests paid sick days or uses paid sick days, or both, is prohibited, and employees may file a complaint with the Labor Commissioner against an employer who retaliates or discriminates against the employee.

If employees have any questions regarding this policy, they should contact their Corps Team Local Franchise Owner.

VII. **SAN FRANCISCO PAID SICK LEAVE (FOR EMPLOYEES ALSO COVERED UNDER THE CALIFORNIA HEALTHY WORKPLACES, HEALTHY FAMILIES ACT)**

Eligibility. The Company provides paid sick leave to employees who perform 56 or more hours of work within a calendar year in the City and County of San Francisco.

Accrual. Employees begin accruing paid sick leave at the start of employment. Paid sick leave accrues at the rate of one (1) hour for every thirty (30) hours worked, up to a total maximum accrual of seventy-two (72) hours. Employees who are exempt from overtime pursuant to the California executive, administrative, and professional exemptions are assumed to work a 40-hour workweek unless their regular workweek is less than forty (40) hours, in which case, paid sick leave accrues based upon that regular workweek.

Usage. Employees can use accrued paid sick leave beginning on the 90th day of employment. Paid sick leave can be used in minimum increments of one (1) hour.

Paid sick leave may be used for the following reasons:

- 1) For the employee or a family member to receive preventative care (such as annual physicals or flu shots);
- 2) For the employee's or a family member's illness, injury, or for medical care, treatment, or diagnosis; or
- 3) For the employee, who is a victim of domestic violence, sexual assault, or stalking:
 - a) To obtain or attempt to obtain a temporary restraining order, restraining order, or other injunctive relief;
 - b) To help ensure the health, safety, or welfare of the victim or the victim's child;
 - c) To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
 - d) To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
 - e) To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or
 - f) To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.
- 4) Any other reason required by applicable law.

For purposes of this policy, family member includes any of the following: parent, child (including a biological child, a registered domestic partner's child, and a child of a person standing *in loco parentis*), spouse or registered domestic partner, grandparent, grandchild, sibling, and any other individual deemed a family member under applicable law. It applies not only to biological relationships, but also applies to those resulting from adoption, step-relationships and foster care relationships. Employees who do not have a spouse or registered domestic partner may designate, in writing and in advance, one person for whom the employee may use paid sick leave when providing aid or care for the person consistent with policy as outlined above. Employees without a spouse or registered domestic partner have up to ten (10) work days following the date on which their first paid hour of sick leave accrues to designate such person. Thereafter, employees will have the opportunity to make such designation or change an existing designation on an annual basis, commencing each January 1st and extending for a period of ten (10) work days. The Corps Team Local Franchise Owner will provide to each employee a form for this purpose.

Employees will be notified of their available paid sick leave on each itemized wage statement.

Notice & Documentation. Notice may be given orally or in writing. If the need for paid sick leave is foreseeable, the employee must provide reasonable advance notification. In most cases, "reasonable" generally means notifying your Corps Team Local Franchise Owner at least one (1) week in advance of the foreseeable absence. If the need for paid sick leave is unforeseeable, the employee must provide notice as soon as practicable. In most cases, "as soon as practicable" generally means notifying your Corps Team Local Franchise Owner at least two (2) hours prior to the start of a work shift, if possible. In cases of accidents or sudden illnesses when an employee is not able to provide such notice under the circumstances, notice should be provided as soon as possible.

To the maximum extent permitted by applicable law, an employee who is absent from work on paid sick leave for more than three (3) consecutive work days or twenty-four (24) consecutively scheduled work hours, whichever is greater, must present a certificate from his or her medical practitioner stating the leave was necessitated by an illness or injury, releasing his or her return to work, and setting forth any restrictions or limitations on the ability to perform the job. Similarly, when an employee uses paid sick leave for more than three (3) consecutive work days or twenty-four (24) hours, whichever is greater, to care for a family member must also present a certificate from that person's medical practitioner stating leave was necessitated by that person's illness.

Payment. Eligible employees will receive payment for paid sick leave at their normal base rate of pay by the next regular payroll period after the leave was taken unless otherwise required by applicable law, and in no event will the rate of pay be less than the San Francisco or California minimum wage, whichever is higher. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. Accrued paid sick leave carries over from year to year, but is subject to the accrual cap of seventy-two (72) hours. Once the accrual cap is reached, paid sick leave will stop accruing until some paid sick leave is used. Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement & Retaliation. The Company prohibits discrimination and retaliation against employees who assert their rights to receive and use paid sick leave under this policy, file a complaint or allege a violation of their rights with respect to paid sick leave, cooperate in an investigation or prosecution, or oppose a policy of practice prohibited by applicable state or local law. Employees may file a complaint with the California Labor Commissioner or the San Francisco Office of Labor Standards Enforcement

Questions regarding this policy may be directed to the Corps Team Local Franchise Owner.

VIII. MASS TRANSIT COMMUTER BENEFITS – SAN FRANCISCO EMPLOYEES

All employees who work 10 or more hours a week within the City and County of San Francisco are eligible to receive mass transit commuter benefits. To provide these benefits, the Company has elected to provide **[select applicable option(s): a pre-tax election program that permits employees to exclude certain commuting costs from taxable wages; a public transit pass for public accommodation at least equal to the value of a MUNI FastPass; or transit in a vanpool or bus at no cost to you]**. Please contact Maria Goldsholl, COO at Mom Corps (maria@momcorps.com) for further information about the program or to sign up for benefits.

IX. FAMILY FRIENDLY WORKPLACE POLICY – SAN FRANCISCO EMPLOYEES

San Francisco employees who have been employed for at least six (6) months and who regularly work at least eight (8) hours per week may request, in writing, either a Flexible Working Arrangement or a Predictable Working Arrangement to assist with caregiving responsibilities for either a child or children under the age of 18; a person or persons with a serious health condition in a family relationship with the employee; or a parent of the employee, age 65 or older.

“Flexible Working Arrangement” means a change in the employee's terms and conditions of employment that provides flexibility to assist the employee with caregiving responsibilities. A Flexible Working Arrangement may include but is not limited to a modified work schedule, changes in start and/or end times for work, part-time employment, job sharing arrangements,

working from home, telecommuting, reduction or change in work duties, or part-year employment. "Predictable Working Arrangement" means a change in the employee's terms and conditions of employment that provides scheduling predictability to assist that employee with caregiving responsibilities.

Employees who wish to request a Flexible Working Arrangement or a Predictable Working Arrangement should contact their Corps Team Local Franchise Owner to obtain the necessary form to submit the request in writing. Within twenty-one (21) days of an employee's request, the Company will meet with the employee regarding the request. Within twenty-one (21) days of that meeting, the Company will issue a written response to the request either granting or denying the request. If the Company denies the request, the written response to the employee will include a bona fide business reason for denial and will advise the employee of the right to request reconsideration.

The Company will not discharge, threaten to discharge, demote, suspend, or otherwise take adverse employment action against any person on the basis of caregiver status, in retaliation for requesting flexible or predictable working arrangements, or for cooperating with the City in enforcement of any such request or related denial.

COLORADO SUPPLEMENT

I. CRIME VICTIMS LEAVE

The Company will provide unpaid leave up to three working days per fiscal year for Colorado employees who are victims of stalking, sexual assault, domestic abuse or domestic violence. The leave is available for seeking a civil protection order (restraining order), obtaining medical or psychological care for the employee or the employee's children, securing legal assistance or participating in related court proceedings, securing the home from the perpetrator, or seeking alternative housing.

To be eligible an employee must have one year of service with the Company. Prior to receiving such leave, the Company may require the employee to exhaust any and all paid time off available.

Leave will be granted provided the employee gives the Company at least three days advance notice of the employee's intention to take time off and provides appropriate documentation, which may include documentation from the court or the prosecuting attorney that the employee appeared in court. *In cases of imminent danger to the health and safety of the employee, reasonable advance notice is not required.*

CONNECTICUT SUPPLEMENT

I. DOMESTIC VIOLENCE LEAVE

Under certain circumstances, employees who are victims of family violence are allowed up to 12 days of unpaid leave. "Family violence" includes incidents resulting in physical harm, bodily injury, assault, or an act of threatened violence between family or household members. The purpose of a qualifying leave should be to:

- Seek medical care or counseling for injury or disability as a result of family violence;
- Obtain services from a victim services organization on behalf of the victim of family violence;
- Relocate due to such family violence; or
- Participate in any civil or criminal proceeding related to or resulting from such family violence.

Employees are not paid while on a domestic violence leave but may use any accrued and unused paid time off time in connection with such a leave. To the extent practicable, employees must provide reasonable (preferably seven days) notice to request a domestic violence leave. The Company asks that employees provide one of the following documents in support of this type of leave:

- A signed, written statement certifying that the leave is a result of an incident of family violence;
- A police or court record related to the incident of family violence; or
- A signed, written statement that the employee is a victim of family violence from an employee or agent of a victim services organization, an attorney, an employee of the office of victim services or victim advocate, or a medical professional or other professional from whom the employee has sought assistance concerning the incident of family violence.

The Company will make every attempt to ensure documents provided in support of a domestic leave request under this policy remain confidential and protected from disclosure unless required by law.

II. PRIVACY PROTECTION POLICY

Employees are permitted to access and use "personal information" only as necessary and appropriate for such persons to carry out their assigned tasks for the Company and in accordance with Company policy. "Personal information" means information capable of being associated with a particular individual through one or more identifiers, including, but not limited to, a Social Security number, a driver's license number, a state identification card number, an account number, a credit or debit card number, a passport number, an alien registration number or a health insurance identification number, and does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media. Accessing and using such information without authorization by the Company or contrary to the Company's policies and procedures can result in discipline up to and including termination of employment. If you come into contact with Social Security numbers or other sensitive personal information without authorization from the Company or under circumstances outside of your assigned tasks, you may not use or disclose the information further, but must contact your supervisor and turn over to him or her all copies of the information in whatever form. For more information about whether and under what circumstances you may have access to this information, review your job description or contact your supervisor.

DISTRICT OF COLUMBIA SUPPLEMENT

I. REASONABLE ACCOMMODATIONS FOR PREGNANT EMPLOYEES

The Company will endeavor to provide reasonable accommodations to employees working in the District of Columbia who are affected by pregnancy, childbirth, or related medical conditions as required by law, unless such accommodations would result in an undue hardship to the Company. We will engage in a good faith and timely interactive process to determine whether a reasonable accommodation can be provided for such employees. We may request necessary medical certification. Reasonable accommodations may include: more frequent or longer breaks, time off to recover from childbirth, equipment modification, light duty, and having the employee refrain from heavy lifting.

Employees with questions regarding this policy can contact their Corps Team Local Franchise Owner.

II. D.C. ACCRUED SICK AND SAFE LEAVE

Eligibility. The Company provides paid leave to all D.C. employees pursuant to the D.C. Accrued Sick and Safe Leave Act, as amended.

Accrual. Employees begin to accrue paid leave pursuant to this policy at the start of employment. Employees accrue paid leave at a rate of 1 hour for every 87 hours worked, up to a maximum of 3 days per calendar year. Exempt employees do not accrue paid leave for hours worked beyond a forty (40) hour workweek.

Usage. Employees may begin using paid leave under this policy after the 90th day of employment. Paid leave may be used in minimum increments of one (1) hour. An employee may not use more than 3 days of accrued paid leave per calendar year.

An employee may use paid leave under this policy for the following reasons:

- 1) An absence resulting from a physical or mental illness, injury, or medical condition of the employee;
- 2) An absence resulting from obtaining professional medical diagnosis or care or preventive medical care for the employee; or
- 3) An absence for the purpose of caring for a family member who has any of the conditions or needs for diagnosis or care described in (1) and (2) above.

An employee may also use paid leave for an absence if the employee or the employee's family member is a victim of stalking, domestic violence, or sexual abuse and the absence is directly related to medical, social, or legal services pertaining to the stalking, domestic violence, or sexual abuse for the purposes of:

- 1) Seeking medical attention for the employee or the employee's family member to treat or recover from physical or psychological injury or disability caused by the stalking, domestic violence, or sexual abuse;
- 2) Obtaining services for the employee or the employee's family member from a victim services organization;
- 3) Obtaining psychological or other counseling services for the employee or the employee's family member;
- 4) Temporary or permanent relocation of the employee or the employee's family member;
- 5) Taking legal action, including preparing for or participating in a criminal or civil proceeding

- related to or resulting from stalking, domestic violence, or sexual abuse; or
- 6) Taking other actions that could be reasonably determined to enhance the physical, psychological, or economic health or safety of the employee or the employee's family member or the safety of those who work or associate with the employee.

Notice & Documentation. If possible, employees must provide at least ten (10) days prior notice of the planned use of paid leave under this policy. Where ten (10) days prior notice is not possible, the employee must provide notice as soon as possible, ideally in writing. In the case of an emergency, employees must notify the Company of need to use paid leave prior to the start of their next shift or within twenty-four (24) hours of the onset of the emergency, whichever is sooner. Employees are required to make a reasonable effort to schedule paid leave in a manner that does not unduly disrupt the Company's operations. If paid leave is requested in a non-emergency situation, the employee must consult with the Company regarding the date and time of the paid leave to be taken.

When the requested leave under this policy is for three (3) or more consecutive days, employees are required to provide reasonable certification of the reason for leave. A reasonable certification may include:

- 1) A signed document from a health care provider affirming the illness of the employee or the employee's family member;
- 2) A police report indicating that the employee or the employee's family member was the victim of stalking, domestic violence, or sexual abuse;
- 3) A court order indicating that the employee or employee's family member was the victim of stalking, domestic violence, or sexual abuse;
- 4) A signed written statement from a victim and witness advocate affirming that the employee or employee's family member is involved in legal action or proceedings related to stalking, domestic violence, or sexual abuse (including only the name of the employee or employee's family member who is a victim and the date on which services were sought); or
- 5) A signed written statement from a victim and witness advocate, or domestic violence counselor affirming the employee or employee's family member sought services to enhance the physical, psychological, economic health or safety of the employee or employee's family member.

Payment. Paid leave under this policy will be calculated based on the employee's base pay rate at the time of absence, which is no event will be less than minimum wage. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Use of paid leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over any accrued, unused paid leave under this policy. Accrued but unused paid leave under this policy will not be paid at separation.

Enforcement & Retaliation. The Company prohibits retaliation against any employee who asserts their rights to receive paid leave under this policy. The Office of Wage-Hour of the DC Department of Employment Services can investigate possible violations. To request full text of the Act, to obtain a copy of the rules associated with this Act, or to file a complaint, contact the Office of Wage-Hour at (202) 671-1880, 4058 Minnesota Avenue, N.E., 4th Floor, Washington, D.C. 20019, or visit www.does.dc.gov.

Employees with questions regarding this policy can contact their Corps Team Local Franchise Owner.

III. PARENTAL LEAVE

Employees who work in D.C. and are parents are entitled to a total of twenty-four (24) hours of leave during any 12-month period to attend or participate in school-related events for their children. The term "parent" for purposes of this policy includes a father or mother, a person with legal custody of a child, a guardian of a child, an aunt, uncle or grandparent, or someone who is married to any of the above.

School-related events may be sponsored by either the school or an associated organization, such as a parent-teacher association. Examples of school-related events include a concert, play or rehearsal, a sporting event, or a meeting with a teacher or counselor. A school-related event must involve the employee's child directly as either a participant or a subject, but not as a spectator.

The Company may deny a request for leave under this policy if the granting of the leave would disrupt the Company's business and make the achievement of production or service delivery unusually difficult. The leave provided by this policy is unpaid unless the parent elects to use any paid time off or other leave (not including sick leave) that has been provided by the Company. Employees who desire to take leave under this policy must notify their Corps Team Local Franchise Owner at least ten (10) calendar days prior to the leave, unless the need to attend the event is unforeseeable.

FLORIDA SUPPLEMENT

I. DOMESTIC VIOLENCE LEAVE

Employees who have worked for the Company for 3 months or longer may be granted up to 3 days of unpaid leave in any 12 month period if the employee or a family or household member of an employee is the victim of domestic violence. This leave may be used to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain services from a victim-services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
4. Make your home secure from the perpetrator or the domestic violence or to seek new housing to escape the perpetrator; or
5. Seek legal assistance in addressing issues arising from the act of domestic violence.

“Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of you or your family or household member, you must provide appropriate advance notice of the need for leave along with sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc. Your request for leave and documents in connection with this leave will be kept confidential to the extent permitted by law.

Before receiving this leave, you must exhaust all paid time off available.

MARYLAND

I. PREGNANCY ACCOMMODATIONS

In compliance with Maryland law, if a pregnant employee requests an accommodation for a disability caused or contributed to by pregnancy, the Company will explore reasonable accommodations with the pregnant employee, and it will endeavor to provide a reasonable accommodation unless doing so would impose an undue hardship on the Company. Such accommodations may include: (i) changing the employee's job duties; (ii) changing the employee's work hours, relocating the employee's work area; (iii) providing mechanical or electrical aids; (iv) transferring the employee to a less strenuous or less hazardous position; or (v) providing leave. The Company may require an employee to provide a certification from the employee's health care provider concerning the medical advisability of a reasonable accommodation to the same extent a certification is required for other temporary disabilities. A certification should include: (i) the date the reasonable accommodation became medically advisable; (ii) the probable duration of the reasonable accommodation; and (iii) an explanatory statement as to the medical advisability of the reasonable accommodation.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact their Corps Team Local Franchise Owner.

MASSACHUSETTS SUPPLEMENT

I. REPORTING SEXUAL OR OTHER HARASSMENT

Sexual harassment and retaliation are unlawful. Using our complaint and investigatory procedures does not prohibit an employee from contacting or filing a complaint with the appropriate governmental agency. An employee may also contact the State or Federal agencies charged with enforcing anti-discrimination laws. The name, address, and telephone numbers for internal reporting using the Company's internal complaint and investigation procedures are as follows:

[insert appropriate information]

The name, address, and telephone numbers of the state and federal enforcing agencies for our Massachusetts-based employees are as follows:

Massachusetts Commission Against Discrimination (MCAD)

One Ashburton Place Room 601 Boston, MA 02108 (617) 994-6000	Denholm Building 484 Main Street, Room 320 Worcester, MA 01608 (508) 799-8010
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436 Dwight Street Room 220 Springfield, MA 01103 (413) 739-2145	800 Purchase Street Room 501 New Bedford, MA 02740 (508) 990-2390
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(Federal) Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(800) 669-4000 or (800) 669-6820 TTY
info@eeoc.gov

IV. PARENTAL LEAVE

An employee who has completed three (3) consecutive months of full-time employment may be entitled to eight (8) weeks of parental leave for the purpose of giving birth or for the placement of a child under the age of eighteen (18), or under the age of twenty-three (23) if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt the child or for the placement of a child with an employee pursuant to a court order. An employee who either has multiple births or adopts more than one child at the same time is entitled to eight (8) weeks of leave for each child. If two Company employees seek to take parental leave in connection with the same child, then they are entitled to a total of eight (8) weeks of parental leave in the aggregate for the birth or adoption of that child.

In order to be eligible for this leave, an employee must give notice of the anticipated date of departure and intention to return to work to their Corps Team Local Franchise Owner at least two (2) weeks in advance, or as soon as practicable if the delay is for reasons beyond the employee's control. Parental leave will be without pay, except that if an employee has accrued unused paid time off, an employee may choose to use such time concurrently with all or part of the leave. Thus, if an employee is eligible for both FMLA leave and parental leave under this policy, the employee may (but is not required to) use accrued paid time off for the period of leave covered by this policy.

At the conclusion of a parental leave, the employee will be reinstated to his or her previous position or a similar position with the same rate of pay he or she received at the commencement of the leave. The Company, however, may not reinstate an employee on parental leave to the previous position or a similar position if other employees of equal seniority or status in the same or similar position(s) have been laid off due to economic conditions or have been otherwise affected by changes in employment conditions during the period of leave. While parental leave may be extended, unless otherwise provided by applicable law, reinstatement may not be guaranteed at the conclusion of a parental leave that was more than eight (8) weeks in duration.

A parental leave will not affect an employee's ability to receive paid time off, bonuses, advancement, seniority or other benefits for which the employee was eligible on the date leave began, however, the leave period will not be included in the computation of such benefits. Parental leave runs concurrently with leave provided under any other applicable policy in the Handbook including, without limitation, leave under the FMLA policy, if applicable. Parental leave also runs concurrently with any time period qualifying an employee for receipt of monetary benefits, including benefits received under any short-term disability policy. The receipt of such monetary benefits or use of paid time off during any period of parental leave does not extend the length of the leave.

Employees with questions or concerns regarding this policy can contact their Corps Team Local Franchise Owner.

V. MASSACHUSETTS EARNED PAID SICK TIME

Eligibility. The Company provides earned sick time to employees whose primary place of work is in Massachusetts.

Accrual. Employees begin accruing earned sick time on July 1, 2015 or at the start of employment, whichever is later. Eligible employees will accrue one (1) hour of earned sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees who have been employed for at least 90 days as of July 1, 2015 may use earned sick time as it accrues. Employees who have been employed for less than 90 days as of July 1, 2015, and employees hired on or after July 1, 2015, may begin using accrued earned sick time on the 90th day of employment. The smallest amount of earned sick time an employee can use is one (1) hour. For uses beyond one hour, employees may use earned sick time in hourly increments or in the smallest increment the Company's payroll system uses to account for

absences or use of other time. An employee may not use more than forty (40) hours of earned sick time in any calendar year.

Employees may use earned sick time for the following reasons:

- 1) to care for the employee's child (which includes a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis), spouse (as defined by the marriage laws of the commonwealth, which includes a partner in a same-sex marriage), 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;
- 2) to 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;
- 3) to attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse;
- 4) for travel to and from an appointment, a pharmacy, or other location related to the purpose for which earned sick time was taken; or
- 5) to address the psychological, physical or legal effects of domestic violence.

Earned sick time may not be used as an excuse to be late for work if the lateness is not related to one of the reasons described above. Additionally, employees may not accept a specific shift assignment with the intention of calling out sick for all or part of the shift.

Use of earned sick time will run concurrently with time off provided under the FMLA, the Massachusetts Parental Leave Act, the Massachusetts Domestic Violence Leave Act, the Massachusetts Small Necessities Leave Act, or time off pursuant to any other applicable law, if applicable, and to the extent permitted by applicable law.

Notice and Documentation. Employees must comply with the Company's attendance and call-in policy when providing notice. Employees must make a good faith effort to provide notice of this need to use earned sick time if the need is foreseeable. Specifically, if an employee's need for the use of earned sick time is due to a pre-scheduled or foreseeable absence, seven (7) days advance notice to their Corps Team Local Franchise Owner is required. If an employee anticipates a multi-day absence from work, employees must provide notification of the expected duration of the leave, or, if unknown, must provide notification on a daily basis, unless the circumstances make such notice unreasonable. If an employee's need for the use of earned sick time is unforeseeable, notice must be provided as soon as is practicable under the circumstances.

When providing notice or reporting an absence for a covered purpose, employees are not required to explicitly reference earned sick time, but the Company may, in accordance with applicable laws regarding privacy and confidentiality of medical information, review with employees the covered purposes for which earned sick time may be used.

For any earned sick time used, employees must verify in writing that they have used the time for a covered reason, but will not be required to explain the nature of the illness or the details of the domestic violence.

The Company will also require supporting documentation if an employee's use of earned sick time:

- 1) covers more than twenty-four (24) consecutively scheduled work hours or three (3) consecutive scheduled work days;
- 2) occurs within two (2) weeks prior to an employee's final scheduled day of work before

- termination of employment, except in the case of temporary employees;
- 3) occurs after three (3) unforeseeable and undocumented absences within a three (3) month period *for employees aged 17 and under*; or
 - 4) occurs after four (4) unforeseeable and undocumented absences within a three (3) month period *for all other employees*.

Documentation signed by a health care provider indicating the need for earned sick time taken constitutes acceptable certification for sick time taken for reasons 1 through 4 set forth in the Usage section above, except employees who do not have health care covered through a private insurer, the MA Healthcare Connector and related insurers may provide a signed, written statement evidencing the need for the use of the earned sick time, without being required to explain the nature of the illness, in lieu of documentation by a health care provider. Acceptable documentation for earned sick time taken for reason 5 can include: (1) a restraining order or other documentation of equitable relief issued by a court of competent jurisdiction; (2) a police record documenting the abuse; (3) documentation that the perpetrator of the abuse has been convicted of one or more offenses where the victim was a family or household member; (4) medical documentation of the abuse; (5) a statement provided by a counselor, social worker, health worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the individual in addressing the effects of the abuse on the individual or the individual's family; or (6) a sworn statement from the individual attesting to the abuse. The Company will not require that the documentation explain the nature of the illness or the details of the domestic violence. Documentation can be submitted in person or by another reasonable method, including email.

The Company may also seek verification of authorized use of earned sick time from a parent or guardian if they have reasonable suspicion that an employee, aged 17 or under, is misusing earned sick time, unless verification would create a health and safety risk or hardship to the employee.

Documentation must be provided within seven (7) days of an employee taking earned sick time, unless, for good cause shown or as otherwise permitted by the Company, an employee requires more time to provide such documentation. Failure to comply with the Company's reasonable documentation requirements, without a reasonable justification, may result in the Company recouping the amount paid for earned sick time from future pay, as an overpayment, or otherwise taking appropriate action, to the extent permitted by applicable law.

The Company may require employees to provide a fitness-for-duty certification, a work release, or other documentation from a medical provider before returning to work after an absence during which earned sick time was used.

Payment. Earned sick time will be paid at the same hourly rate as the employee earns from his or her employment at the time the employee uses such time. Use of sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. Up to forty (40) hours of accrued, unused earned sick time under this policy can be carried over to the following calendar year, but employees are subject to an accrual cap of forty (40) hours. Once the accrual cap is reached, earned sick time will stop accruing until some earned sick time is used, at which point accrual will resume, subject to the maximum annual accrual of forty (40) hours and the accrual cap of forty (40) hours. Accrued but unused earned sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees may be subject to disciplinary action for misuse of earned sick time if they are engaging in fraud or abuse of benefits available under this policy.

The Company will not tolerate retaliation against an employee who opposes practices that he or she believes to be in violation of earned sick time law or because the employee supports the exercise of rights of another employee under the earned sick time law. Employees may also file an action in court to enforce their earned sick time rights.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

MINNESOTA SUPPLEMENT

I. SCHOOL VISITATION LEAVE

An employee who works an average number of hours per week equal to one-half (1/2) the full-time equivalent position in the employee's job classification is entitled to up to sixteen (16) hours of unpaid leave during any 12-month period to attend school conferences or school-related activities related to the employee's child (including conferences related to a pre-kindergarten program or child care services), provided the conferences or school-related activities cannot be scheduled during non-work hours.

When leave cannot be scheduled during non-work hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations. An employee may substitute accrued paid time off for leave under this policy.

II. PREGNANCY & PARENTAL LEAVE (ADDENDUM TO FMLA POLICY)

Like the Family and Medical Leave Act ("FMLA") Policy described elsewhere in this handbook, the Minnesota Parental Leave Act, as amended ("MPLA"), may require employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, any leave taken will be counted under both laws at the same time. This policy will be interpreted to comply with the law(s) that apply to a particular leave. This policy provides employees information concerning any MPLA entitlements and obligations that differ from the FMLA entitlements and obligations that are set forth elsewhere in this handbook. If employees have any questions concerning MPLA leave, they should contact their Corps Team Local Franchise Owner.

Eligibility. In order to be eligible for leave under the MPLA, an employee must:

- 1) Have worked for the Company for at least twelve (12) months;
- 2) Have worked at least half the full-time equivalent position for their job during the 12-month period immediately preceding the request for leave; and
- 3) Work for an employer that has twenty-one (21) or more employees at any single location.

Basic Family and Medical Leave Entitlement. The FMLA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The MPLA provides eligible employees with up to twelve (12) weeks of unpaid leave (i) for the birth or placement for adoption of a child (but not foster care placement) or (ii) if a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions. Leave for the birth or adoption of a child may begin within twelve (12) months after the birth or adoption, except that where the child must remain in the hospital longer than the mother, the leave may not begin more than twelve (12) months after the child leaves the hospital.

Protection of Group Health Insurance. During any period of leave pursuant to the MPLA, employees may continue any health insurance coverage but employees may be required to pay the full cost of coverage.

III. RIGHT TO REVIEW PERSONNEL RECORDS

Under Minnesota law, employees have the right to review their personnel record once every six (6) months and, if they leave employment with us, they may review it once every year as long as we maintain the personnel record.

Employees who would like to review their personnel record must make a good faith request in writing, and we will provide an opportunity for review of the record or make a copy (at no cost). Employees may also request copies (at no cost) at the time the record is reviewed. We will provide an opportunity for review of personnel records within seven (7) working days of the written request, or if the personnel record is physically located outside of Minnesota, within fourteen (14) working days of the written request.

What is contained in the personnel record is carefully defined under Minnesota law. The law does not require that we allow employees to review and copy information that is not contained in their personnel record. Employees who dispute information contained in their personnel record may submit a request to have it removed from the record. If we do not agree that the information should be removed, a written response to the information of up to five (5) pages may be submitted.

We may not take any action against an employee for appropriately asserting his or her rights to review the personnel record. If an employee's rights as provided by this law are improperly denied, the law provides certain remedies.

This notice only describes some of employees' rights under the law. For more information, the Minnesota statutes further detailing these rights can be found at Minnesota Statutes § 181.960 through Minnesota Statutes § 181.965. These laws can be found on the internet at <http://www.leg.state.mn.us/leg/statutes.asp> or in public libraries throughout the state.

IV. WAGE DISCLOSURE PROTECTIONS

Under Minnesota law, an employer may not: (i) require nondisclosure by an employee of his or her wages as a condition of employment; (ii) require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages; or (iii) take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily. Nonetheless, this policy should not be construed to: (i) create an obligation on the Company or an employee to disclose wages; (ii) permit an employee, without the written consent of the Company, to disclose proprietary information, trade secret information, or information that is otherwise subject to legal privilege or protected by law; (iii) diminish any existing rights under the National Labor Relations Act; or (iv) permit an employee to disclose wage information of other employees to a competitor of the Company. An employer may not retaliate against an employee for asserting rights or remedies set forth in this policy. An employee may bring a civil action against the Company for a violation of this policy. If a court finds that the Company has violated this policy, the court may order reinstatement, back pay, restoration of lost service credits, if appropriate, and the expungement of any related adverse records of an employee who was the subject of the violation.

NEW JERSEY SUPPLEMENT

I. NEW JERSEY FAMILY LEAVE OF ABSENCE (ADDENDUM TO FMLA POLICY)

Like the Family and Medical Leave Act (“FMLA”) Policy described elsewhere in this handbook, the New Jersey Family Leave Act (“NJFLA”) may require employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, any leave taken will be counted under both laws at the same time. This policy will be interpreted to comply with the law(s) that apply to a particular leave. This policy provides employees information concerning any NJFLA entitlements and obligations that differ from the FMLA entitlements and obligations that are set forth elsewhere in this handbook. If employees have any questions concerning NJFLA leave, they should contact their Corps Team Local Franchise Owner.

Eligibility. NJFLA leave is available to “NJFLA eligible employees”. To be an NJFLA eligible employee, an employee must: (1) have been employed by the Company in New Jersey for at least 12 months; and (2) have worked at least 1,000 base hours during the 12 month period preceding the leave. Base Hours mean the hours of work for which the employee receives compensation including overtime hours and hours for which the employee receives workers’ compensation benefits.

Basic Family and Medical Leave Entitlement. The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons. The NJFLA provides eligible employees up to 12 workweeks of unpaid leave for certain family reason during a 24 month period. NJFLA leave may be taken to care for the employee’s spouse or partner in a civil union/domestic partner, son, daughter, parent or parent-in-law who has a serious health condition.

Under the NJFLA, leave because the birth of a child or placement of a child with the employee for adoption may commence at any time within one year of the date of birth or placement. Under the FMLA, leave because of the birth of a child or placement of a child with the employee for adoption (or foster care) must be concluded within the 12 month period beginning on the date of birth or placement.

As noted above, because the NJFLA is only a “family leave” law, employees should note that leave granted due to an employee’s own serious health condition is not covered by the NJFLA. This can result in important distinctions in the calculation of available leave. For example, because the period of leave caused by an employee’s disability due to pregnancy or childbirth is more properly classified as leave due to an employee’s own serious health condition, the Company normally would count such time toward the employee’s FMLA allotment only. Once the period of disability due to pregnancy or childbirth has ended (i.e., employee is cleared to return to work), an employee would be eligible to use her leave under the NJFLA to care for her newborn child and run that time concurrently with any remaining FMLA leave. In instances where an employee remains disabled due to childbirth and an employee has no FMLA leave remaining, the Company will allow employees to begin using NJFLA leave.

Intermittent Leave and Reduced Leave Schedules. FMLA and/or NJFLA leave usually will be taken for a period of consecutive days, weeks or months. Under the NJFLA, intermittent leave must be taken in increments of at least one week and reduced schedule leave must be at least one work day.

Protection of Group Health Insurance and Other Benefits. If an employee is taking NJFLA leave only, the continuation requirements for group health plans under the FMLA are not applicable to group health plans covered under ERISA. Therefore, an employee who is on NJFLA only leave likely will trigger COBRA requirements due to a reduction in hours worked.

Restoration of Employment and Benefits. As with FMLA leave, at the end of NJFLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. However, unlike key employees under the FMLA who may be denied reinstatement, key employees under NJFLA may be denied NJFLA leave if: (1) the employee is a salaried employee among the highest paid 5% of employees or one of the 7 highest paid employees; and (2) denial of the leave is necessary to prevent substantial and grievous economic injury to the Company's operations. The Company will notify employees if they qualify as key employees under the NJFLA and that leave is being denied. If the denial of the NJFLA leave occurs while the employee's leave already has begun, the employee must return to work within 2 weeks.

II. FAMILY LEAVE INSURANCE BENEFITS

Employees taking time off work to care for a child, spouse, partner in a civil union, registered domestic partner, or parent with a serious health condition, or to bond with a newly born or adopted child, may be eligible to receive family leave benefits through the state, which is administered by the Division of Temporary Disability Insurance, the New Jersey Department of Labor and Workforce Development.

These benefits are financed solely through employee contributions to the state. The state is responsible for determining if an associate is eligible for such benefits. There generally is a waiting period during which time no family leave benefits are available. The Division of Temporary Disability Insurance can provide additional information about any applicable waiting period.

If you need to take time off work to care for a child, spouse, partner in a civil union, registered domestic partner, or parent with a serious health condition or to bond with a newly born or adopted child please advise your Corps Team Local Franchise Owner, and you will be given information about the state's family leave benefits program and how to apply for benefits. Employees also may contact the Division of Temporary Disability Insurance for further information. You should maintain regular contact with your immediate supervisor during the time you are off work so we may monitor your return-to-work status. In addition, you should contact your Corps Team Local Franchise Owner when you are ready to return to work so we may determine what positions, if any, are open to you.

When an employee applies for family leave benefits, the Corps Team Local Franchise Owner will determine if the employee has any accrued but unused paid time off available. If the employee has accrued but unused paid time off available, the employee will be required to use up to two (2) weeks of such time before becoming eligible for family leave benefits.

Please note, employees taking time off work to care for a child, spouse, partner in a civil union, registered domestic partner, or parent with a serious health condition or to bond with a newly born or adopted child and who receive paid family leave benefits are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state family and medical leave laws. Any time off for family leave purposes will run concurrently with other leaves of absence, such as Family and Medical Leave Act and the New Jersey Family Leave Act, if applicable. Please see the "Family and Medical Leave" policy for eligibility requirements.

III. DOMESTIC/SEXUAL VIOLENCE LEAVE

The New Jersey Security and Financial Empowerment Act (“NJ SAFE Act”), provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in New Jersey that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, or a victim of a sexually violent offense. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense. Leave may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee’s child, parent, spouse, domestic partner or civil union partner
2. Obtaining services from a victim services organization for the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner
3. Obtaining psychological or other counseling for the employee or the employee’s child, parent, spouse, domestic partner or civil union partner
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee’s child, parent, spouse, domestic partner or civil union partner
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
6. Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee’s child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation, personal, or medical or sick time or leave the employee elects to use or which the Company requires employees to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the NJ Family Leave Act, or the federal FMLA, the leave shall count simultaneously against the employee’s entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the Company with written notice of the need for the leave as far in advance as reasonable and practicable under the circumstances. The Company may require the employee to provide documentation of the domestic violence or sexually violent offense that is the basis for the leave. The Company will retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or New Jersey law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

V. JERSEY CITY EARNED SICK TIME

Eligibility. The Company provides earned sick time to employees who work at least eighty (80) hours in Jersey City in a year.

Accrual. Employees begin accruing earned sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of earned sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case earned sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued earned sick time after the 90th calendar day of employment. Earned sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of earned sick time in any calendar year.

Employees may use earned sick time for absences due to:

- 1) The employee's 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 need for preventative medical care;
- 2) The care of the employee's child, spouse, domestic or civil-union partner, parent, grandchild, grandparent sibling or the child, parent or grandparent of the employee's spouse, domestic or civil-union who needs medical diagnosis, care or treatment of a mental or physical illness, illness, injury or health condition or who needs preventative medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

Notice and Documentation. Employees must provide notice of the need to use earned sick time to their Corps Team Local Franchise Owner as early as possible. The Company will require supporting documentation if the employee uses earned sick time for more than three (3) consecutive days. For earned sick time used for reasons (1) or (2) above, documentation signed by a licensed health care provider indicating the need for the amount of earned sick time taken will be considered reasonable documentation and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness or condition.

Payment. Earned sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage. Use of earned sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused earned sick time under this policy to the following calendar year. Accrued but unused earned sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use earned sick time and may file a complaint for alleged violations of this policy with the Jersey City Department of Health & Human Services or the Jersey City Municipal Court. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy can contact their Corps Team Local Franchise Owner.

VI. NEWARK PAID SICK LEAVE

Eligibility. The Company provides paid sick leave to employees who work at least eighty (80) hours in the City of Newark in a year.

Accrual. Employees begin accruing paid sick leave pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick leave accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick leave after the 90th calendar day of employment. Paid sick leave may be used in minimum increments of one (1) day. An employee may not use more than forty (40) hours of accrued paid sick leave in any calendar year.

Employees may use accrued paid sick leave for absences due to:

- 1) The employee's 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 need for preventative medical care;
- 2) The care of the employee's child, spouse, domestic or civil-union partner, parent or legal guardian, grandchild, grandparent, sibling or the child, parent or grandparent of the employee's spouse, domestic or civil-union who needs medical diagnosis, care or treatment of a mental or physical illness, illness, injury or health condition or who needs preventative medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency, or care for the employee's child, spouse, domestic or civil-union partner, parent or legal guardian, grandchild, grandparent sibling or the child, parent or grandparent of the employee's spouse, domestic or civil-union when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.

Notice and Documentation. Employees must provide seven (7) days' notice of the need to use accrued paid sick leave to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day or, in cases such as emergencies where advanced notice is not possible, as soon as practicable. The Company will require supporting documentation if the employee uses accrued paid sick leave for three (3) consecutive days. For paid sick leave used for reasons (1) or (2) above, documentation signed by a health care professional indicating that the use of paid sick leave was necessary will be considered reasonable documentation, and such documentation need not specify the nature of the injury, illness or condition. Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick leave in accordance with this policy.

Payment. Paid sick leave will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused paid sick leave under this policy to the following calendar year. Accrued but unused paid sick leave under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick leave and may file a complaint for alleged violations of this policy with the Newark Department of Child and Family Well-Being or the Newark City Municipal Court. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

VII. PASSAIC PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work at least eighty (80) hours in the City of Passaic in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may use accrued paid sick time beginning on the 90th calendar day of employment, and thereafter paid sick time may be used as it accrues. Paid sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) An employee's mental or physical illness, injury, 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 an employee's child, parent, spouse, domestic partner or civil union partner, grandparent, or sibling (i) with a mental or physical illness, injury, or health condition; (ii) who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or (iii) who needs preventive medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or care for an employee's family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.

For purposes of this policy, time taken off to care for a child, parent, grandparent, or grandchild applies not only to biological relationships, but also applies to those resulting from adoption, step-relationships, foster care relationships, domestic partnerships, civil unions, and *in loco parentis* relationships.

Notice and Documentation. To be eligible to receive paid sick time, employees must provide seven (7) days advance notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day. In an emergency, when advance notice is not possible, notice must be given as soon as practicable. The Company will require reasonable supporting documentation if accrued paid sick time is used for more than three (3) consecutive days. For purposes of paid sick time used in connection with an illness, injury, or health condition affecting the employee or a family member, "reasonable documentation" is documentation signed by a health care professional indicating that use of sick time was necessary. This documentation need not specify the nature of the injury, illness, or health condition. The Company may also require employees to provide written confirmation that paid sick time was used in accordance with this policy.

Payment. Paid sick time is paid at the same hourly rate and with the same benefits (including health care benefits) as is normally earned for hours worked, but in no case will the hourly rate be less than that minimum wage. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and take paid sick time, and may file a complaint for alleged violations of this policy with the Passaic Department of Human Services, Division of Health or the Passaic Municipal Court. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy; or interference with any investigation, proceeding, or hearing related to or arising out of an employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

VIII. EAST ORANGE PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work at least eighty (80) hours in East Orange in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) The employee's mental or physical illness, injury, 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 family member (including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child of a civil union partner; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling) with a mental or physical illness, injury, or health condition; who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or who needs preventive medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member actually contracted the communicable disease.

Notice and Documentation. Employees must provide seven (7) days' notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day or, in cases such as emergencies where advanced notice is not possible, as soon as practicable. The Company will require supporting documentation if the employee uses accrued paid sick time for at least three (3) consecutive days or instances. For paid sick time used for reasons (1) or (2) above, documentation signed by a health care professional indicating that the use of paid sick time was necessary will be considered reasonable

documentation, and such documentation need not specify the nature of the injury, illness or condition. Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick time in accordance with this policy.

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick time and may file a complaint or bring an action in municipal court if paid sick time is denied or the employee is retaliated against for requesting or taking paid sick time. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

IX. PATERSON PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work at least eighty (80) hours in Paterson in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) The employee's mental or physical illness, injury, 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 family member (including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a

grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling) with a mental or physical illness, injury, or health condition; who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or who needs preventive medical care; or

- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member actually contracted the communicable disease.

Notice and Documentation. Employees must provide seven (7) days' notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day or, in cases such as emergencies where advanced notice is not possible, as soon as practicable. The Company will require supporting documentation if the employee uses accrued paid sick time for at least three (3) consecutive days. For paid sick time used for reasons (1) or (2) above, documentation signed by a health care professional indicating that the use of paid sick time was necessary will be considered reasonable documentation, and such documentation need not specify the nature of the injury, illness or condition. Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick time in accordance with this policy.

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick time and may file a complaint or bring an action in municipal court if paid sick time is denied or the employee is retaliated against for requesting or taking paid sick time. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

X. IRVINGTON PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work at least eighty (80) hours in the Township of Irvington in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt

employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) day. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) The employee's mental or physical illness, injury, 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 family member (including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling) with a mental or physical illness, injury, or health condition; who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or who needs preventive medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member actually contracted the communicable disease.

Notice and Documentation. Employees must provide seven (7) days' notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day or, in cases such as emergencies where advanced notice is not possible, as soon as practicable. The Company will require supporting documentation if the employee uses accrued paid sick time for at least three (3) consecutive days or instances. For paid sick time used for reasons (1) or (2) above, documentation signed by a health care professional indicating that the use of paid sick time was necessary will be considered reasonable documentation, and such documentation need not specify the nature of the injury, illness or condition. Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick time in accordance with this policy.

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused paid sick

time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick time and may file a complaint or bring an action in municipal court if paid sick time is denied or the employee is retaliated against for requesting or taking paid sick time. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

XI. MONTCLAIR PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work at least eighty (80) hours in the Township of Montclair in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) The employee's mental or physical illness, injury, 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 family member (including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling) with a mental or physical illness, injury, or health condition; who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or who needs preventive medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would

jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member actually contracted the communicable disease.

Notice and Documentation. Employees must provide seven (7) days' notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day or, in cases such as emergencies where advanced notice is not possible, as soon as practicable. The Company will require supporting documentation if the employee uses accrued paid sick time for at least three (3) consecutive days or instances. For paid sick time used for reasons (1) or (2) above, documentation signed by a health care professional indicating that the use of paid sick time was necessary will be considered reasonable documentation, and such documentation need not specify the nature of the injury, illness or condition. Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick time in accordance with this policy.

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick time and may file a complaint with the Agency or bring an action in municipal court if paid sick time is denied or the employee is retaliated against for requesting or taking paid sick time. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

XII. TRENTON PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work at least eighty (80) hours in the City of Trenton in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) The employee's mental or physical illness, injury, 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 family member (including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child of a civil union partner, or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of New Jersey or any other State or with whom the employee has entered into a civil union under New Jersey law; a grandparent or spouse, civil union partner or domestic partner of a grandparent; a grandchild; a domestic partner of an employee as defined under New Jersey law; or a sibling) with a mental or physical illness, injury, or health condition; who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or who needs preventive medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member actually contracted the communicable disease.

Notice and Documentation. Employees must provide seven (7) days' notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day or, in cases such as emergencies where advanced notice is not possible, as soon as practicable. The Company will require supporting documentation if the employee uses accrued paid sick time for at least three (3) consecutive days or instances. For paid sick time used for reasons (1) or (2) above, documentation signed by a health care professional indicating that the use of paid sick time was necessary will be considered reasonable documentation, and such documentation need not specify the nature of the injury, illness or condition. Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick time in accordance with this policy.

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick time and may file a complaint with the Agency or bring an action in municipal court if paid sick time is denied or the employee is retaliated against for requesting or taking paid sick time. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

XIII. BLOOMFIELD PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work at least eighty (80) hours in Bloomfield in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) The employee's 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 need for preventative medical care;
- 2) The care of the employee's sibling; child (including a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child of a civil union partner, or a child to whom the employee stands in loco parentis); parent (including a biological, foster, stepparent or adoptive parent or legal guardian of an employee or of an employee's spouse, domestic partner or civil union partner or a person who stood in loco parentis when the employee was a minor child); spouse or civil union partner (defined as a person to whom the employee is legally married under the laws of New Jersey or any other state or with whom the employee has entered into a civil union under New Jersey law); a domestic partner; grandparent or the spouse, civil union partner or domestic partner of a grandparent; or grandchild who needs medical diagnosis, care or treatment of a mental or physical illness, illness, injury or health condition or who needs preventative medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency, or care for the employee's family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease.

Notice and Documentation. Employees must provide seven (7) days' notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees must provide notice before the beginning of the employee's work shift or work day or, in cases such as emergencies where advanced notice is not possible, as soon as practicable. The Company will require supporting documentation after

the employee uses accrued paid sick time for three (3) consecutive days or three (3) consecutive instances. For paid sick time used for reasons (1) or (2) above, documentation signed by a health care professional indicating that the use of paid sick time was necessary will be considered reasonable documentation, and such documentation need not specify the nature of the injury, illness or condition. Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick time in accordance with this policy.

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick time and may file a complaint for alleged violations of this policy with the Bloomfield Department of Health & Human Services. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions regarding this policy should contact their Corps Team Local Franchise Owner.

NEW YORK SUPPLEMENT

I. LACTATION

Employees who are nursing are provided with break time to express breast milk for up to three (3) years after the birth of a child. Employees will not be discriminated against or retaliated against for exercising their rights under this policy and reasonable efforts will be made to provide a private room or location in close proximity to the work area for this purpose.

II. NEW YORK CITY EARNED SICK TIME

Eligibility. The Company provides paid sick time to employees who work more than eighty (80) hours in New York City in a calendar year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case paid sick time accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using accrued paid sick time after the 120th calendar day of employment. Paid sick time may be used in minimum increments of two (2) hours, provided this is reasonable under the circumstances. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

Employees may use accrued paid sick time for absences due to:

- 1) The employee's 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 need for preventive medical care;
- 2) The care of the employee's child, spouse, domestic partner, parent, sibling (including half siblings, step siblings, or siblings related through adoption), grandchild or grandparent or the child or parent of the employee's spouse or domestic partner, who needs medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or who needs preventive medical care; or
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or such employee's need to care for a child whose school or childcare provider has been closed by order of a public official due to a public health emergency.

Notice and Documentation. Employees must provide seven (7) days advance notice of the need to use accrued paid sick time to their Corps Team Local Franchise Owner if the need is foreseeable. Where the need is not foreseeable, employees should provide notice as early as possible. The Company will require supporting documentation if the employee uses accrued paid sick time for more than three (3) consecutive days. For paid sick time used for reasons (1) or (2) above, documentation signed by a licensed health care provider indicating the need for the amount of paid sick time taken and that paid sick time was used for an authorized purpose under the law will be considered reasonable documentation, and such documentation need not specify the nature of the employee's or the employee's family member's injury, illness or condition. Failure to provide requested medical documentation for paid sick time taken under this policy within seven days of returning to work may result in disciplinary action, up to and including

termination.

Additionally, the Company may require an employee to provide written confirmation that an employee used paid sick time in accordance with this policy. A copy of the required form will be provided by their Corps Team Local Franchise Owner or otherwise is available here: <http://www.nyc.gov/html/dca/downloads/pdf/EmployeeVerificationRegardingAuthorizedUseofEarnedSickLeave.pdf>

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time, but no less than the applicable minimum wage. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. Employees have the right to request and use paid sick time and may file a complaint for alleged violations of this policy with the New York City Department of Consumer Affairs. The Company prohibits retaliation or the threat of retaliation against an employee for exercising or attempting to exercise any right provided in this policy, or interference with any investigation, proceeding or hearing related to or arising out of employee's rights pursuant to this policy and applicable law.

Employees with questions concerning this policy should contact their Corps Team Local Franchise Owner.

NORTH CAROLINA SUPPLEMENT

I. SCHOOL VISITATION LEAVE

Employees will be granted 4 hours per year of unpaid leave to any employee who is a parent or guardian or standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved in that child's school. The employee is required to schedule this time off with their Corps Team Local Franchise Owner as far in advance as practicable, but at least 48 hours before the time desired for the leave. The Company may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.

OHIO SUPPLEMENT

I. PREGNANCY/MATERNITY LEAVE

Female employees working in Ohio are entitled to a reasonable leave of absence for pregnancy, childbirth and related medical conditions upon hire. Generally, twelve work weeks will be considered “reasonable” leave; however, deviations from the twelve weeks will be considered on a case to case basis and will take into consideration the employee’s need and the Company’s legitimate operational needs. Requests for a leave of absence must be made to your Corps Team Local Franchise Owner, in writing, thirty days before the first day of the absence requested. If this is not possible, you must at least give notice to your Corps Team Local Franchise Owner as soon as practicable (within 2 business days of learning of your need for leave). Failure to provide such notice may be grounds for delay of leave.

A pregnancy/maternity leave of absence is unpaid. Any applicable paid time off may be taken concurrently with the leave of absence. Pregnancy/maternity leave shall be available without regard to FMLA eligibility; however, if the employee is eligible for FMLA leave, any pregnancy/maternity leave shall run concurrently with FMLA leave.

You must give notice as soon as practicable (within 2 business days if feasible) if the dates of leave change and/or are extended.

You are required to provide medical certification that you are fit to resume work, with or without reasonable accommodation.

PENNSYLVANIA SUPPLEMENT

I. PHILADELPHIA PAID SICK TIME

Eligibility. The Company provides paid sick time to employees who work in Philadelphia for at least 40 hours in a year.

Accrual. Employees begin accruing paid sick time pursuant to this policy at the start of employment. Eligible employees will accrue one (1) hour of paid sick time for every forty (40) hours worked, up to a maximum accrual of forty (40) hours each calendar year. Exempt employees will be presumed to work forty (40) hours in each workweek for accrual purposes unless their normal workweek is less than forty (40) hours, in which case accrual will be based on that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Employees may begin using paid sick time on the 90th calendar day of employment. Paid sick time may be used in minimum increments of one (1) hour. An employee may not use more than forty (40) hours of accrued paid sick time in any calendar year.

An employee may use paid sick time for the following qualifying absences:

- 1) An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- 2) Care of a family member (including a biological, adopted or foster child, stepchild or legal ward or a child to whom the employee stands in loco parentis; a biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or a person who stood in loco parentis when the employee was a minor child; a person to whom the employee is legally married under the laws of Pennsylvania; a grandparent or spouse of a grandparent; a grandchild; a biological, foster, or adopted sibling or spouse of a biological, foster or adopted sibling; and a life partner as defined under the Philadelphia Code) with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care; or
- 3) An absence necessary due to domestic abuse, sexual assault or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence or stalking; services from a victim services organization; psychological or other counseling; relocation due to the domestic or sexual violence or stalking; or legal services or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic or sexual violence.

Notice and Documentation. If the need for paid sick time is foreseeable, the employee must provide written or oral notice in advance of the use of the paid sick time and make a reasonable effort to schedule the use of paid sick time in a manner that does not unduly disrupt the Company's operations. For all other absences, the employee must provide notice before the start of his or her scheduled work hours, or as soon as practicable if the need arises immediately before or after the employee has reported for work. When possible, employees should indicate the expected duration of their absence.

For paid sick time of more than two (2) consecutive days, the Company may require reasonable documentation that the sick time is covered. For absences due to the purposes described in (1) and (2) above, documentation signed by a health care professional indicating that sick time is necessary shall be considered reasonable documentation. For absences due to the purposes described in (3), documentation signed by a health care professional; a police report indicating that the employee was a victim of domestic abuse, stalking or sexual assault; a court order; or a signed statement from a representative of a victim services organization affirming that the employee was a victim of domestic abuse, stalking or sexual assault shall be considered reasonable documentation. The required documentation need not explain the nature of the illness or the details of the violence.

Payment. Paid sick time will be paid at the same rate as the employee earns from his or her employment at the time the employee uses such time. Use of paid sick time is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. An employee may carry over up to forty (40) hours of accrued, unused paid sick time under this policy to the following calendar year. Accrued but unused paid sick time under this policy will not be paid at separation.

Enforcement & Retaliation. The Company prohibits any threat, discharge, suspension, demotion, other adverse employment action against an employee for the exercise of any right under this policy; or interference with, or punishment for, participating in any manner in an investigation, proceeding or hearing under this policy.

If employees have any questions regarding this policy, they should contact their Corps Team Local Franchise Owner

II. LEAVE DUE TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING – PHILADELPHIA EMPLOYEES

Employees who are victims of domestic violence, sexual assault, or stalking, or who have a family or household member who is a victim of domestic violence, sexual assault, or stalking, may take up to eight (8) workweeks of unpaid leave in a 12-month period. For purposes of this policy, “family or household members” include spouses or persons who have been spouses, persons living as spouses or who lived as spouses, parents and children, other persons related by consanguinity or affinity, current or former sexual or intimate partners, persons who share biological parenthood, or “Life Partners” (as defined under the Philadelphia Code).

Leave under this policy may be taken to:

- 1) seek medical attention for, or recovering from, physical or psychological injuries caused by domestic violence, sexual assault, or stalking to the employee or the employee's family or household member;
- 2) obtain services from a victim services organization for the employee or the employee's family or household member;
- 3) obtain psychological or other counseling for the employee or the employee's family or household member;
- 4) participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic violence, sexual assault, or stalking or ensure economic security; or
- 5) seek legal assistance or remedies to ensure the health and safety of the employee or the

employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking.

Leave may be taken intermittently or on a reduced work schedule.

Employees must provide at least forty-eight (48) hours' advance notice of their intention to take leave under this policy, unless providing such notice is not practicable. The Company may require certification verifying that the employee or his or her family or household member is a victim of domestic violence, sexual assault, or stalking and the leave is for one of a qualifying purpose. Employees can satisfy the certification requirement by providing a sworn statement and any of the following: (1) documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence, sexual assault, or stalking or the effects of the violence; (2) a police or court record; or (3) other corroborating evidence. Employees who fail to provide this certification within forty-five (45) days of the Company's request may be subject to disciplinary action.

Any information provided by an employee pursuant to this policy will be kept confidential unless disclosure is requested or consented to in writing by the employee or otherwise required by applicable federal, state, or local law.

During an approved leave, the Company will maintain the employee's health benefits as if the employee continued to be actively employed. However, if the employee fails to return from leave after his or her leave entitlement has expired, and the reason for the employee's failure to return is unrelated to the continuation, recurrence, or onset of domestic violence, sexual assault, or stalking that entitled the employee to leave under this policy, the Company may recover the premium it paid to maintain the employee's coverage during the period of leave.

Employees may substitute any accrued paid time off for the unpaid leave provided under this policy, but substitution does not extend the length of the leave. Leave under this policy will run concurrently with leave under applicable federal, state, or local laws, to the maximum extent permitted under such applicable law.

Employees who take leave under this policy will be returned to the position they held at the time when the leave commenced, or to a position with equivalent benefits, pay, and other terms and conditions of employment.

Employees with questions or concerns regarding this policy can contact their Corps Team Local Franchise Owner.

WASHINGTON SUPPLEMENT

I. PREGNANCY/CHILD BIRTH LEAVE

Female employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy or childbirth.

Any female employees wishing to request leave because of a pregnancy-related disability, must supply appropriate medical certification.

This leave is available regardless of whether the employee qualifies for leave under the Company's Family & Medical Leave policy. This leave does not count towards an employee's leave entitlement, if any, under the Washington State Family Leave Act (FLA), but FMLA leave will run concurrently with this leave as well as leave under the FLA.

During this leave, the employee must use any applicable paid time off benefits that she has available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

If the employee takes this leave only for the actual period of disability, as certified by her health care provider, then she ordinarily will be allowed to return from this leave to the same job she held when the leave began, or to a similar job of at least the same pay. Exceptions to this general rule will be made only if the Company has a business necessity to do otherwise.

II. DOMESTIC /SEXUAL VIOLENCE LEAVE

An employee may take reasonable unpaid leave from work, intermittent leave, or leave on a reduced leave schedule, to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

An employee may elect to use any sick leave or other paid time off for leave pursuant to this policy.

Employee wishing to take leave pursuant to this policy must give advance notice of the employee's intention to take leave. When advance notice cannot be given because of an emergency or unforeseen circumstances due to domestic violence, sexual assault, or stalking, the employee or his or her designee must give notice no later than the end of the first day that the employee takes such leave.

III. SEATTLE PAID SICK AND SAFE TIME

Eligibility. Part-time, full time, or temporary employees who regularly work within the City of Seattle and employees who occasionally work within Seattle (i.e. perform 240 hours or more of work in Seattle in a calendar year) will be provided with paid sick and safe time (PSST) annually. Eligibility as an occasional basis employee remains in effect for the year that an employee reaches the 240 hour threshold plus the following year, but not the year after that.

Accrual. Part-time, full time, or temporary employees begin to accrue PSST pursuant to this policy at the start of employment. Employees who occasionally work within Seattle begin to accrue PSST after completing 240 hours of work in Seattle in the calendar year. Eligible employees accrue PSST at a rate of one (1) hour for every 40 hours of work. In the case of exempt employees, leave will only accrue for hours worked up to a 40-hour workweek. If their normal work in a workweek is less than forty (40) hours, PSST accrues based upon that employee's normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

Usage. Eligible employees are entitled to use accrued PSST beginning on the 180th calendar day after the commencement of their employment. PSST may be used in minimum increments of one (1) hour. An employee may not use more than 56 hours of PSST in any calendar year.

PSST may be used for the following reasons:

- 1) An absence resulting from an employee's mental or physical illness, injury or health condition; to accommodate the 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) To allow the employee to provide care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or care of a family member who needs preventive medical care;
- 3) When the employee's place of business has been closed by order of a public official to limit exposure to an infectious agent, biological toxin or hazardous material;
- 4) To accommodate the employee's need to care for a child whose school or place of care has been closed by order of a public official for such a reason; or
- 5) For any of the following reasons related to domestic violence, sexual assault, or stalking:
 - a) To enable the employee to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's family or household members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
 - b) To enable the employee to seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family or household member;
 - c) To enable the employee to obtain, or assist a family or household member in

- obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- d) To enable the employee to obtain, or assist a family or household member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, or stalking; or
 - e) To enable the employee to participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family or household members from future domestic violence, sexual assault, or stalking.

Employees will be notified of available PSST each time wages are paid on employee pay stubs and/or electronically.

Notice and Documentation. PSST will be provided upon the request of an employee. When possible, the request must include the expected duration of the absence. If the need to use PSST is foreseeable, a written request must be provided at least ten (10) days, or as early as possible, in advance of the use of PSST. If the need to use PSST is unforeseeable, the employee must provide notice as soon as is practicable and must comply with the Company's normal notification policies and/or call-in procedures. The Company will require supporting documentation if the employee uses PSST for more than three (3) consecutive work days. For documentation of the closure of a school or place of care, an employee can provide notice of the closure in whatever format the employee received it. For verification of leave taken for domestic violence, sexual assault or stalking, an employee may provide a police report; applicable evidence from the court or the prosecuting attorney; documentation from an advocate, attorney, member of the clergy, medical or other professional; or the employee's written statement.

Payment. PSST under this policy will be calculated based on the employee's base pay rate at the time of absence. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. Use of PSST is not considered hours worked for purposes of calculating overtime.

Carryover & Payout. Employees may carry over PSST from year to year, up to the maximum of 56 hours. Accrued but unused PSST under this policy will not be paid at separation.

Enforcement & Retaliation. Retaliation against employees who request or use PSST is prohibited and each employee has the right to file a complaint or bring a civil action if PSST as required by this policy is denied by the Company or the employee is retaliated against for requesting or taking PSST.

If employees have any questions regarding this policy, they should contact their Corps Team Local Franchise Owner.

The City of Seattle Office for Civil Rights (SOCR) is responsible for enforcing this ordinance and ensuring that employees are not retaliated against for using PSST. SOCR also provides technical assistance, brochures, posters and other resources. For more information from SOCR, call 206-684-4500 or visit www.seattle.gov/civilrights/SickLeave.htm.