



California Addendums

CRIME VICTIM LEAVE

If you, an immediate family member, or a registered domestic partner is a victim of a violent or serious felony, including theft or embezzlement, a leave of absence will be granted to you for attending judicial proceedings related to that crime.

You must provide, in advance, a copy of the notice of the judicial proceeding to your manager or Human Resources. However, if advance notice is not feasible, you must provide within a reasonable amount of time, evidence of the judicial proceeding from any of the following entities:

1. The court or government agency setting the hearing.
2. The district attorney or prosecuting attorney's office.
3. The victim/witness office that is advocating on behalf of the victim.

Crime Victim Leave is unpaid. If you are eligible for Crime Victim Leave, you may substitute applicable paid time off (vacation, sick days, personal days).

The Company will not take any adverse employment action against an employee who exercises his/her right as a victim of a crime, despite his/her absence from work. The Company will keep all records and documents regarding an employee's absence from work under the Crime Victim Leave confidential.

DOMESTIC VIOLENCE AND SEXUAL ASSAULT VICTIM LEAVE

If you are a victim of domestic violence or a victim of sexual assault, a leave of absence will be granted to you for taking time off work for any of the following reasons:

1. To seek medical attention for injuries caused by domestic violence or sexual assault.
2. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault.
3. To obtain psychological counseling related to an experience of domestic violence or sexual assault.
4. To participate in safety planning or any other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.
5. To obtain legal relief, including an injunction or temporary restraining order, to ensure your child's and/or your health, safety, and welfare.

You must provide advance notice of your intention to take time off to your supervisor/manager or Human Resources. However, if advance notice is not feasible and an unscheduled absence occurs, you must provide, within a reasonable time, one of the following forms of documentation:

1. A police report indicating you were a victim of domestic violence or sexual assault.
2. A court order or other evidence from the court or prosecuting attorney that you appeared in court.
3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that you received treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Domestic Violence and Sexual Assault Victim Leave is unpaid. If you are eligible for Domestic Violence and Sexual Assault Victim Leave, you may substitute applicable paid time off (vacation, sick days, personal days), not exceeding the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993.

The Company will not take any adverse employment action against an employee who exercises his/her right as a victim of a domestic violence or sexual assault, despite his/her



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absence from work. The Company will keep all records and documents regarding an employee's absence from work under the Domestic Violence and Sexual Assault Victim Leave confidential.



ORGAN AND BONE MARROW DONATION LEAVE

An employee who is an organ donor or bone marrow donor is entitled to a paid leave of absence upon written verification describing the medical necessity for him/her to donate an organ or bone marrow. An employee who is an organ donor is entitled to a leave of absence not exceeding 30 business days in any one-year period. An employee who is a bone marrow donor is entitled to a leave of absence not exceeding five business days in any one-year period. However, Organ and Bone Marrow Donation Leave cannot be taken concurrently with any leave taken pursuant the federal Family and Medical Leave Act of 1993.

Prior to granting paid leave under this Policy, Employees must take five days of accrued but unused sick leave, vacation, or personal time for bone marrow donation and two weeks of sick leave, vacation time or personal time for organ donation.

During any period that an employee takes Organ and Bone Marrow Donation Leave, the Company will maintain his or her continuous employment for the purposes of salary adjustments, sick leave, vacation, time off, annual leave, seniority, and group health plan coverage.



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. 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.

Duration of Leave. The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth, or related medical condition up to four (4) months (or 88 work days for a full-time employee) per pregnancy. The PDL does not need to be taken in one continuous period of time, but can be taken on an as-needed basis. Time off needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth is covered by your PDL. Generally, we treat your pregnancy disability the same as we treat other disabilities of similarly-situated employees.

Medical Certification. You are required to obtain a certification from your health care provider of your pregnancy disability or the medical advisability of 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; (2) the probable duration of the period(s) of disability or the period(s) for the advisability of a transfer; 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.

Leave is Unpaid. PDL leave is unpaid by the Company. However, at your option, you may use any accrued vacation time or other 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 leave 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.



Leave Concurrent with Family and Medical Leave. If you are eligible for leave under the federal Family and Medical Leave Act, your PDL will also be designated as time off under the Family and Medical Leave Act. Please refer to the “Family and Medical Leave” policy in this Handbook for additional information.

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.

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 -- California Employees” policy in this Handbook for additional information.



SCHOOL APPEARANCE AND ACTIVITIES LEAVE

Child Suspension

The Company will not take any adverse employment action against an employee who is the parent or guardian of a suspended child at a public school for taking time off work to appear in his/her child's school upon the teacher or school's request. The employee must provide reasonable notice to his/her supervisor/manager or Human Resources.

School Activities

An employee who is a parent, guardian, or grandparent having custody of a child enrolled in a day care facility or a K-12 school is entitled to take time off work of up to 40 hours each year, not exceeding eight hours in any calendar month of the year, to participate in any activity at the child's day care facility or school. Employees must give reasonable notice to his/her supervisor/manager or Human Resources of the planned absence from work and must provide documentation from the school or day care facility of proof that employee's participation.

School Appearance and Activities Leave is unpaid. If you are eligible for School Appearance and Activities Leave, you must utilize any existing paid time off (vacation, sick days, personal days) before using unpaid time off.



VOLUNTEER CIVIL SERVICE LEAVE

The Company supports any employee who is a volunteer firefighter, reserve peace officer, emergency rescue personnel, or member of the California Civil Air Patrol. The Company will not take any adverse employment action against an employee who takes time off work to perform his/her duties as required under any of the above described volunteer civil service personnel. Employees eligible for civil service leave must provide advance notice to his/her supervisor/manager or Human Resources indicating when leave will begin and end. The company is not required to grant leave to an employee who is required to respond to either the same or other simultaneous emergency operational mission as a first responder or disaster service worker for a local, state, or federal agency.

Volunteer Firefighter

The Company recognizes that employees who are volunteer firefighters may be required to take time off for fire or law enforcement training. Volunteer firefighters are entitled to take up to 14 days per calendar year of unpaid leave for such purposes.

Civil Air Patrol

An employee who is a volunteer member of the California Civil Air Patrol is entitled to at least 10 days per calendar year of unpaid leave to respond to an emergency operational mission of the Civil Air Patrol. For single emergency operational missions, unpaid leave cannot exceed three days, unless an extension is granted by a government entity and approved by the Company. An employee desiring such leave must provide certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken. The Company may deny leave if employee fails to provide the required documentation.