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FAMILY AND MEDICAL LEAVE ACT SUMMARY – BASIC

It is the policy of the Company to comply with the Family and Medical Leave Act of 1993 (FMLA), which was established to assist employees in better balancing family needs with workplace requirements. The Family and Medical Leave Act provides employees with up to 12 weeks of job-protected leave during any 12 month period. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances as outlined in this policy.

Eligibility:

In order to qualify to take family or medical leave under this policy, the employee must meet ALL of the following conditions:

- The employee must have worked for the employer for at least 12 months, or 52 weeks. The twelve months, or 52 weeks, will need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on approved leave during the week.
- The employee must have worked for the employer for at least 1250 hours during the twelve month period immediately before the date when the leave would begin.
- The employee must work in the employer's office or worksite where 50 or more of the Company's employees are employed within 75 miles of that office or work site.

The FMLA policy allows eligible employees to take unpaid leaves of absence for the following reasons:

- birth, adoption, or placement of a foster child;
- for the care of a spouse, son, daughter or parent who has a serious health condition; or
- an employee is unable to perform the functions of his/her job due to a serious health condition.

Use of Paid and Unpaid Leave:

Employees accessing leave under the Family and Medical Leave Act must exhaust all available vacation time before entering unpaid status. The vacation time used will be counted against the twelve- (12) week's leave available under the act.

Employees accessing leave under the Family and Medical Leave Act must also exhaust all available sick leave and/or disability leave (if applicable) before entering unpaid status, unless the leave is because of the birth, adoption, or placement of a foster child. The sick leave and/or disability leave used will be counted against the twelve- (12) week's leave available under the act.

FAMILY AND MEDICAL LEAVE ACT SUMMARY – BASIC (CONT.)

Certification of the Serious Health Condition:

The Company will require certification of a serious health condition of an employee or parent, child, or spouse and may require recertification as deemed appropriate by the Company. The employee shall respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification in a timely manner or provide a reasonable explanation for the delay may result in a postponement of the start of the leave or denial of continuation of leave.

The Company will require an employee on FMLA "medical leave" due to the employee's own serious health condition to obtain a fitness to return to work slip before returning to work at the end of the FMLA leave period.

Leave Notification Procedures:

All employees requesting leave under this policy must complete an application for leave of absence. The Human Resource Department will assist you in compiling the necessary information.

When an employee plans to take leave under this policy, the employee must give the Company 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the Company's operations.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the Company receives notice.

While on leave, employees may be required to report periodically to the Company regarding the status of their situation, and/or their intent to return to work.

Computing the 12-Month Period:

For purposes of computing the 12-month period for FMLA leaves, the Company will measure backward from the first date that FMLA leave is used by the employee.

Additional Information

There are additional specific leave guidelines for an FMLA leave of absence, which include, but are not limited to, job restoration, continuation of health benefits, and leave entitlement procedures. Please contact the Human Resource Department for further information as well as any questions regarding FMLA leaves of absence.