

## **Time-Off Policy**

BLUE RIBBON recognizes that employees may need time off from work to address important matters that are regulated by law. BLUE RIBBON will comply with its legal obligations by providing you time off, where necessary and required by law to attend to those matters, as discussed below. Time-off under this policy will ordinarily be unpaid except where the law requires that it be paid.

### **Military and Reserve Duty Leave**

Employees who wish to serve in the military and take military leave (including leave for military training), should contact the Controller for information about their rights before and after such leave. Under prescribed circumstances, state and federal law allows you to take a leave of absence for military and reserve duty service and be reinstated upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. We encourage you to check with the Federal Veterans Administration Department to become familiar with your rights and obligations.

### **Military Spouse Leave – CALIFORNIA EMPLOYEES ONLY**

Eligible employees are allowed to take up to 10 unpaid days off when a spouse is on leave from (not returning from) military deployment. Eligibility requires that the employee regularly work a schedule of 20 or more hours per week, and that the spouse or domestic partner be a member of the Armed Forces, National Guard or Reserves, who has been deployed during a period of military conflict.

Employees must request military spouse leave, in writing, within two business days of receiving official notice that the spouse or domestic partner will be on leave. Employees requesting leave under this section are required to attach to the leave request, written documentation certifying that his/her spouse or domestic partner will be on leave from deployment.

### **Victims of Crime Leave - CALIFORNIA EMPLOYEES ONLY**

An employee who is a victim of a crime, or whose immediate family member, including an employee's registered domestic partner, or the child of a registered domestic partner is a victim of a crime, including but not limited to, any form of domestic violence or sexual assault, may take unpaid leave, or when eligible use paid sick leave, to obtain a temporary restraining order, a restraining order, or other court assistance, or to seek medical attention, psychological counseling, shelter, domestic program or rape crisis center services, or safety planning or relocation assistance, in connection with the domestic violence, obtain relief to ensure the health, safety or welfare for themselves or their child, or to attend judicial proceedings related to the crime. The employee must give the Company reasonable advance notice of the intention to take time off for any of the above purposes, by notifying his/her branch manager unless reasonable notice is not feasible. The employee should also provide the Company with a copy of the notice of any scheduled legal proceeding or certification, if available. For more information regarding this leave entitlement, please contact your branch manager.

### **Literacy Assistance Leave - CALIFORNIA EMPLOYEES ONLY**

Employees may take unpaid time off to participate in an adult literacy education program, provided that it does not impose an undue hardship on the Company. Employees interested in enrolling in an adult literacy education program should contact their Branch Manager.

### **Child's School Activities Leave**

Eligible employees are encouraged to participate in the school activities of their children.

*Eligibility.* Employees who are the "parents" of children in kindergarten through 12<sup>th</sup> grade, or who are placed with a licensed child care provider, are eligible for unpaid leave under this policy. For purposes of this policy, "parents" include:

- Parents
- Guardians
- Grandparents
- Stepparents
- Foster parents
- Persons standing *in loco parentis* to a child.

*Amount of Leave.* The time off for school or child care activity participation under this Policy cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours in a school year.

*Purpose of Leave.* Leave under this Policy can be taken for the following reasons:

- To find, enroll, or re-enroll his or her child in a school or with a licensed child care provider;
- To participate in activities of the school or licensed child care provider;
- To address a child care provider or school emergency.

For purposes of this policy, “a child care provider or school emergency” means that the employee's child cannot remain in a school or with a child care provider because of:

- The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
- Behavioral or discipline problems;
- Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or
- A natural disaster, including, but not limited to, fire, earthquake or flood

**Note:** In the case of an emergency, the 8 hour maximum monthly leave allowance does not apply. However, employees must give reasonable notice to the employer of the need for emergency leave and provide an estimate of the anticipated duration of the employee's leave.

*Employee's Notice and Documentation Obligations.* Employees must give their supervisor reasonable advance notice before taking any planned leave under this Policy. Employees must also provide their supervisor with documentation from the school or child care provider that verifies that the employee was engaged in the permitted school or child care activities. Failure to provide such documentation can result in disciplinary action up to and including termination.

If both parents are employed by BLUE RIBBON, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave will not have an adverse impact on BLUE RIBBON's operations and is approved by his/her supervisor.

### **Child's School - Suspension**

Sometimes an employee may need to appear at his/her child's school in connection with disciplinary action by the school. An employee who is the parent or guardian of a child who has been requested to appear at his or her child's school pursuant to a request under the California Education Code (e.g., suspension), is permitted to take unpaid leave for that purpose.

The employee must give reasonable notice to his or her supervisor prior to taking the time off. Also, the employee must submit documentation from the school stating that the employee's presence was required at the school.

### **Emergency Duty Leave/Volunteer Civil Service**

No employee of BLUE RIBBON will be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or ambulance drivers and attendants (“emergency rescue personnel”). Employees who are, or become emergency rescue personnel should notify BLUE RIBBON so that the employee and BLUE RIBBON can work together to accommodate and schedule any absences the employee may require to fulfill his/her duties as emergency rescue personnel.

**CALIFORNIA EMPLOYEES ONLY -** Emergency rescue personnel employees are permitted to take unpaid leave to attend to their emergency duties as emergency rescue personnel. BLUE RIBBON asks the employee to provide as much advance notice as possible prior to taking the leave so that arrangements can be made to cover the employee's duties and responsibilities during leave. Emergency rescue personnel may take up to a total of fourteen (14) unpaid days per calendar year to engage in fire, law enforcement or emergency rescue training. BLUE RIBBON asks employees to provide as much advance notice as possible prior to the training so that arrangements can be made to cover employees' duties and responsibilities during leave.

### **Rehabilitation Accommodation Leave – CALIFORNIA EMPLOYEES ONLY**

BLUE RIBBON will encourage and reasonably accommodate employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. BLUE RIBBON is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is BLUE RIBBON obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency or problem, will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the Company's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

Employees should contact their Branch Manager for more information regarding this leave.

### **Civil Air Patrol Leave**

**CALIFORNIA EMPLOYEES ONLY** - Volunteer members of the California Wing of the Civil Air Patrol may take up to ten (10) days of unpaid leave if they are called to respond to an emergency operation mission. To qualify for this leave an employee must:

- Have been employed for at least ninety (90) days immediately preceding the commencement of the leave;
- Give the Company as much notice as possible of the intended leave dates; and
- Provide appropriate documentation from the California Wing of the Civil Air Patrol to the Company showing the need for such leave.

**NEVADA EMPLOYEES ONLY** - An employee who wishes to join a volunteer search and rescue or reserve unit of a sheriff's department or a Civil Air Patrol unit shall disclose that fact to BLUE RIBBON. BLUE RIBBON may or may not grant an employee unpaid leave to participate in search and rescue activities during the employee's normal working hours. If BLUE RIBBON chooses not to allow the employee to participate in search and rescue activities during his or her normal working hours, BLUE RIBBON will notify the employee as soon as practicable after the disclosure.

### **Bone Marrow/Organ Donation Leave – CALIFORNIA EMPLOYEES ONLY**

Employees who are donating an organ to another person may take a leave of absence not exceeding 30 days (and which may be taken in one or more periods) in any one-year. Employees who are donating their bone marrow to another person may take a leave of absence not exceeding 5 days (and which may be taken in one or more periods) in any one year. In order to receive a leave of absence under this policy, employees must provide a written verification to BLUE RIBBON that shows that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation.

BLUE RIBBON requires that as a condition of an employee's initial receipt of bone marrow or organ donation leave, that an employee use up to 5 days of earned but unused sick leave (if any) for bone marrow donation, and up to 2 weeks of earned but unused sick leave (if any) for organ donation. Otherwise the leave under this policy is paid leave.

If you have any questions regarding these or any other leaves, please contact your branch manager. Thank you.