



Arizona Addendum

This addendum contains provisions required by state and/or local law that apply only to the Organization's Arizona employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization's employees outside of Arizona. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

Open Door Policy Regarding Constructive Discharge

An employee is encouraged to communicate with the Organization whenever the employee believes working conditions may become intolerable to the employee and may cause the employee to resign. Under section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the Organization in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the employer alleging that the working condition forced the employee to resign. Under the law, an employee may be required to wait for fifteen calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the Organization. An employee may be entitled to paid or unpaid leave of absence of up to fifteen calendar days while waiting for the employer to respond to the employee's written communication about the employee's working condition.

Voting

When employees do not have three (3) hours before or after work in which to vote, the Organization provides up to three hours paid leave to vote. Employees requesting leave under this policy are required to notify their direct manager as soon as possible, and no later than the last day before the day of the election. SJVCi, in its sole discretion, may specify any time period, during which the polls are open, for the employee to leave work in order to vote. As soon as possible upon return from voting leave, employees are required to present a voter's receipt to their Supervisor.

Payroll Records

Upon request, employees or their designee, may inspect and obtain copies of their own payroll records. Inspections will be held on the premises in the presence of an Organization official. Please contact AskHR@embered.com to arrange a time to view these records.



Alcohol and Drug Policy

Philosophy

The Organization is committed to providing a safe, healthy and productive work environment free from the influence of alcohol and drugs. The Organization is implementing this drug and alcohol policy to help meet these goals, and the drug/alcohol policy is effective immediately.

In addition to the provisions of the Alcohol and Drug Policy in the Organization's Employee Handbook, please note that although the state has legalized the medicinal use of marijuana, the Organization does not permit the medicinal use of marijuana in the workplace. Use of marijuana on Organization property or while engaged in work-related activities is strictly prohibited and may result in discipline, up to and including immediate discharge.

Compliance with this policy is a condition of continued employment. This policy applies to all employees and prospective employees of the Organization. Please direct any questions or comments to Employee Relations (Employee.Relations@embered.com) which is responsible for coordinating the policy.

This policy may be modified by the Organization at its discretion at any time. It is not a contract of continued employment and does not change existing at-will relationships between the Organization and its employees. Employees must comply with this policy as a condition of continued employment.

Work Rules-Rights and Responsibilities

Whenever employees are present on company premises, in the workplace while the employee is working, working at a client site, or operating company vehicles, machinery, or property, they are prohibited from:

- using, possessing, manufacturing, selling, transferring, purchasing, or distributing illegal drugs^[1] (or attempting such conduct);
- being under the influence of alcohol or illegal drugs;
- possessing or consuming alcohol; and
- selling or transferring prescription drugs or other medications.

For the avoidance of doubt, nothing in this policy shall be read to allow the ingestion of marijuana in any workplace or any employee to work while under the influence of marijuana.

^[1] Illegal drugs include substances for which use or possession is controlled by The Controlled Substances Act, which are not being used or possessed by the employee as prescribed by, and under the supervision of, a licensed healthcare professional, or the metabolites of such substances. The Controlled Substances Act is set forth at 21 U.S.C. § 812.



Employees engaging in any of the foregoing activities may adversely affect the safety of themselves, other employees, clients, or the general public. Violations of these rules will lead to disciplinary action, up to and including termination, in accordance with this policy.

Prescription and Other Medications

This policy does not prohibit the lawful use and possession of prescribed medications. *Provided*, however, that such use does not impair an individual's ability to perform his/her job. An employee must consult with his or her doctor about a medication's effect on fitness for duty and ability to work safely. An employee must promptly disclose to his or her supervisor any negative effects or restrictions on his or her ability to work associated with prescription or over-the-counter medications.

Responsibility to Report Coworkers

It shall be the responsibility of each employee to bring to a manager's attention knowledge of any other employee who:

- poses a hazard to the safety and welfare of others; or
- is in an impaired condition and is unable to perform his or her assigned job duties;
- is selling, transferring, or possessing alcohol or an illegal drug while working or otherwise on company premises.

Required Testing

All employees may be tested for alcohol and illegal drugs^[2] for any job-related purpose consistent with business necessity, including:

- Investigation of possible individual employee impairment;
- Investigations of accidents and/or injuries. Employees may be required to undergo drug or alcohol impairment testing as soon as practicable after they cause, contribute to, or are involved in any way in an accident or injury of any person or involving Organization equipment;
- Maintenance of safety for employees, customers, clients, and the general public when a prospective employee is applying for (or an employee is working in) a job classification which has been designated by the Organization as a "safety sensitive" for purposes of this policy;
- Maintenance of productivity, quality of products or services or security of property or information;

^[2]The substances for which testing may be conducted include alcohol, controlled substances as defined in the Controlled Substances Act, 21 U.S.C. § 810, and the metabolites of such substances.



- Reasonable suspicion that an employee may be affected by the use of drugs or alcohol and that the use may adversely affect the job performance or the work environment;
- Follow-up testing if the employee is found to have breached the provisions of this policy but has been permitted to remain employed. The duration and extent of follow-up testing will be at the sole discretion of the Organization, for a period of up to 2 years; and

Cooperation with drug and alcohol screening is required as a condition of employment. Refusal to cooperate with testing and failure to provide a specimen are grounds for immediate termination. All compensated employees including officers, directors, and supervisors are uniformly included in the testing policy.

For job-related purposes, and consistent with business necessity, prospective employees may be subjected to drug testing as described above.

Collection and Testing Procedures

Individuals subject to testing may be required to provide reliable identification to the person collecting the sample. Any specimens taken from an employee will be labeled to reasonably preclude misidentification. Sample collection, storage, and transportation to the place of testing shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, adulteration, or misidentification. Sample testing will comply with scientifically accepted analytical methods and procedures and will be conducted at a laboratory approved or certified by the U.S. Department of Health and Human Services, the College of American Pathologists, or the Arizona Department of Health Services.

Any positive drug test will be confirmed by a second, confirmatory drug test which shall be by use of a different chemical process than was used in the initial drug screen. The second confirmatory drug test shall employ a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytical method.

Testing and Employee Rights

Testing will occur during or immediately before or after a regular work period. The testing shall be deemed work time for purposes of compensation and benefits for employees, and the Organization will pay for the test and an employee's reasonable transportation costs, if any. At its sole discretion, the Organization may elect to pay the costs for drug testing of prospective employees.

Employees will be given an opportunity to provide any information that may be considered relevant to the test, including identification of currently or recently used prescription or



nonprescription drugs or other relevant medical information. Employees are entitled, upon request, to obtain written copies of their test results. Employees are also entitled, upon request, to explain a positive test result in a confidential setting.

Consequences

Employees who refuse to cooperate in required drug or alcohol tests, or who test positive for illegal drugs or alcohol, or who use, possess, buy, sell, manufacture, or dispense illegal drugs in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

The Organization may refuse to hire, or implement other disciplinary action, against prospective employees who refuse to cooperate in required drug testing or who test positive for, use, possess, buy, sell, manufacture, or dispense illegal drugs in violation of this policy.

Confidentiality

Information and records relating to test results, drug and alcohol dependencies, and legitimate medical explanations provided by an employee will be kept confidential and maintained in secure files separate from normal personnel files. Such confidential records and information may be disclosed only to (1) individuals designated by the Organization to receive and evaluate test results or hear the explanation of the employee; (2) an arbitrator or mediator, court, or governmental or licensing agency as authorized by state or federal law; and (3) the tested employee or any other person designated in writing by the employee.

“Safety-Sensitive” Positions

The Organization is committed to providing a workplace that is safe for its employees, customers, clients, and the general public. Accordingly, employees engaged in the current use of any drug that could cause an impairment or otherwise decrease or lessen the employee’s job performance or ability to perform the employee’s job duties are prohibited from performing any “Safety-Sensitive” position within the company. This prohibition applies regardless of whether the drug is legal or has been prescribed by a physician or other healthcare provider. For purposes of this policy, “Safety-Sensitive” positions include, but are not limited to:

- operating a motor vehicle, other vehicle, equipment, machinery or power tools;
- repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage;
- performing duties in the residential or commercial premises of a customer, supplier or vendor;
- preparing or handling food or medicine;
- working in any occupation regulated pursuant to Title 32 of the Arizona Revised Statutes; and/or



- any other position designated by the Organization that includes tasks or duties that the Organization, in good faith, believes could affect the safety or health or the employee performing the task.

Inspections

The Organization reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contractor employees, and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol, or other contraband. Employees who possess contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Returning/Continuing To Work

Employees who test positive, admit to improper drug or alcohol use or related misconduct, or voluntarily seek assistance, and are not terminated, may not return to work or continue working until they have been evaluated by an Organization-selected physician to determine if they can safely return to work.

Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating Organization machinery, equipment or vehicles for work-related purposes or while engaged in Organization business off premises is forbidden except where expressly authorized by the Organization and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. Provided, however, that, in accordance with Ariz. Rev. Stat. § 12-781, this provision does not apply to firearms that are being lawfully transported or stored both: (1) in the employee's locked and privately owned motor vehicle (or in a locked compartment on the employee's privately owned motorcycle); and (2) in a manner so that the firearm is not visible to the outside of the motor vehicle (or motorcycle).

Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations immediately to their direct manager, Employee Relations (Employee.Relations@embered.com), and a safety officer, if present.



California Addendum

This addendum contains provisions required by state and/or local law that apply only to the Organization's California employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization's employees outside of California. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

Paid Sick Leave

Eligibility

All employees who work at least thirty (30) days for SJVCi within a year in California, including per diem, seasonal, and temporary employees are eligible to accrue paid sick leave under this policy. However, these categories of employees may not use paid sick leave until their ninetieth (90th) day of employment.

All other provisions of this policy in the Handbook shall remain the same.

Pregnancy Disability Leave (PDL)

The Organization will provide eligible employees with unpaid, job-protected time off due to an inability to perform essential job functions as a result of pregnancy, childbirth or a pregnancy-related condition for up to 17 1/3 weeks (approximately four months). If an eligible employee is affected by pregnancy or a related medical condition, the employee may also be eligible to transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties, if this transfer is medically advisable. If the employee enjoys health benefits under a group plan, the Organization will continue to make these benefits available during the leave, but the employee will still be responsible for his or her share of the premiums. The Organization reserves the right to recover its portion of the premium paid to maintain group health coverage, as permitted by law. The employee is also entitled to accrual of seniority and participation in other benefit plans.

Eligible employees will be required to obtain a certification from her health care provider documenting the pregnancy disability or the medical advisability of a transfer.

Subject to any exceptions provided by law, employees will be guaranteed reinstatement after termination of their pregnancy disability leave.

For further information concerning PDL, please contact Employee.Relations@embered.com.

California Family Rights Act (CFRA)

Eligibility

CFRA provides up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions: (1) the employee has been employed with SJVCi for at a total of

at least 12 months prior to the commencement of leave; and (2) the employee has worked at least 1,250 hours during the previous 12-month period before the need for leave.

Qualifying Reasons

Leave may be taken for one or more of the following reasons:

- Employee's own serious health condition that makes them unable to perform their job;
- To care for the employee's family member who has a serious health condition. (A qualifying "family member" includes: **spouse, parent, child, registered domestic partner, grandparent, grandchild, sibling; parent-in-law; and a designated person (any individual related by blood or whose association with the employee is the equivalent of a family relationship.)**)
- The birth of the employee's child, or placement of a child with the employee for adoption or foster care; and
- Because of a qualifying exigency related to covered active duty or a call to covered active duty of the employee's spouse, registered domestic partner, child, or parent in the Armed Forces of the United States.

SJVCi reserves the right to limit an employee to one designated person per 12-month period for family care and medical leave. If the employee is also eligible for leave under the FMLA, and depending on their reason for CFRA leave, FMLA may run concurrently with their CFRA leave.

Qualifying Exigencies Related to Active Duty

Eligible employees whose spouse, domestic partner, child or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement for certain qualifying exigencies. "Qualifying exigencies" may include, but are not necessarily limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Calculating the 12-Month Period

For purposes of calculating the 12-month period during which the 12 weeks of CFRA leave may be taken, SJVCi uses a rolling 12-month period, meaning it is measured backward from the date an employee uses any CFRA leave.

Pregnancy, Childbirth or Related Conditions and Baby Bonding

Leave taken for disability due to pregnancy, childbirth or related medical condition is not counted as time used under CFRA. Employees who take time off for pregnancy disability will be placed on pregnancy disability leave. If an employee is eligible for FMLA leave, then PDL will run concurrently with FMLA. Once the pregnant employee is no longer disabled, or once the employee has given birth and exhausted PDL, the employee may apply for leave under the CFRA, for purposes of baby bonding. Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. Any leave taken must be concluded within one year of the birth or placement of the child with the

employee.

Leave Procedures

The employee should contact Ember Employee Relations as soon as they realize they have a need for family/medical leave. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for the employee's serious health condition or that of a family member, the employee must notify Ember Employee Relations at least 30 calendar days before leave is to begin. The employee must consult with their supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations. Any such scheduling is subject to the approval of the employee's health care provider or the health care provider of the qualifying family member. If the employee cannot provide 30 calendar days' notice, the employee's direct supervisor and Ember Employee Relations must be informed as soon as is practical. If the CFRA request is made because of the employee's own serious health condition, the Organization reserves the right to require, at its expense, a second opinion from a health care provider of the Organization's choosing. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Organization. If the second opinion differs from the first opinion, the Organization may require the employee, at the Organization's expense, to obtain the opinion of a third health care provider designated or approved jointly by the employee and the Organization. The opinion of the third health care provider shall be considered final and binding on the employee and Organization.

Certification Requirement

SJVCi requires employees to provide certification to support their leave request. Employees will have 15 calendar days from the Organization's request to provide it to Employee Relations (or its third party administrator, if applicable), unless it is not practical to do so. The Organization may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification. If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Organization may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered CFRA leave. Please contact Ember Employee Relations at Employee.Relations@embered.com for guidance on obtaining a certification or if the employee has questions about the certification forms provided.

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. Special certification requirements apply to leaves related to military service.

Release to Return to Work

If the employee takes leave because of their own serious health condition, the Organization will also require a medical release to return to work from the employee's health care provider. Failure to provide a release to return to work from their health care provider may result in denial of reinstatement until the certificate is obtained.

Health and Benefit Plans

If the employee is taking CFRA leave, they will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled in before the first day of the leave (for a maximum of 12 workweeks) at the level and under the conditions of coverage as if they had continued in employment for the duration of such leave. The Organization will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins. SJVCi reserves the right to recover premiums paid to maintain health coverage if the employee fails to return to work following CFRA leave. Unless a different arrangement is agreed to in writing by Ember Human Resources, the employee's share of the premium is due when it would be made by payroll deduction.

Substitution of Paid Leave

CFRA leave is generally unpaid. However, the Organization may require, or the employee may choose, to use accrued paid leave while taking CFRA leave. In order to use paid leave for CFRA leave, the employee must comply with the SJVCi's normal paid leave policies. For additional information about substituting paid leave, contact Ember Employee Relations at Employee.Relations@embered.com.

Reinstatement

Under most circumstances, upon return from CFRA leave, the employee will be reinstated to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on CFRA leave would have been laid off had the employee not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of CFRA leave will not result in the loss of any employment benefit that the employee earned before using CFRA leave.

No Carryover

No carryover of unused CFRA and/or FMLA leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

An employee may take CFRA leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the employee's own serious health condition or that of a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider. The smallest increment of time that can be used for such leave is one hour.

Employees on a CFRA leave of absence may be eligible for six (6) weeks of Paid Family Leave, as described below. For further information, California Employment Development Department (EDD) at (800) 480-3287 or visit the web site at www.edd.ca.gov.

Family School Partnership Leave

SJVCi encourages its employees to participate in the school activities of their child(ren). Parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one to twelve may take time off for a school activity, to find, enroll, or re-enroll child(ren) in a school or with a licensed child care provider, or to address a child care provider or school emergency. The time off for school activity participation cannot exceed eight hours in any calendar month, or a total of 40 hours each school year. Employees planning to take time off for school visitations must provide as much advance notice as possible to their manager. Employees are required to apply any accrued vacation time to the absence. If no vacation time is available, the time is unpaid. For more information, contact askHR@embered.com.

Bone Marrow and Organ Donor Leave

The Organization will grant an employee the following leaves of absence for the purpose of bone marrow or organ donation:

- A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating his or her organ to another person.
- A supplemental unpaid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating his or her organ to another person.

For purposes of this leave, the one-year period is the twelve-month period that begins on the date on which the employee's leave begins. Leave provided under this policy may be taken in one or more periods.

The Organization grants leaves of absence for the purpose of organ and bone marrow donations with pay, although supplemental leave for organ donation is unpaid. However, if an employee has accrued sick leave or vacation time, the employee is required to first use up to five days of paid sick leave or vacation for a bone marrow donation and up to two weeks of sick leave or vacation for organ donation.

Employees requesting a leave of absence to serve as an organ or bone marrow donor pursuant to this policy must provide reasonable notice of the planned leave and written verification to Employee.Relations@embered.com that he or she intends to serve as an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, or seniority.

During any leave taken under this policy, the Organization will maintain and pay for coverage under any group health plan, for the full duration of this leave. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Domestic Violence, Sexual Assault, and Stalking Leave

If an employee is the victim of domestic violence, sexual assault, or stalking, time off may be necessary to seek judicial intervention to ensure the health, safety, or welfare of the employee or a child. This may include efforts to obtain a temporary restraining order, a permanent restraining order, or other relief from the court. If the employee needs time off from work for one of these purposes or any other purpose protected by law, reasonable notice must be given to Human Resources in writing by contacting Employee.Relations@embered.com. If an unscheduled or emergency court appearance is required for the health, safety, or welfare of the victim (employee or child), the employee must provide within a reasonable amount of time evidence from the court or prosecuting attorney that he or she has appeared in court.

Other Types of Statutory Leave

There may be other types of covered leaves of absence for which the employee may qualify, including, but not limited to, kin care, civil air patrol, volunteer firefighters, police, and other emergency personnel, literacy, and for drug and alcohol rehabilitation. To see if an employee qualifies, please speak with the Organization's Human Resources Department at Employee.Relations@embered.com.

Paid Family Leave

Under the California Disability Insurance Program an employee may be eligible for partial compensation for the illness of a family member, new child bonding, and other covered purposes. For more information, contact Employee.Relations@embered.com. The employee may also find information on the California Employment Development Department's website at <https://edd.ca.gov/en/disability/paid-family-leave/>.

State Disability Insurance

State Disability Insurance (SDI) is offered to California employees. It is the responsibility of the employee to apply for SDI through his or her local Employment Development Department (EDD). The following link provides access to the EDD website https://edd.ca.gov/en/disability/disability_insurance/.

Overtime

Non-exempt employees are generally paid one-and-a-half times (1.5) their regular rate of pay for all hours worked over eight (8) hours in a single workday or forty (40) hours in any single workweek. Furthermore, non-exempt employees are generally paid one-and-a-half times (1.5) their regular rate of pay for all hours worked for the first eight (8) hours worked on the seventh (7th) consecutive day of work in any workweek. Overtime hours worked in excess of twelve (12) in one workday, and in excess of eight (8) hours on the seventh (7th) consecutive workday in a

workweek, generally will be paid at two times (2.0) their regular rate of pay. Holidays, sick days, and PTO do not count as hours worked for overtime purposes.

Meal and Rest Periods

Meal Periods

The Organization provides each non-exempt employee who works more than five (5) hours with an unpaid 30-minute, duty-free meal break that must begin before the end of the fifth hour of work. A non-exempt employee who works more than ten (10) hours or more will be provided with a second unpaid 30-minute, duty-free meal break that must begin before the end of the tenth hour of work each workday. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 30-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires. Uninterrupted, duty-free meal periods for non-exempt employees will be unpaid.

Meal periods must be accurately reported in the Organization's timekeeping system. If an eligible employee finds they cannot take a full 30-minute uninterrupted, duty-free meal period because of the direction of a supervisor or other demands of the job, the employee must accurately report the time taken for the meal period, if any, on their time card and inform askHR@embered.com of the reason why a full 30-minute uninterrupted meal break could not be taken.

Rest Periods

Non-exempt employees are authorized to take one (1) paid duty-free 10-minute rest period during each four hours of work or major fraction of hours. (A "major fraction" is a period of more than two (2) hours.) An exception applies if an employee's total daily work time is less than three and one-half (3.5) hours. If an employee works more than six (6) hours in a workday, the employee will be entitled to a second duty-free 10-minute rest period. Depending on the total number of hours worked in a workday, a non-exempt employee may be entitled to additional rest periods. Each rest break will be authorized and permitted near the midpoint of each work period, insofar as practicable. Rest periods may not be combined with each other or added to an employee's meal period. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 10-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires.

Rest periods are not required to be recorded in the Organization's timekeeping system. However, if an employee finds he or she cannot take a required rest break because of the direction of a supervisor or other demands of the job, the employee must inform Employee.Relations@embered.com of the reason why the rest break could not be taken.

Complaint Procedures

If an employee believes he or she is in any manner being directed, impeded, or discouraged from taking a required meal or rest break under this policy, the employee should immediately report the situation to Employee.Relations@embered.com, which will undertake a prompt,

thorough investigation of any such complaints and take appropriate corrective action where necessary. The Organization strictly prohibits retaliation against any employee for reporting meal or rest period violations.

Recovery Periods

Employees who are required to conduct work outside in temperatures 85 degrees or more are allowed and encouraged to take a cool down rest (recovery period) in the shade or indoors and take other cooling measures, including, but not limited to, drinking sufficient amounts of water, making adjustments to work severity and duration, and wearing appropriate work clothing and personal protective equipment. The recovery period should be no less than five (5) minutes at a time when the employee feels the need to do so to be protected from overheating. There is no limit to the number of recovery periods available. Employees are paid for the time taken for recovery periods.

Day of Rest

Employees are entitled to take a day of rest in a seven-day workweek in accordance with the day-of-rest law. Employees who wish to work all seven days in the workweek and who are informed by the supervisor that they can work seven days may voluntarily choose to do so. Nonexempt employees who work all seven days in a workweek will be paid overtime required by law.

Accommodating Nursing Mothers

SJVCi provides a reasonable amount of break time for all nursing mothers to express breast milk. The break time used for this purpose includes, but is not limited to, the 10-minute rest period(s). Any additional time beyond the normal paid rest break needed for expressing milk will be unpaid. Exempt employees may take a reasonable amount of time during the workday for the same purpose. Employees may also choose to use unpaid meal break time to express breast milk.

The Organization will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location, other than a restroom, that is located close to the employee's work area (for those employees who physically work at an SJVCi location), and free from intrusion from coworkers and the public. If the employee's normal work area is a private office, it may be used to express breast milk. In either case, The room will:

- Be safe, clean, and free of hazardous or toxic materials;
- Have a surface to place a breast pump and other personal items;
- Have a place to sit; and
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

SJVCi will also provide a refrigerator close to an employee's work area for the employee to store breast milk and access to a sink with running water. If a refrigerator cannot be provided, the Organization may provide another cooling device suitable for storing milk, such as a cooler.

Employees have a right to request a lactation accommodation by submitting a written request to their direct supervisors or Employee.Relations@embered.com. Where required by applicable law, if the Organization is unable to comply with the employee's request, it will issue a written response to the employee identifying why it denied the request.

The Organization prohibits retaliation against employees for requesting or utilizing a lactation accommodation. If the employee believes her rights concerning lactation accommodations have been violated, the employee may file a complaint with Employee.Relations@embered.com or the California Labor Commissioner in accordance with Chapter 3.8 of the California Labor Code.

Emergency Conditions

SJVCi will not unlawfully retaliate against an employee for refusing to report to, or leaving, the workplace due to a reasonable belief that the workplace is unsafe due to an emergency condition. An emergency condition is: (1) Conditions of disaster or extreme peril to the safety of persons or property at the workplace, caused by natural forces or a criminal act; or (2) an order to evacuate a workplace, worksite, worker's home, or the school of the worker's child due to a natural disaster or criminal act. An emergency condition does not include a health pandemic. Employees are required to notify their direct manager and Employee Relations (Employee.Relations@embered.com) as soon as possible of the emergency condition that requires they either leave the workplace or refuse to report to work.

Access to Personnel and Payroll Records

Employees have the right to inspect certain documents in his or her personnel file and payroll records, as provided by California law. The employee may submit a written or verbal request to inspect his or her payroll records to Human Resources. The Organization will honor the request within 21 days of the date the request is received.

To inspect certain documents in the employee's personnel file, the employee must submit a written request directly to Human Resources. The Organization will only permit inspection of those documents required by California law. After receiving the request, Human Resources will schedule the inspection to occur at a reasonable time, not exceed thirty (30) calendar days.

Cal-COBRA

Employees may be able to continue their insurance coverage beyond the maximum allowed under the federal COBRA law. Employees who are eligible will receive an option to continue their insurance coverage under California law (Cal-COBRA) for an additional period of up to 18 months, when applicable. To qualify, employees must satisfy applicable requirements and pay the premiums as outlined in the documents they receive. Please be advised that the premium rates for the additional period provided by Cal-COBRA may exceed those in effect during the

first 18 months of coverage. For additional information, please go to [www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage\(COBRA\)](http://www.dmhc.ca.gov/HealthCareinCalifornia/TypesofPlans/KeepYourHealthCoverage(COBRA))

Employee Privacy Notice

SJVCi collects certain personal information about its applicants, employees, and contractors for specific business purposes, including, but not limited to, hiring, compensation, and benefits. All SJVCi employees, applicants, and contractors are invited to read the [California Employee Privacy Notice](#) that describes in detail what data is collected and how it is used.



Nevada Addendum

This addendum contains provisions required by state and/or local law that apply only to the Organization's Nevada employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization's employees outside of the state of Nevada. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

Paid Sick Leave

Eligibility

Employees who are seasonal, on-call, or temporary are ineligible to accrue leave under this policy.

Use of Paid Sick Leave

In accordance with state law, part-time Nevada employees may use their accrued sick leave for any purpose, including for rest and relaxation.

All other provisions of this policy in the Handbook shall remain the same, including the provision that paid sick leave will not be paid out upon separation from employment. However, employees who were involuntarily separated, but are rehired within 90 days of their termination, will receive credit for the former time worked and accumulate current paid sick leave for the combined time.

Overtime

Non-exempt employees are generally paid one-and-a-half times (1.5) their regular rate of pay for all hours worked over eight (8) hours in a single workday or forty (40) hours in any single workweek. The "workday" means a period of twenty-four (24) consecutive hours, which commences when the employee begins work. Holidays, sick days, and PTO do not count as hours worked for overtime purposes.

Meal and Rest Periods

Meal Periods

The Organization provides each non-exempt employee with an unpaid 30-minute, duty-free meal break for every eight (8) hours of continuous work. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 30-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires. Uninterrupted, duty-free meal periods for non-exempt employees will be unpaid.



Meal periods must be accurately reported in the Organization's timekeeping system. If an eligible employee finds they cannot take a full 30-minute uninterrupted, duty-free meal period because of the direction of a supervisor or other demands of the job, the employee must accurately report the time taken for the meal period, if any, on their time card and inform askHR@embered.com of the reason why a full 30-minute uninterrupted meal break could not be taken.

Rest Periods

Non-exempt employees are authorized to take one paid duty-free 10-minute rest period during each three and one-half (3.5) hours of work or major fraction of hours. An exception applies if an employee's total daily work time is less than three and one-half (3.5) hours. If an employee works at least seven (7) continuous hours in a workday, the employee will be entitled to a second duty-free 10-minute rest period. Depending on the total number of hours worked in a workday, a non-exempt employee may be entitled to additional rest periods. Each rest break will be authorized and permitted near the midpoint of each work period, insofar as practicable. Rest periods may not be combined with each other or added to an employee's meal period. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 10-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires.

Rest periods are not required to be recorded in the Organization's timekeeping system. However, if an employee finds he or she cannot take a required rest break because of the direction of a supervisor or other demands of the job, the employee must inform askHR@embered.com of the reason why the rest break could not be taken.

Complaint Procedures

If an employee believes he or she is in any manner being directed, impeded, or discouraged from taking a required meal or rest break under this policy, the employee should immediately report the situation to Human Resources, which will undertake a prompt, thorough investigation of any such complaints and take appropriate corrective action where necessary. The Organization strictly prohibits retaliation against any employee for reporting meal or rest period violations.

Domestic Violence Leave

An employee who has been employed for at least 90 days and who is a victim of an act which constitutes domestic violence, or whose family or household member is a victim of an act which constitutes domestic violence, and the employee is not the alleged perpetrator, is entitled to not more than 160 hours of leave in one 12-month period. "Family or household member" means a: (1) spouse; (2) domestic partner; (3) minor child; (4) parent; or (5) other adult person who is related within the first degree of consanguinity or affinity to the employee, or other



adult person as permitted by law. The leave provided under this policy will be unpaid, although employees may use vacation or paid sick leave to cover the absence(s). Leave must be used within the 12 months immediately following the date on which the act which constitutes domestic violence occurred and may be used consecutively or intermittently. If leave under this policy is taken for a reason that may also be taken pursuant to the Family and Medical Leave Act, then it will be deducted from the amount of leave the employee is entitled to take pursuant to FMLA.

An employee may use leave only for: (1) For the diagnosis, care or treatment of a health condition; (2) to obtain counseling or assistance; (3) to participate in court proceedings; or (4) to establish a safety plan, to the extent any of the above are related to an act which constitutes domestic violence. After taking any hours of leave upon the occurrence of the action which constitutes domestic violence, an employee shall give not less than 48 hours advance notice to his or her supervisor of the need to use additional hours of leave for any purpose listed immediately above.

In addition, employees who are victims of domestic violence, are entitled to a reasonable accommodation for the employee's safety while at work. A reasonable accommodation may include: the implementation of safety measures or procedures, including a transfer, reassignment, modified schedule, changed work telephone, changed workstation, installed lock; assistance in documenting domestic violence that occurs in the workplace; or another adjustment to the employee's job duties and position to ensure the safety of the employee, workplace, the employer or other employees.

Employees should also contact askHR@embered.com if the need for leave will exceed more than (3) consecutive days. Employees will not be required to find a replacement worker as a condition of using hours of leave.

Employees will be required to provide documentation that confirms or supports the reason the employee provided for requesting leave. Such documentation may include, but is not limited to, a police report, a copy of an application for an order for protection, an affidavit from an organization which provides services to victims of domestic violence or documentation from a physician.

School Activities Leave

An employee who is a parent, guardian, or custodian of a child enrolled in public school is eligible for up to four (4) hours of unpaid school-related leave per school year. Leave may be used to: attend parent-teacher conferences; attend school-related activities during regular school hours; volunteer at the child's school during regular school hours; and attend school-sponsored events. Employees must make a written request for school-related leave at least five (5) school days before the employee will take the leave. SJVCi reserves the right to require verification documentation in accordance with state law.



School Conferences or Emergencies Leave

The Company will allow employees who are parents (including legal guardians or custodians) time off from work in order to:

- Appear at a conference requested by their child's school administrator; or
- Respond to notice from their child's school of an emergency regarding their child.

Employees should notify their supervisor as soon as possible that they will require time off for a school conference or emergency. Time off under this policy will be unpaid, except that exempt employee may receive pay for partial day absences, as required by applicable law.

Pregnancy Leave and Accommodations

Pregnant employees have the right to be free from discriminatory or unlawful employment practices, as defined by the Nevada Pregnant Workers' Fairness Act. Additionally, pregnant employees have the right to a reasonable accommodation for a condition relating to pregnancy, childbirth or a related medical condition, including an unpaid leave of absence. Employees may use their vacation and/or paid sick leave to cover absences. Employees must contact askHR@embered.com and their immediate supervisor to begin the accommodation process. The employee will be required to provide an explanatory statement from her physician concerning the specific accommodation for a condition related to pregnancy, childbirth, or a related medical condition recommended by the physician to the employee. To the extent permitted by law, the employee must provide a release from her healthcare provider upon returning to work. Employees will be reinstated to the same or an equivalent position upon their return to work.

Juvenile Proceeding Leave

The Company will allow employees who are the parent, guardian or custodian of a child to miss work in order to appear at the child's juvenile proceeding. Employees seeking leave under this policy must notify Employee Relations (Employee.Relations@embered.com) in advance of the appearance. For detention hearings, employees must provide verbal notice in advance of the hearing, as well as a certificate of attendance immediately upon return to employment. For subsequent hearings, employees must provide a copy of the written notice of the hearing before the date of the requested leave.

Time off under this policy will be without pay except that exempt employees may receive pay, as required by applicable law. The Company will not terminate or threaten to terminate employees because they request or take time off in accordance with this policy.

Voting

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.



Employees who are registered voters and do not have sufficient time before or after work to vote will be allowed sufficient time off, without loss of pay, to vote. For purposes of this policy, sufficient time outside of working hours to vote means:

- One hour for employees whose polling place is two (2) miles or less from the workplace;
- Two hours for employees whose polling place is more than two, but not more than ten (10) miles from the workplace; or
- Three hours for employees whose polling place is more than ten (10) miles from the workplace.

Employees must provide notice of the need for time off to vote prior to Election Day. The Company may specify the particular time during which employees may be absent to vote. The Company will not make deductions from employees' salary or wages or otherwise penalize employees for taking leave in accordance with this policy.

Personnel and Wage Records Access

In accordance with the rights and limitations provided by applicable state law, the Organization will provide a current employee access to his or her personnel and/or wage records upon request. Former employees will be provided records in accordance with state law. Any such request must in writing and submitted to askHR@embered.com.



New Mexico Addendum

This addendum contains provisions required by state and/or local law that apply only to the Organization's New Mexico employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization's employees outside of New Mexico. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

Paid Sick Leave

Accrual and Usage Rate; Allowable Leave Use

New Mexico employees may accrue paid sick leave at the rate listed in the Sick Leave Allotment Chart in the Employee Handbook.

In addition to the reasons listed in the Employee Handbook, New Mexico employees may use paid sick leave from work for:

- Meetings at the employee's child's school or place of care related to the child's health or disability;
- Absences necessary due to domestic abuse, sexual assault, or stalking suffered by the employee or a member of the employee's family to:
 - Obtain medical or psychological treatment or other counseling;
 - Relocate;
 - Prepare for or participate in legal proceedings;
 - Obtain services or assist family members with the above activities.

Employees may use paid sick leave concurrently with other forms of unpaid leave, such as leave under the Family Medical Leave Act or Domestic Violence Leave.

Employees may use paid sick leave in the smallest increment our payroll system uses to account for absences or use of other leave time. Employees can use their accrued paid sick leave intermittently in small increments or consecutively.

Documentation

SJVCi reserves the right to request supporting documentation if they use **two or more consecutive workdays** of paid sick leave. For medical use of paid sick leave, documentation signed by a health care professional¹ indicating the sick leave taken is necessary and for a

¹ A health care professional means a person licensed pursuant to federal or state law to provide health care services, including nurses, nurse practitioners, physician assistants, doctors and emergency room personnel.



permissible purpose is required. For two or more consecutive workday absences related to domestic abuse, sexual assault, or stalking, and employee may provide one of the following:

- A police report;
- A court-issued document;
- A signed statement by a victim services organization, clergy member, attorney, advocate, the employee, a family member, or any other person.

If requested by Employee Relations, the employee has 14 days from the date they return to work to provide any required documentation. Only Employee Relations may request this documentation.

Annual Usage Limitation

Employees may not use more than 64 hours of paid leave in a calendar year, regardless of how much paid sick leave time they have accrued.

Rollover Provision

Paid sick leave that has been accrued but not used by an employee can carry over to the next year, up to a maximum of 64 hours.

No Retaliation

Retaliation against an employee for taking paid sick leave is not permitted. Any employee who retaliates against another employee for proper use of paid sick leave will be subject to disciplinary action.

All other provisions of this policy in the Handbook shall remain the same.

Domestic Violence Leave

Under the state's Promoting Financial Independence for Victims of Domestic Abuse Act, employees are granted up to 14 days of domestic abuse leave in any calendar year, and up to eight hours in any one day. An employee may use accrued sick leave or annual leave, compensatory time, or leave without pay for domestic abuse leave. Domestic abuse leave may be used to:

- Obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse;
- Meet with law enforcement officials;
- Consult with personal attorneys or district attorneys' victim advocates; or
- Attend court proceedings related to the domestic abuse of the employee or the employee's family member ("family member" is defined in the statute as a minor child of the employee or a person for whom the employee is a legal guardian)



“Domestic abuse” is defined as an incident of stalking or sexual assault whether committed by a household member or not, or any incident by a household member against another household member that results in:

- Physical harm;
- Severe emotional distress;
- Bodily injury or assault;
- A threat causing imminent fear of bodily injury by any household member;
- Criminal trespass;
- Criminal damage to property;
- Repeatedly driving by a residence or work place;
- Telephone harassment;
- Harassment; or
- Harm or threatening harm to children or pets.

Employees in need of domestic abuse leave should notify AskHR@embered.com as soon as possible. When leave is taken under this policy as an emergency, employees or their designees should give notice to supervisors within 24 hours of commencing the domestic abuse leave, if possible.

Employees taking leave under this policy must verify the need for domestic abuse leave as soon as practicable, by providing:

- A police report indicating that the employee or a family member was a victim of domestic abuse;
- A copy of an order of protection or other court evidence produced in connection with an incident of domestic abuse; or
- A written statement from employee’s attorney, district attorney’s victim advocate, law enforcement official, or prosecuting attorney stating that the employee or a family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse

Retaliation against an employee for taking domestic abuse leave is forbidden. Anyone who retaliates against an employee for taking domestic abuse leave will be subject to disciplinary action.



Oregon Addendum

This addendum contains provisions required by state and/or local law that apply only to the Organization's Oregon employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization's employees outside of the state of Oregon. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

Oregon Family Leave Act (OFLA) and Oregon Military Family Leave Act

Definitions

- "Family Member" is defined as a spouse, same-gender domestic partner, partner (biological, adoptive, step, foster, in loco parentis), child (biological, adopted, step, foster, in loco parentis, or of same-gender domestic partner), parent-in-law or parent of same-gender domestic partner, grandparent, or grandchild.
- "Child" is defined as including the employee's biological, adopted, foster, or step children, the child of the employee's same-gender domestic partner, or a child with whom the employee is in a relationship of in loco parentis.
- "Serious health condition" is defined under OFLA as an illness, injury, impairment or physical or mental condition:
 - That requires inpatient care in a medical care facility such as a hospital, hospice or residential facility such as a nursing home. When a family member resides in a long-term residential care facility, leave applies to:
 - Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;
 - Transportation or other assistance required for a family member to obtain care from a physician; or
 - Serious health conditions as described below, except those involving donation of a body part, organ, or tissue.
 - That the treating health care provider judges to pose an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;
 - That requires constant or continuing care such as home care administered by a health care professional;



- That involves a period of incapacity. Incapacity is the inability to perform at least one essential job function, or to attend school or perform regular daily activities for more than three consecutive calendar days and any subsequent required treatment or recovery period relating to the same condition. Incapacity must involve:
 - Two or more treatments by a health care provider; or
 - One treatment plus a regimen of continuing care.
- That results in a period of incapacity or treatment for a chronic serious health condition that requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as asthma, diabetes or epilepsy;
- That involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke or terminal stages of a disease. The employee or family member must be under the continuing care of a health care provider, but need not be receiving active treatment;
- That involves multiple treatments for restorative surgery or for a condition such as chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease that if not treated would likely result in incapacity of more than three days;
- That involves any period of disability of a female due to pregnancy or childbirth or period of absence for prenatal care; or
- That involves a period of absence for the donation of a body part, organ or tissue, including preoperative or diagnostic services, surgery, post-operative treatment, and recovery.

Permitted Uses

Employees can take unpaid family leave for the following reasons:

- **Parental Leave:** for the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older incapable of self-care because of a mental or physical disability. Parental leave also includes leave to effectuate the legal process required for foster placement or adoption. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
- **Employee's Serious Health Condition Leave:** may be taken to recover from or seek treatment for an employee's serious health condition that renders the employee unable to perform at least one essential function of the employee's regular position.



- Family Member's Serious Health Condition Leave: to provide care for a family member with a serious health condition.
- Pregnancy disability leave: taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
- Sick child leave: to care for a child who suffers from an illness, injury, or condition that requires home care but is not a serious health condition or to care for a child whose school or place of care has been closed in conjunction with a statewide public health emergency declared by a public health official. Sick child leave is not available if another family member is able and willing to care for the child.
- Bereavement leave: available for up to two weeks of leave to deal with the death of a family member by attending the funeral, making arrangements necessitated by the death, or grieving the death of the family member. Bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of a qualifying family member.
- Oregon Military Family Leave Act (OMFLA): taken during a period of military conflict, eligible employees with a spouse who is a member of the Armed Forces, National Guard, or military reserve forces of the U.S. and who has been notified of an impending call or order to active duty, or who has been deployed, is entitled to a total of 14 days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment and when the military spouse is on leave from deployment.

Although leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave. Employees needing OFLA leave during a paid holiday will qualify to receive holiday pay as if they had not been on OFLA leave.

Eligibility

To be eligible for leave, workers must be employed for the 180-day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period. However, there are circumstances under which the eligibility factors may be relaxed: (1) For parental leave, workers are eligible after being employed for 180 calendar days, without regard to the number of hours worked; (2) For Oregon Military Family Leave, workers are eligible if they have worked at least an average of 20 hours per week, without regard to the duration of employment; (3) For certain workers' compensation injuries involving denied and then accepted claims and for certain accepted claims involving more than one employer; (4) When an employee is caring for a qualifying family member with a serious health condition and the same qualifying family member dies, the employee need not requalify with the 25 hour per week average to be eligible for bereavement leave.



Interaction with FMLA

Family and Medical Leave Act (FMLA) leave is also counted as OFLA if it is also an OFLA-qualifying circumstance, provided the Organization was covered by both laws and if the employee was eligible under both laws at the time the leave was taken. For example, if an employee needs 10 weeks to care for a parent with a serious health condition, the 10 weeks are counted against both OFLA and FMLA leave entitlements, and the employee has two weeks of leave left in the year.

Amount of Leave

Employees are generally entitled to a maximum of 12 weeks of family leave within the Organization's 12-month leave year. The 12-month period is a rolling period measured backward from the date an employee uses any leave. A woman using pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any qualifying OFLA purpose. A man or woman using a full 12 weeks of parental leave is entitled to take up to 12 additional weeks for the purpose of sick child leave. Employees are entitled to two weeks of bereavement leave to be taken within 60 days of the notice of the death of a qualifying family member. A spouse or same gender domestic partner of a service member is entitled to a total of 14 days of leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment and when the military spouse is on leave from deployment.

Part-time employees who meet the hourly eligibility requirements for leave are entitled to a pro-rated equivalent of leave during the year. If a part-time employee works a varying schedule, the leave entitlement is based on the average weekly hours over the twelve weeks worked prior to the beginning of the leave period.

These limits on the length of leave may change when Paid Leave Oregon benefits begin in September 2023. Please contact Employee Relations at Employee.Relations@embered.com with questions regarding the length of leave available.

Notice and Medical Certification

Employees are required to give 30 days' written notice in advance of leave, except for in the following circumstances. When an employee is unable to give 30 days' notice but has some advance notice of the need for leave, the employee must give as much advance notice as is practicable. In an unforeseen emergency, employees must give at least verbal notice to their supervisor within 24 hours of starting a leave. Failure to provide adequate notice may result in a reduction of the total available leave under OFLA and/or FMLA in accordance with Oregon and Federal law, not to exceed three weeks in a one-year leave period.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the normal policies and procedures for reporting absences. It is the employee's responsibility to ensure his or her use of leave is authorized. Employees who fail to comply with the procedures for reporting absences may be disciplined.



SJVCi will require medical verification from a health care provider if an employee is taking leave under OFLA to: (1) care for a qualifying family member with a serious health condition; (2) recover from or seek treatment for a serious health condition; or (3) care for a child of the employee who is suffering from an illness, injury, or condition that is not serious but requires home care. The medical verification must be provided prior to the commencement of the leave. If an employee takes a leave without first giving notice, then he or she must provide verification within 15 days of the SJVCi's request for the verification.

SJVCi will also require medical verification from an employee who takes leave to care for an ill or injured child requiring home care, but only if the employee has taken more than three days of such leave in a one-year period. (SJVCi will pay the costs for verification of this specific event, and it will not require an employee to obtain an opinion from a second health care provider.)

An employee taking leave due to the employee's or a qualifying family member's serious health condition must make a reasonable effort to schedule treatment or care at times that would minimize the disruption to SJVCi's operations.

At any time, given sufficient information, SJVCi may invoke OFLA to ensure an employee is provided the maximum protections available under law. The Organization will give notice to the employee when OFLA leave is invoked, specifying the reasons for such actions. The employee will be given the opportunity to provide explanation and information that may reverse SJVCi's decision to apply OFLA to a particular absence.

Return and Group Health Insurance

Employees are entitled to group health insurance benefits during family leave as if they continued working. SJVCi will return employees to their former jobs or to equivalent jobs if the former position no longer exists. However, employees on protected leave are still subject to nondiscriminatory employment actions such as layoff or discipline that would have been taken without regard to the employee's leave. Prior to restoring an employee to his or her position, SJVCi will require that an employee submit certification from the employee's health care provider indicating that the employee is released to return to work.

Paid Leave Oregon

The Oregon Paid Family and Medical Leave Insurance Program, also known as Paid Leave Oregon, is a mandatory program that provides eligible Oregon employees with paid time off to give or receive care for certain qualifying absences.

Eligible Employees. Employees who work in Oregon, have earned at least \$1,000 in wages during the year prior to claiming Paid Leave Oregon benefits, and contributed to Paid Leave Oregon via payroll deductions, can apply for Paid Leave Oregon benefits beginning September 3, 2023. Employees are not eligible for Paid Leave Oregon benefits if they are receiving workers' compensation or unemployment insurance benefits.



Contributions. Beginning January 1, 2023, payroll will begin withholding required contributions from each employee's paycheck. The employee contribution rate for 2023 is 0.6% of covered wages up to a maximum amount of \$132,900.00.

Reasons for Taking Leave and Length of Leave. Beginning September 3, 2023, eligible employees may take up to a total of 12 weeks of leave in a benefit year to:

- Welcome a child into their family (through birth, adoption, or foster placement);
- Experience their own serious illness or injury;
- Provide care for a family member with a serious illness or injury; or
- Seek medical, legal, or law enforcement assistance for the employee or the employee's minor child or dependent related to domestic violence, harassment, sexual assault, or stalking.

Employees may qualify for up to two additional weeks of paid leave benefits related to pregnancy, childbirth or a related medical condition, including lactation, for a total amount of paid benefits not to exceed a total of 14 weeks per benefit year.

If the qualifying reason under Paid Leave Oregon also qualifies the employee for leave under OFLA or FMLA, the employee must take OFLA and/or FMLA leave concurrently.

Pay During Leave. The amount of benefits a employee will receive depends on their average weekly wage in the previous year. Employees receiving benefits that are less than 100% of their normal wage may use any available sick or vacation as a supplemental benefit payment to bring their gross pay up to 100% of their normal wage. Employees who elect to use sick or vacation time to cover the difference between Paid Leave Oregon benefits and their normal wage must present Employee Relations at Employee.Relations@embered.com with proof of receipt of benefits from Paid Leave Oregon so the Organization can calculate the sick or vacation time to be paid.

Benefits During Leave. While receiving Paid Leave Oregon benefits, employees will continue their coverage under the Organization's group health insurance plan on the same terms as if they had continued to work. Employees remain responsible for paying any employee-portion of premiums and premiums for dependents.

Job Protections. Employees who have been employed by the Organization for at least 90 calendar days before taking leave under Paid Leave Oregon will be restored to their same job (if the position still exists) or an equivalent job (if the position no longer exists) upon their return from leave.

Employees hired to replace an employee on leave protected by Paid Leave Oregon do not have job protection rights, and their employment may end when the employee on leave returns to work. Similarly, employees who are transferred to temporarily replace an employee on leave protected by Paid Leave Oregon will be returned to their original position when the employee on leave returns to work.



SJVCi will not discriminate or retaliate against any employee for inquiring about, requesting, or taking leave pursuant to Paid Leave Oregon.

Employees who have questions regarding Paid Leave Oregon should contact Ember Human Resources at AskHR@embered.com or view the notice posted on the bulletin board at the Portland campus.

Meal and Rest Periods

Meal Periods

The Organization provides each non-exempt employee with an unpaid 30-minute, duty-free meal break for every work period six (6) to eight (8) hours in duration. If the work period is seven (7) hours or less, the meal period may be taken after the conclusion of the second hour worked and must be completed prior to the commencement of the fifth hour worked. If the work period is more than seven (7) hours, the meal period may be taken after the conclusion of the third hour worked and must be completed prior to the commencement of the sixth hour worked. Meal breaks are not provided for shifts less than six (6) hours in duration. “Duty-free” means that the employee is relieved of all duties for the full uninterrupted 30-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires. Uninterrupted, duty-free meal periods for non-exempt employees will be unpaid.

Meal periods must be accurately reported in the Organization’s timekeeping system. If an eligible employee finds they cannot take a full 30-minute uninterrupted, duty-free meal period because of the direction of a supervisor or other demands of the job, the employee must accurately report the time taken for the meal period, if any, on their time card and inform AskHR@embered.com of the reason why a full 30-minute uninterrupted meal break could not be taken.

Rest Periods

Non-exempt employees are required to take one paid duty-free 10-minute rest period during shifts exceeding two hours but not exceeding six hours. Non-exempt employees are required to take two paid duty-free 10-minute rest periods during shifts exceeding six hours. Depending on the total number of hours worked in a workday, a non-exempt employee may be entitled to additional rest periods. Each rest break will be authorized and permitted near the midpoint of each work period, insofar as practicable. Rest periods may not be combined with each other or added to an employee’s meal period. “Duty-free” means that the employee is relieved of all duties for the full uninterrupted 10-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires.

Rest periods are not required to be recorded in the SJVCi’s timekeeping system. However, if an employee finds he or she cannot take a required rest break because of the direction of a supervisor or other demands of the job, the employee must inform Employee Relations at Employee.Relations@embered.com of the reason why the rest break could not be taken.



Complaint Procedures

If an employee believes he or she is in any manner being directed, impeded, or discouraged from taking a required meal or rest break under this policy, the employee should immediately report the situation to Employee Relations Employee.Relations@embered.com, which will undertake a prompt, thorough investigation of any such complaints and take appropriate corrective action where necessary. The Organization strictly prohibits retaliation against any employee for reporting meal or rest period violations.

Reasonable Accommodations for Pregnancy

SJVCi will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include: Acquisition or modification of equipment or devices; more frequent or longer break periods or periodic rest; assistance with manual labor; modification of work schedules or job assignments; or an unpaid leave of absence (paid sick leave and vacation may be used by the employee to cover any absences). SJVCi will not:

- Deny employment opportunities on the basis of a need for reasonable accommodation.
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the SJVCi can make reasonable accommodation instead.

To request an accommodation under this policy, please contact Employee.relations@embered.com.

Domestic Violence Leave and Reasonable Accommodations

SJVCi will provide reasonable leave and safety accommodations for employees who are victims of domestic violence, harassment, sexual assault, or stalking regardless of how long or how many hours he or she has worked for the Organization. These protections will also extend to an employee who is the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, or stalking. “Reasonable safety accommodation” may include, but is not limited to, a transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed workstation, installed lock, implemented safety procedure or any other adjustment to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, harassment, sexual



assault or stalking. Any leave taken under this policy will be unpaid, although an employee should feel free to use any vacation or paid sick leave that is available during this period.

Employees may take leave for the following purposes:

- To seek legal or law enforcement assistance to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings.
- To seek medical treatment for, or to recover from, injuries to the eligible employee or the employee's minor child or dependent.
- To obtain or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional.
- To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.
- To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

Employees must give reasonable advance notice of his or her intention to take leave, unless giving advance notice is not practicable. SJVCi also will require employees to provide certification that the employee or the employee's minor child or dependent is a victim of domestic violence, harassment, sexual assault, or stalking.

SJVCi does not discriminate or retaliate against any individual with respect to terms, conditions, or privileges of employment because the individual is a victim of domestic violence, harassment, sexual assault, or stalking, or because the individual has sought domestic violence leave or other reasonable safety accommodation.

To request an accommodation under this policy, please contact Employee.Relations@embered.com.

Personnel and Wage Records Access

In accordance with the rights and limitations provided by applicable state law, the Organization will provide an employee access to his or her personnel, time, and/or pay records upon request. Any such request must in writing and submitted to AskHR@embered.com.

Bone Marrow Donations

Employees who work 20 or more hours per week are entitled to up to 40 hours of unpaid leave for the purposes of donating bone marrow. SJVCi may require verification of donation and the length of necessary leave. Reasonable notice of leave must be provided.



Anti-Discrimination/Anti-Harassment Policy

It is SJVCi's policy that all employees, residents, contractors, vendors, and visitors are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on company premises, at a company-sponsored off-site event, traveling on behalf of the company, or conducting company business, regardless of location. Accordingly, the Organization strictly prohibits sexual assault and harassment and discrimination based on any protected class or activity, including but not limited to harassment or discrimination based on race, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, actual or perceived gender identity, pregnancy, age, marital status, physical or mental disability, medical condition, military or veteran status, or any other class protected by local, state, or federal law.

Sexual Assault and Sexual Harassment

Sexual assault and sexual harassment of all types are strictly prohibited. Sexual assault means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation. Under state and federal law, sexual harassment is defined as a request or demand for sexual favors in an implicit or explicit exchange for an employment-related benefit or as a means of avoiding an employment-related detriment, or any unwelcome conduct of a sexual nature, including but not limited to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, that has the purpose or effect of interfering with a person's ability to perform job duties or that creates an intimidating, offensive or hostile work environment. It is illegal whenever:

- submission to such conduct is made a condition of employment, either expressly or by implication,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual,
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, abusive, or offensive working environment, or
- unwelcome conduct of a sexual nature is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Examples of sexual harassment include, but are not limited to, unwelcome sexual propositions; unwelcome hugging, kissing, or other offensive physical conduct of a sexual nature; physical harassment that may include impeding or blocking movement or physical interference with work; lewd gestures, remarks, leering, whistling, or innuendos; unwelcome discussions of sexual practices or anatomy; persistent, unwanted courting or derogatory insults; and sexually offensive posters, photographs, emails, screen savers, drawings, cartoons, jokes, stories, nicknames, or comments about appearance.



This policy applies to all employees, including managers and supervisors, as well as independent contractors, vendors, employees of other contractors and subcontractors, and other persons in the workplace.

All employees are expected to refrain from engaging in any conduct that could be construed as sexual assault or sexual harassment. Appropriate corrective action will be taken against all violators of this policy, including discipline up to and including termination or modification or termination of business relationships.

Other Harassment and Discrimination

This policy also applies to unlawful harassment and discrimination based on any of the other protected classes, including race, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, actual or perceived gender identification, pregnancy, age, marital status, physical or mental disability, medical condition, veteran status, or any other class protected by local, state, or federal law.

Discrimination includes all conduct that has the purpose or effect of creating employment conditions for an individual that are intimidating, hostile or offensive or that evince animosity, resentment, anger, prejudice or ill will in others primarily because of the individual's identification with or membership in a protected class.

Harassment includes all forms of offensive or unwelcome physical or verbal conduct that interferes with an employee's work or creates an intimidating, hostile, or offensive working environment.

Prohibited harassment occurs when verbal or physical conduct that defames or shows hostility toward an individual because of his or her protected class or the protected class of the individual's relatives, friends, or associates; creates or is intended to create an intimidating, hostile, or offensive work environment; interferes or is intended to interfere with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's inclusion in any legally protected category.

Examples of harassment include, but are not limited to:

- epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts, which relate to any protected status, including race, color, religion, gender, national origin, age, disability or sexual orientation, and
- written or graphic material that defames or shows hostility or aversion toward an individual or group because of any protected status, and that is placed on walls, bulletin boards, or elsewhere on the Company's premises, or that is circulated in the workplace.

Complaint Procedure

All employees should document any incidents involving discrimination, harassment, and sexual assault. Any employee who believes he or she has witnessed or has been subjected to



prohibited sexual assault, harassment or discrimination, including the following, must immediately report the incident to Employee Relations at Employee.Relations@embered.com or their direct manager orally or in writing:

- discrimination in violation of this policy or equal employment opportunity laws;
- any type of sexual assault or harassment based on a protected class, whether by an employee or by anyone else you come into contact with through your job (vendors, employees of other contractors, visitors, etc.);
- retaliation for reporting a sexual assault, discrimination or harassment or cooperating with investigations; and
- observations of behavior or overheard comments directed at others that raise concerns about compliance with this policy.

All employees are responsible for following this policy and reporting inappropriate conduct. Any employee who fails to report known discrimination, harassment, and sexual assault will be subject to disciplinary action, up to and including termination of employment.

Investigation

The Organization will document complaints and incidents violating its Anti-Discrimination/Anti-Retaliation policies.

Ember Employee Relations is responsible for resolving issues identified in any complaint or report. Employee Relations may delegate this responsibility internally or may retain an outside investigator based on the nature and circumstances of the complaint or report.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible and permitted by law, consistent with the need to investigate the complaint and address the situation.

If discrimination or harassment in violation of this policy is found to have occurred, the Organization will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Protection Against Retaliation

SJVCi prohibits retaliation in any way against any individual who experiences or witnesses and reports conduct that constitutes sexual harassment, sexual assault or discrimination against a member of a protected class or who has participated in an investigation of such conduct. Anyone who believes they have been subjected to or witnessed retaliation in violation of this policy should immediately report the conduct as outlined in the complaint procedure above. Any employee who is found to have retaliated against another individual in violation of this policy will be subject to disciplinary action up to and including termination of employment.



Limitations on Nondisclosure, Nondisparagement, and No-Rehire Provisions

SJVCi will not require or coerce an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault, except when permitted by law.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement, which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement. For purposes of this policy, nondisclosure means any agreement by which one or more of the parties agree not to discuss, disclose, or use information regarding any complaint of work-related harassment, discrimination or sexual assault; nondisparagement means any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or SJVCi; and no-rehire means any agreement that prohibits an employee from seeking reemployment with SJVCi and permits the Organization not to rehire that individual in the future.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance or a complaint with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically conduct that is prohibited by ORS 659A.030, 659A.082 or 659A.112) commence **no later than five years** after the occurrence of the violation, for events occurring on or after October 1, 2019. Other applicable laws may have a shorter time limitation on filing claims or grievances.



Washington Addendum

This addendum contains provisions required by state and/or local law that apply only to the Organization's Washington employees. There is no intent, explicit or implied, to extend any of the provisions below to the Organization's employees outside of the state of Washington. Where the Handbook is silent or in conflict with any of the provisions below, the contents of this Addendum shall control.

Equal Employment Opportunity Policy

In addition to the protected statuses listed in the Employee Handbook the Organization is committed to providing equal employment opportunities to all employees and applicants without regard to marital status, religion, creed, sexual orientation, gender, gender identity or expression, obesity, disability (including use of a service animal by a person with a disability, sensory, mental or physical disability, or the results of HIV and/or Hepatitis C tests), military or honorably discharged veteran status, pregnancy, or any other protected status in accordance with applicable federal, state and local laws.

Paid Sick and Safe Leave

Eligibility

All non-exempt employees have the right to Paid Sick or Safe Leave ("PSL") under this policy.

Accrual Amount

All eligible employees will accrue PSL at a rate of one (1) hour for every forty (40) hours worked. PSL does not accrue for hours not worked, such as periods of approved leave or vacation.

Tracking Available Time

Employees will be notified each time wages are paid, either via each paycheck or by other means, of their amount of PSL accrued since the last notification, PSL reductions since the last notification, and any unused PSL available for use.

Carryover

Employees may carry over up to forty (40) hours of any available, unused PSL hours to the following calendar year. All other unused hours are forfeited.

Increments of Use

Employees must use PSL in one (1) minute increments.

Reasons for Use

Employees can use PSL for the following reasons:



- To care for their own or covered family member's mental or physical illness, injury, health condition, or related diagnosis, treatment, or preventive medical care.
- When their workplace or their child's school or place of care has been closed by order of a public health official.
- For certain reasons related to domestic violence, sexual assault or stalking that affect the employee or the employee's family member.

PSL may not be used for any other purpose, such as vacation.

For purposes of this Policy, "family member" includes the employee's child, grandchild, spouse, registered domestic partner, sibling, grandparent, parent, stepparent, and parent-in-law as these terms are defined in Washington's Paid Sick Leave Law, RCW 49.46.210.

How to Request PSL

If an employee's need for PSL is **foreseeable**, they must submit a written request at least ten (10) days in advance of using the PSL, or as early as possible to the iSolved platform (please reach out to askHR@embered.com for assistance). When possible, the request should include the expected duration of the absence. Employees must make a reasonable effort to schedule the use of PSL so it that does not unduly disrupt the Organization's operations.

If the need for PSL is *unforeseeable*, like an emergency illness, employees must notify their direct manager and the iSolved platform (please reach out to askHR@embered.com for assistance) as soon as they know they will be absent. Absent emergency or other exigent circumstances, employees are required to call in before their regularly scheduled starting time. If an employee is unable to provide notice personally, notice may be provided by their designee (e.g., spouse, domestic partner, adult family member, or other responsible party).

For PSL use related to domestic violence, sexual assault, or stalking, employees must provide oral or written notice to the owner no later than the end of the first day of use of this leave.

Documentation

SJVCi reserves the right to request verification of the need for leave from employees who are absent for more than three (3) consecutively scheduled full or partial workdays will be required to provide reasonable documentation to verify the need for PSL. Only Ember Education Human Resources may ask for this information; direct managers must make their request with Employee Relations. This may include documentation signed by the appropriate health care provider indicating that the PSL was necessary or, in the case of time off for reasons related to domestic violence, sexual assault, or stalking that affects the employee or the employee's covered family or household member, a police report, a court order, documentation that the employee or the employee's family or household member is experiencing domestic violence, sexual assault, or stalking, or an employee's written statement. However, to protect employee (and family member) privacy, employees generally do not need to disclose the underlying reason for a medical or dental appointment, any specific diagnosis related to a medical condition, or details



regarding domestic violence, sexual assault, or stalking. If providing the verification for the need for PSL would result in an unreasonable burden or expense, please contact the owner

PSL Rate of Pay

An employee's PSL pay is calculated at the employee's normal straight time hourly compensation. It does not include tips or overtime. Please email askHR@embered.com for detailed information on how the rate of PSL pay is calculated and the amount an employee is entitled to receive.

Concurrent Leave

Some circumstances that allow an employee to use PSL also may qualify for leave under applicable federal, state or other local laws (e.g., Washington's domestic violence leave law, leave taken due to an employee's disability, etc.). All applicable leaves will run concurrently to the fullest extent permitted by law. Please refer to the Organization's other leave policies for more information.

PSL Upon Re-Hire

If an employee separates from the Organization and is rehired within twelve months, the Organization will notify the employee of their previously accrued, unused PSL that will be reinstated and available for use upon rehire. If an employee separates from the Organization and is rehired more than twelve months later, then previously accrued unused PSL is not reinstated, and the employee is treated as a new hire under this policy.

No Retaliation/Discrimination

SJVCi strictly prohibits any retaliation for an employee's lawful use of PSL, and the Organization will not take any adverse action against an employee because the employee has exercised their rights provided under Washington's Paid Sick Leave Law. However, employees who misuse or abuse this policy (e.g., misrepresent the reason for use of PSL or use PSL hours for vacation) may be disciplined. Please immediately report any concerns to Employee.Relations@embered.com.

Paid Sick and Safe Time - Seattle

Eligibility

This Paid Sick and Safe Time (PSST) policy applies to all employees who regularly work in the City of Seattle. Employees who work in Seattle only on an "occasional basis" are eligible once they have worked more for the Organization more than 240 hours in Seattle in the same year. The Organization is a Tier 3 employer under Seattle Paid Sick and Safe Time Ordinance, SMC 14.16.

Accrual Amount

All eligible employees will accrue PSST at a rate of one (1) hour for every thirty (30) hours worked. PSL does not accrue for hours not worked, such as periods of approved leave or vacation. There is no annual cap on the accrual. PSST accrual starts on their first day of employment.



Tracking Available Time.

Employees will be notified each time wages are paid, either via each paycheck or by other means, of their amount of PSST accrued since the last notification, PSL reductions since the last notification, and any unused PSST available for use.

Carryover

Employees may carry over up to seventy-two (72) hours of any available, unused PSST hours to the following calendar year. All other unused hours are forfeited.

Reasons for Use

Employees can use PSST for the following reasons:

- To care for yourself or a family member for a physical or mental health condition, including a doctor appointment.
- To care for yourself, a family member, or a household member for reasons related to domestic violence, sexual assault, or stalking.
- When their family member's school or place of care has been closed.
- When SJVCi's place of business has been closed for any health or safety reason.

For purposes of this Policy, "*family member*" includes an employee's child, grandchild, spouse, registered domestic partner, sibling, grandparent, parent, stepparent, foster parent, legal guardian, and parent-in-law as these terms are defined in Washington's Paid Sick Leave Law, RCW 49.46.210 and Seattle's Paid Sick and Safe Time Ordinance, SMC 14.16. "*Household member*" means a current or former spouse or domestic partner, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage or who are presently residing together or who have resided together in the past, persons 16 years of age or older who are presently residing together or who have resided together in the past, persons 16 years of age or older with whom a person 16 years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

Increments of Use

Employees must use PSST for covered sick or safe leave reasons in one (1) minute increments for non-exempt employees. Exempt employees must draw against their PSST if they do not report for duty for the entire workday.

How to Request PSST

If an employee's need for PSST as sick or safe leave is **foreseeable**, they must submit a written request at least ten (10) days in advance of using the PSST, or as early as possible to the iSolved platform (employees can also reach out to askHR@embered.com for assistance). When possible, the request should include the expected duration of the absence. Employee must make a reasonable effort to schedule the use of PSST so it that does not unduly disrupt the Organization's



operations.

If the need for PSST as sick or safe leave is **unforeseeable** (e.g., emergency illness), employees must notify their direct manager and the iSolved platform (employees can also reach out to askHR@embered.com for assistance) as soon as they know they will be absent. Absent emergency or other exigent circumstances, employees are required to call in before their regularly scheduled starting time. If an employee is unable to provide notice personally, notice may be provided by an employee's designee (e.g., spouse, domestic partner, adult family member, or other responsible party).

For PSST use related to domestic violence, sexual assault, or stalking, employees must provide oral or written notice to their direct manager and the iSolved platform (employees can also reach out to askHR@embered.com for assistance) no later than the end of the first day of use of this leave.

Verification

SJVCi reserves the right to seek verification of the need for leave from employees who are absent for more than three (3) consecutively scheduled full or partial workdays for sick or safe leave reasons will be required to provide reasonable documentation to verify the need for PSST. Only Ember Education Human Resources may ask for this information; direct managers must make their request with Employee Relations. This may include documentation signed by the appropriate health care provider indicating that the PSST was necessary or, in the case of time off for reasons related to domestic violence, sexual assault, or stalking that affects the employee or the employee's covered family or household member, a police report, a court order, documentation that the employee or the employee's family or household member is experiencing domestic violence, sexual assault, or stalking, or an employee's written statement. However, to protect employee (and family member) privacy, employees generally do not need to disclose the underlying reason for a medical or dental appointment, any specific diagnosis related to a medical condition, or details regarding domestic violence, sexual assault, or stalking.

If providing the verification for the need for PSST would result in an unreasonable burden or expense, please contact askHR@embered.com. SJVCi will ask employees for an oral or written explanation that explains how their use of PSST was for an authorized sick or safe leave purpose and how the verification requirement creates an unreasonable burden or expense to the employee. Within ten (10) calendar days of the employee providing an explanation about the existence of an unreasonable burden or expense, the Organization will make a reasonable effort to identify and provide alternatives for the employee to meet the verification requirement in a manner which does not result in an unreasonable burden or expense.

PSST Rate of Pay

An employee's PSST pay is calculated at the employee's normal hourly compensation. It does not include overtime. Please ask askHR@embered.com for detailed information on how the rate of their PSSL pay is calculated and the amount the employee is entitled to receive.



Concurrent Leave

Some circumstances that allow an employee to use PSST for sick or safe leave also may qualify for leave under applicable federal, state or other local laws (e.g., Washington’s domestic violence leave law, leave taken due to an employee’s disability, Washington’s Paid Family & Medical Leave, pregnancy disability leave, etc.). All applicable leaves will run concurrently to the fullest extent permitted by law. Please refer to the Organization’s other leave policies for more information.

PSST Upon Re-Hire

If an employee separates from the Organization and is rehired within twelve months, the Organization will notify the employee of their previously accrued, unused PSL that will be reinstated and available for use upon rehire. If an employee separates from the Organization and is rehired more than twelve months later, then previously accrued unused PSL is not reinstated, and the employee is treated as a new hire under this policy.

No Retaliation/Discrimination

SJVCi strictly prohibits any retaliation for an employee’s lawful use of PSST for covered reasons, and the Organization will not take any adverse action against an employee because the employee has exercised their rights provided under Washington or Seattle’s paid sick leave laws. However, employees who misuse or abuse this policy (e.g., misrepresent the reason for use of PSST or use PSST hours for vacation) may be disciplined. Please immediately report any concerns to Employee Relations at Employee.Relations@embered.com.

Paid Family and Medical Leave

Overview

Paid Family and Medical Leave is a mandatory statewide insurance program that provides almost every Washington employee with paid time off to give or receive care. Qualifying employees may be allowed to take up to 12 weeks per year, as needed, if they:

- Welcome a child into their family (through birth, adoption or foster placement)
- Experience a qualifying serious illness or injury
- Need to care for a qualifying family member because of their own serious health condition
- Need time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment.

If an employee faces multiple events in a year, they might be eligible to receive up to 16 weeks, and up to 18 weeks if they experience a serious health condition during pregnancy or childbirth that results in incapacity. To the extent permitted, the “year” will be measured backward from the date the employee used any leave. Leave taken under this title must be taken concurrently with any leave taken under the federal Family and Medical Leave Act, if applicable.



Payment of premiums

The program is funded by premiums paid by both employees and employers and will be administered by the Employment Security Department (ESD). The Organization will calculate and withhold premiums from their paycheck and send both their share and theirs to ESD on a quarterly basis.

Eligibility and Taking leave

Employees who have worked 820 hours in Washington state in the qualifying period (e.g., 16 hours a week for a year) are eligible to apply for PFML. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal and temporary work.

Benefits

While on leave, employees are entitled to partial wage replacement. That means employees will receive a portion of their average weekly pay from ESD. The benefit is generally up to 90 percent of their weekly wage, up to a weekly maximum set by law. They will be paid by ESD directly. To calculate the available benefit, please visit:

<https://paidleave.wa.gov/estimate-your-weekly-pay/>.

Except in situations where an employee welcomes a new child into their family, there is a seven-day waiting period before they can begin receiving any PFML benefit. During this waiting period, the employee can use paid sick days if they have them available and they choose to do so. (Please refer to the Paid Sick Leave policy for information.)

Employees must use PFML in eight-hour increments. For full-time employees, this is typically one day of work, but it may be more than one day if they work part time. ESD will determine the duration of their leave based on their “typical workweek hours.” This is their average number of hours worked per week since the beginning of the qualifying period. Salaried, full-time employees are always calculated at 40 hours per week. ESD will next multiply their typical workweek hours by the maximum number of weeks allowable for the event, usually 12 weeks, to determine the bank of hours employees can draw from while on PFML.

Employees may choose to use available paid time off under the Organization’s other policies in lieu of applying for a PFML benefit. However, such paid leave will not be a supplemental benefit to PFML, nor can it be used at the same time they are receiving PFML benefits. Doing so would reduce the amount of their PFML benefit. Employees may never receive more than 100% of their normal weekly compensation during any leave.

Health Insurance

Employees may also be eligible for leave under the federal FMLA. Where their PFML runs concurrently with FMLA leave, the Organization will maintain group health insurance coverage



for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If the employee contributes to the cost of their health insurance, they must continue to pay their portion of the premium cost while on leave. Otherwise, the continuation of medical benefits shall be subject to COBRA. However, if the employee only qualifies for PFML, they also can keep their health insurance while on PFML leave. If they contribute to the cost of their health insurance, they must continue to pay their portion of the premium cost while on leave.

Requesting PFML

ESD determines an employee's eligibility and qualification for this leave. They must file their claim with ESD by visiting paidleave.wa.gov. However, employees should give as much notice to SJVCi as soon as possible. If their need for leave is *foreseeable*, they must provide the Organization with written notice at least thirty (30) days before their first day of leave by emailing askHR@embered.com. Example of foreseeable reasons include the birth of a child, placement of a child, or planned medical treatment. If the need for PFML is *unforeseeable*, employees must provide SJVCi with notice as soon as is practicable. If they are unable to contact the Organization, they may have their designate, such as a spouse, parent or neighbor contact askHR@embered.com.

Employee Protections

Employees who return from leave under this law generally will be restored to the same or equivalent job if they have worked for the Organization for at least 12 months and have worked 1,250 hours in the 12 months before taking leave. SJVCi will not discriminate or retaliate against employees for requesting or taking PFML.

Family Care Act

In accordance with the Washington State Family Care Act, employees who are eligible for paid time off, including time allowed under certain disability policies may use any accrued paid time off for family care leave.

Family care leave may be used to care for a child with a health condition that requires supervision or treatment, or to care for a spouse, registered domestic partner, parent, parent in-law, or grandparent with a serious health or emergency condition.

Employees taking family care leave only may use any accrued paid leave. The amount of leave under this policy is limited to actual accrued leave; employees cannot take advances on their paid leave to use for leave under this policy.

Family Military Leave

SJVCi provides up to fifteen (15) days of unpaid leave to employees who work on average at least 20 hours per week and who are the spouse or registered domestic partner of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or has been deployed during a period of military conflict.



This leave is limited to fifteen (15) days per deployment and is available only after the military spouse has been notified of an impending call or order to active duty and is limited to the time before deployment or when the military spouse is on leave from deployment.

Employees requesting leave under this policy should notify askHR@embered.com within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Leave under this policy is generally unpaid. However, employees may elect to use their accrued but unused paid leave. In order to use paid leave, an eligible employee must comply with SJVCi's normal procedures for taking leave.

Pregnancy/Childbirth Disability Leave

If employees are sick or temporarily disabled because of pregnancy or childbirth, they are entitled to unpaid leave for the entire duration of this sickness or temporary disability if needed. Employees who seek pregnancy or childbirth-related disability leave will be required to provide a health care provider's statement to verify the length of leave needed. During this leave, the employee may choose to use any accrued PSL to cover some or all of the absence. Otherwise, the leave will be unpaid unless PFML or other benefits apply. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence. Leave under this policy will run concurrently with any other leave rights to the fullest extent allowed by law.

Meal and Rest Periods

Meal Periods

The Organization provides each non-exempt employee who works more than five (5) hours with an unpaid 30-minute, duty-free meal break. The meal period must start between the second and fifth hour from the beginning of the shift. Employees working more than three (3) hours beyond their scheduled shift are entitled to additional meal periods. Additional 30-minute meal periods must be given within five hours from the end of the first meal period and for each additional five hours worked. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 30-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires. Uninterrupted, duty-free meal periods for non-exempt employees will be unpaid.

Meal periods must be accurately reported in the Organization's timekeeping system. If an eligible employee finds they cannot take a full 30-minute uninterrupted, duty-free meal period because of the direction of a supervisor or other demands of the job, the employee must accurately report the time taken for the meal period, if any, on their time card and inform askHR@embered.com of the reason why a full 30-minute uninterrupted meal break could not be taken.



Rest Periods

Non-exempt employees are entitled to a paid duty-free rest period of at least ten (10) minutes for every four hours of working time. To the extent possible, rests should occur in the middle of the work period. No employee will be required to work more than three (3) hours without a rest period. Rest periods may not be combined with each other or added to an employee's meal period. "Duty-free" means that the employee is relieved of all duties for the full uninterrupted 10-minute meal period, which includes the right to engage in personal activities, not be on-call, and to leave the premises if the employee so desires.

Rest periods are not required to be recorded in the Organization's timekeeping system. However, if an employee finds he or she cannot take a required rest break because of the direction of a supervisor or other demands of the job, the employee must inform askHR@embered.com of the reason why the rest break could not be taken.

Complaint Procedures

If an employee believes he or she is in any manner being directed, impeded, or discouraged from taking a required meal or rest break under this policy, the employee should immediately report the situation to askHR@embered.com, which will undertake a prompt, thorough investigation of any such complaints and take appropriate corrective action where necessary. The Organization strictly prohibits retaliation against any employee for reporting meal or rest period violations.

Pregnancy Accommodations

SJVCi will provide the following accommodations for a pregnant employee if they request:

- Frequent, longer, or additional restroom breaks
- Modified food or drink policies
- The ability to sit more frequently
- Not to lift objects over 17 pounds

In accordance with state law, SJVCi will not request a doctor's note for these particular accommodations. However, SJVCi may request documentation from a health care provider outlining the need for accommodation when a pregnant employee requests:

- Job restructuring including:
 - Schedule changes such as part-time or modified work schedules
 - Job reassignments
 - Providing or modifying equipment or devices



- Changes to their workstation
- Scheduling flexibility for prenatal visits
- A temporary transfer to a less strenuous or less hazardous position
- Any further accommodation needed by the employee

Employees seeking such accommodations must contact askHR@embered.com. If the request creates an “undue hardship,” SJVCi may decline the request or suggest a reasonable alternative.

Leave for Victims of Domestic Violence, Sexual Assault, and Stalking

Employees who are victims of domestic violence, sexual assault or stalking may take leave for legal or law enforcement assistance, medical treatment, counseling, obtaining services from a shelter or a victim’s advocate program, or for safety planning or relocation. Employees may also take leave for the same purposes if their “family members” are victims of domestic violence, sexual assault or stalking. “Family members” include a child, a spouse, a parent, a parent-in-law, a grandparent or a person the employee is dating.

Employees may choose unpaid or paid leave, if any paid leave, such as sick or vacation, is available. The employee must give notice no later than the end of the first day of the leave to qualify, even in emergency circumstances.

Employees can also request a safety accommodation related to domestic violence, including:

- A job transfer or reassignment
- Changing work telephone or email
- Implementation of safety procedures

SJVCi will provide safety accommodations when requested, unless it creates an undue hardship. Employees seeking such accommodations must contact askHR@embered.com.

Documentation

SJVCi may require documentation to support an employee’s request for leave or other accommodation. Documentation can include:

- Police report or court documents
- Employee’s written statement
- Statement from a provider, clergy, or advocate.

Payroll and Personnel File Access

Employees and former employees have a right to access their own personnel files at least once a year. The Organization allow access to the employee’s records within ten (10) business days at the employee’s usual place of employment, or a mutually agreed upon location. Employees under criminal investigation do not have the right to access their personnel record. Upon



request, SJVCi will make payroll records available to the employee within a reasonable period of time, usually within ten (10) business days at the employee's usual place of employment or a mutually agreed upon location.