

FAMILY FRIENDLY

Family and Medical Leave Policy

Eligible employees may take up to 12 workweeks of unpaid family leave. Employees are eligible for family and medical leave if they:

- 1) Have worked for the firm for at least 12 months; and
- 2) Have worked at least 1,250 hours for the firm during the 12 calendar months immediately preceding the request for leave.

To qualify for family and medical leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, child or parent with a serious health condition (described below).
- 4) The serious health condition of the employee.
- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

Amount of Leave

An eligible employee can take up to 12 weeks for the family and medical leave circumstances (1) through (5) above under this policy during any 12-month period. The firm will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Firm will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If spouses both work for the firm and each wish to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the spouses may only take a combined total of 12 weeks of leave.

Employee Status and Benefits During Leave

During the approved family leave, the firm will maintain its group insurance coverage for the period of the covered leave to the same extent as if the employee had continued to work during the leave period. The employee will continue to be responsible for payment of benefit premiums such as the personal portion of employee medical for part-time employees, and dependent medical and dental insurance. Transit subsidies are suspended during leave.

Payment for these premiums will be paid and sent to Kaplan Thompson Architects

on a monthly basis. The firm may recover the premium and other payments paid on behalf of the employee if the employee fails to return to work after the leave has expired, and such failure to return to work is not the result of the recurrence of a serious health condition for which the employee could receive family and medical leave, or other circumstances beyond the employee's control. Vacation and sick hours will not accrue during unpaid leave.

Employee Status After Leave

Generally, an employee who takes family and medical leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits, and working conditions. The firm may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave

An employee who is taking family and medical leave for any of the five reasons listed above must use all accrued comp time off prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule

Employees may take family and medical leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

The firm may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the firm and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the firm before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Procedure for Requesting Leave

All employees requesting family and medical leave must provide verbal or written notice of the need for the leave to a Principal. When the need for the leave is foreseeable, the employee must provide the firm with at least 30 days' notice. When an employee becomes aware of a need for family and medical leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need

for family and medical leave is not foreseeable, the employee must comply with the firm's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Extended Leaves of Absence

If agreed to by all Principals, an employee may be allowed to take an extended leave of absence without pay or benefits. During an extended leave, employees will be eligible to continue their medical, vision and dental under COBRA at personal expense. Please ask a Principal for further details. The employee will not be guaranteed a position at the end of the leave. Depending on the requirements of the firm's insurance carrier, the employee may not be eligible for coverage such as Disability Insurance.