

## **Family and Medical Leave.**

Because of the Company's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possibly including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

## **State Family and Medical Leave:**

A female employee of a company with at least 6 employees who has completed the initial probationary period set by the terms of her employment may qualify for up to 8 weeks of state maternity leave for the purpose of giving birth or adopting a child under the age of 18 or for adopting a child under the age of 23 if the child is mentally or physically disabled. An additional 24 hours per year may be taken in state leave to accompany a minor child or relative age 60 or older to medical and dental appointments. All time off that qualifies as family and medical leave will be counted against the employee's federal and, if applicable, state family and medical leave entitlement to the fullest extent permitted by law.