



FARR ASSOCIATES

FAMILY FRIENDLY POLICY

4.5.5 MATERNITY/PATERNITY LEAVE

Maternity leave will be granted to employees who have worked at Farr Associates Full-Time for at least one year before the leave is requested. Three paid days off in addition to 12 weeks of unpaid time off will be granted for each occurrence. This time is to be taken continuously, not in increments.

All fathers of newborns will be granted three paid days off, to be taken within 60 days of the birth of the child, in addition to 12 weeks of unpaid time off will be granted for each occurrence. This time is to be taken continuously, not in increments.

50/50 Employer/Employee Insurance benefits remain intact for the duration of the leave for both parents.

4.5.6 FAMILY LEAVE

In addition to the Maternity/Paternity Leave policy, Farr Associates employees may be eligible for unpaid leave, with the right to reinstatement, for approved reasons. Employees are eligible for leave if they have maintained Full-Time employee status for at least one year.

Qualifying Reasons for Leave:

- Recuperation from an serious health condition
- Care of an immediate family member with a serious health condition
- Handle qualifying exigencies arising out of a family member's military service
- Care for an immediate family member who suffered serious injury during active duty in the military

Employees may take up to 12 weeks of unpaid leave in a 12-month period. This leave is available every 12 months, as long as the employee continues to meet the eligibility stated above. 50/50 Employer/Employee Insurance benefits remain intact for the duration of the leave of Family leave.

For purposes of this leave policy, Farr Associates defines immediate family as:

- Spouse / Domestic Partner
- Child, Step-child
- Parents (including in-laws), Step-Parents
- Siblings, step-siblings
- Grandparents
- Grandchildren

4.5.7 MILITARY LEAVE

Farr Associates' employees called to active military duty, military reserve or National Guard service may be eligible to receive time off under the Uniformed Services Employment and Reemployment Rights Act of 1994. To receive time off, employees must provide notice and a copy of their report orders to an immediate supervisor. Military leave is granted on an unpaid basis. Upon return with an honorable discharge, an employee may be entitled to reinstatement and any applicable job benefits they would have received if present, to the extent provided by law.



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4.5.8 BEREAVEMENT LEAVE

In the unfortunate event of a death in the immediate family, a leave of absence of up to 2 days with pay will be granted. These days are to be taken consecutively within a reasonable time of the day of the death or day of the funeral, and may not be split or postponed.

For purposes of this leave policy, Farr Associates defines immediate family as:

- Spouse / Domestic Partner
- Child, Step-child
- Parents (including in-laws), Step-Parents
- Siblings, step-siblings
- Grandparents
- Grandchildren

Employees requesting use of Bereavement Leave should promptly notify their supervisor. Upon returning to work, the employee must record his/her absence as a Bereavement Leave on his/her attendance record. Employees may also request additional days off and use their other accrued Paid Time Off benefits with supervisor approval. Proof of death and relationship to the deceased may be required.

Cristine M. Perez-Olson, Operations Manager