

#### E. Flex Time

**Full-time employees working 40 hours per week** are eligible to select a designated four hours period of flex time every week. Flex time must be taken at the same time every week and is subject to Principal or project manager approval. Employees are responsible for making up the four hours during the same week. Flex time can be taken during the following periods:

- Monday afternoon
- Tuesday morning or afternoon
- Wednesday morning or afternoon
- Thursday morning or afternoon
- Friday morning

#### D. Working Hours

As a general rule, open office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. with lunch normally from 12:00 p.m. to 1:00 p.m. However, each employee may select any of the following options as standard working hours:

- 7:00am – 4:00pm
- 7:30am – 4:30pm
- 8:00am – 5:00pm
- 8:30am – 5:30pm
- 9:00am – 6:00pm

#### **Maternity/Paternity Leave:**

All employees are eligible for an additional 40 hours of Paid Time Off for maternity or paternity leave. This benefit applies to birth children as well as newly adopted children.

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

Employees who have worked for Trivers for at least twelve (12) months and at least 1,250 hours during the prior twelve (12) months may take up to twelve (12) weeks of unpaid family/medical leave for the following reasons:

- Birth and/or care of a child of the employee.
- Placement of a child into the employee's family by adoption or by a foster care arrangement.
- Care of the employee's spouse, child or parent who has a serious health condition.
- Inability of the employee to perform the functions of the employee's position due to a serious health condition.

Any family medical leave taken by an employee during the preceding twelve (12) month period will be used to determine the amount of remaining available family medical leave.

The rights to family medical leave for the birth and/or placement of a child into an employee's family may only be taken within twelve (12) months after the date of birth or placement of the child. In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted, unless both the employee and Trivers agree. If Trivers employs both spouses, the combined leave shall not exceed twelve (12) weeks.

For purposes of this policy, a serious health condition means an illness, injury, impairment or physical or mental condition that involves:

- Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice or residential medical care facility
- Any period of incapacity requiring absence from work or other regular daily activities for more than three (3) calendar days that also involves continuous treatment by or under the supervision of a healthcare provider
- Continuous treatment by or under the supervision of a healthcare provider for a chronic long-term health condition that is incurable or so serious that if not treated would result in a period of incapacity of more than three (3) calendar days
- Prenatal care

In the case of unpaid leave for serious health conditions, the leave may be taken intermittently or on a reduced hour basis only if such leave is medically necessary. Where an employee requests intermittent leave or leave on a reduced hours basis due to a family member's or employee's own serious health condition, Trivers has the option, in its sole discretion, to require the employee to transfer to a temporary alternative job for which the employee is qualified and which better accommodates the intermittent leave or reduced hours leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job.

Employees are required to use their available PTO as part of the twelve (12) week family medical leave period. That portion of the family medical leave of absence, which is PTO, will be with pay according to Trivers' policy regarding PTO.

When the necessity of leave is foreseeable due to the expected birth or placement of a child, the employee must provide Trivers at least thirty (30) days' notice of the employee's intention to take leave. If the date of birth or placement of a child requires the employee's leave to begin in less than thirty (30) days from the date of notice to Trivers, the employee must provide such notice as soon as practical. Where the necessity for leave is due to a family member's or an employee's own serious health condition and is foreseeable based on planned medical treatment, the employee must:

- Give at least thirty (30) days' notice, or as soon as practical if treatment starts in less than thirty (30) days
- Make a reasonable effort to schedule the treatment so as not to unduly disrupt the operation of Trivers, subject to the approval of the healthcare provider.

Where the need for leave is unforeseeable, the employee must give notice as soon as practical. Any leave request based on a family member's or employee's own serious health condition must be supported by certification from a healthcare provider. The employee must provide a copy of the certification to Trivers in a timely manner. (Fifteen (15) calendar days will be allowed to provide the certification.) Certification from the healthcare provider must contain:

- The date the serious health condition began
- The possible duration of the condition
- The appropriate medical facts regarding the condition
- If the leave is based on the care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that need will continue
- If leave is based on the employee's own serious health condition, a statement that the employee is unable to perform the functions of his/her job
- In the case of intermittent leave or leave on a reduced hours basis for planned medical treatment, the date the treatment is expected to be given and the duration of the treatment.

During family medical leave of absence, Trivers will continue to pay its portion of the health insurance premiums and the employee must continue to pay his/her share of the premium. Failure of the employee to pay his/her share of the health insurance premium may result in loss of coverage. If the employee does not return to work for a minimum of 90 days after the expiration of the leave, the employee will be required to reimburse Trivers for payment of health insurance premiums during the family medical leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or circumstances beyond the control of the employee.

During leave, the employee shall not accrue employment benefits, such as Paid Time Off, pensions, etc. Employment benefits accrued by the employee up to the day on which the family medical leave of absence begins will not be lost.

Trivers may require an employee on family medical leave to report periodically on his/her status and the intention of the employee to return to work, and may also require periodic re-certification of the medical condition. An employee taking leave due to the employee's serious health condition is required to obtain certification that the employee is able to resume work prior to the return from any family medical leave.

Employees who return to work from family medical leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to return to their job or an equivalent position without loss of benefits or pay.

Application for family medical leave of absence must be submitted in writing and signed by a Principal. The appropriate forms may be obtained from human resources and must be submitted to a Principal to initiate a family medical leave and to return the employee to active status.

Each employee taking leave that meets the requirements for family medical leave will be provided the "Response to Your Request for Leave" form.

At this time, since Trivers does not have the requisite number of employees to require its participation in the Federal Family and Medical Leave Act, its family medical leave is a voluntary program and will not be enacted pursuant to Federal law until such time as participation becomes mandatory for Trivers.

**Bereavement:**

Full-time employees are eligible for paid funeral leave for no more than three (3) days, due to a death in the immediate family. Immediate family consists of spouse, mother, father, brother, sister, children, grandparents, father-in-law, mother-in-law, son-in-law or daughter-in-law, brother-in-law and sister-in-law. Leave without pay in excess of three (3) days may be granted when the funeral services are out of town. Prior authorization is required when requesting more than three (3) days.

Leave taken for the funeral of any person other than those listed above will be charged to PTO.