



PARTNERS
PERSONNEL

ASSOCIATE EMPLOYEE HANDBOOK

2025

December 20, 2024

Employee Handbook

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PERSONNEL

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Introduction

This Associate Employee Handbook was created to be a resource for our Associate employees. We have tried to write it so that it is easy to understand and organize it so that employees can quickly find what they are looking for. **THIS HANDBOOK DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT**, but employees should read and understand it. It replaces any prior handbooks and inconsistent policies or statements. In the future, we may need to revise this handbook, and we will strive to make our employees aware of changes. This handbook should be read and interpreted to be consistent with applicable laws. Partners Personnel is referred to as the “Company” throughout the handbook.

We have divided the handbook into four sections:

Our Commitments - Outlines the principles our organization is committed to.

Our Expectations - Explains the expectations we have for our employees.

Our Relationship - Describes our relationship with our employees.

Time Off - Explains when employees can take time off from work. In this section you will find state and jurisdiction specific information regarding how paid or protected leave and time off may apply to you, depending on your work location. This includes Paid Sick Leave, Paid Sick and Safe Leave and Paid Leave for Any Reason policies you are entitled to.

***State Specific Information:** Please search for the state you are working in for applicable information that applies to workers in your respective state, contained throughout this handbook.

Throughout your employment with Partners Personnel, you will have access to this or the most up to date handbook to research questions or find policies that may apply to you. To access this and other important employee information, visit www.partnerspersonnel.com and click on Employee Login. Login using the credentials you created during onboarding and navigate to Employee Resources.

Welcome to Partners Personnel!

Our Commitments

This section outlines our principles.

Mission Statement

To help people and organizations improve.

Values

It's My Privilege - Passion & Service I'm a Partner - Empowered, Ownership, Accountability & Combined Strength Plus 1 - Innovation & Continuous Improvement All Customers - Associates, Colleagues and Clients Integrity - Do What's Right-Even When It's Hard.

Equal Employment Opportunity and Policy Against Harassment, Discrimination, and Retaliation

Partners Personnel is an equal opportunity employer and makes employment decisions based on current need and merit. Creating an inclusive and professional environment where employees feel comfortable, safe, and free from inappropriate and disrespectful conduct is a core value here. Partners Personnel does not discriminate against or tolerate harassment by anyone based on the following Protected Characteristics:

- Federally: race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 and older), military status, disability, and genetic information (including family medical history)
- In Alabama: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, military status, and claimants of workers' compensation benefits
- In Arizona: race, color, religion, sex (including pregnancy and sexual orientation and gender identity), sexual orientation, gender identity, age (40 and over), disability, national origin, military status, and genetic test results
- In California: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion (including religious creed, dress, and grooming practices), citizenship, marital status, age (40 and older), national origin, ancestry, mental or physical disability (including HIV and AIDS disabilities), genetic information, medical condition (as defined by applicable law, including cancer), reproductive health decision-making, U.S. (state and federal) military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, and pregnancy (including childbirth, breastfeeding, or related medical condition). Cannabis use outside of work will not be used in employment decisions except as permitted

by law. In San Francisco, Protected Characteristics also include height, weight, and place of birth

- In Colorado: disability, race (including hair that is part of the cultural identification, including texture, type, style, and length, of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), creed, color, sex (including pregnancy, physical recovery from childbirth, and related medical conditions), sexual orientation (including transgender status), gender identity, marital status, religion, age (40 years or older), national origin, genetic information, military status, and ancestry
- In Florida: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability, handicap, military status, and marital status
- In Georgia: race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, military status, and genetic information (including family medical history)
- In Idaho: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, and disability
- In Illinois: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, national origin, ancestry, age (age 40 or older), sex, marital status, pregnancy, protective order status, physical or mental disability, military status, unfavorable discharge from military service, sexual orientation (including gender-related identity), citizenship status, work authorization status or term, arrest record, expunged or sealed convictions, decisions about reproductive health, family responsibilities, and genetic information. In the city of Chicago, this list also includes credit history and source of income
- In Kentucky: race, disability, color, religion, national origin, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, genetic information, age (over 40), status as a smoker or non-smoker, membership in the Kentucky National Guard or Kentucky active militia, military status, garnishment for any indebtedness, and child support withholding
- In Louisiana: age, disability, sex, sexual orientation, gender identity, genetic information, race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, national origin, religion, pregnancy and related medical conditions, childbirth and related medical conditions, sickle cell trait, genetic testing, military status, and veterans' status
- In Maryland: race, certain traits associated with race (including hair texture and certain hairstyles), color, religion, sex, age, ancestry or national origin, marital status, sexual orientation, gender identity, military status, genetic information, pregnancy, disability that does not reasonably preclude

performance of employment, and refusal to submit to or make available the results of a genetic test

- In Massachusetts: race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, religious creed, national origin, sex, status of pregnancy or related conditions (including lactation or the need to express breast milk), age (40 and older), sexual orientation, ancestry, genetic information, gender identity, handicap or disability, and military or veteran status
- In Mississippi: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, handicap, current or previous military service, tobacco usage during non-working hours, and nursing mothers
- In Missouri: race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, ancestry, age, disability, AIDS/HIV status, lawful use of tobacco or alcohol, military status, and genetic testing
- In Nebraska: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, disability, marital status, national origin, military status, having or suspected of having HIV or AIDS, and genetic testing
- In Nevada: race, including traits typically associated with race including hair texture and hairstyle, color, religion, sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity or expression, age (40 or over), disability, genetic information, and national origin
- In New Jersey: age, ancestry, atypical hereditary cellular or blood trait (including sickle cell trait, Tay-Sachs trait, or cystic fibrosis), color, creed, disability or handicap, gender identity or expression, genetic information, military status, marital status, civil union status, domestic partnership status, national origin, nationality, pregnancy, race (including traits historically associated with race like hair texture, hair type, and protective hairstyles), service in the U.S. armed forces, sex, and sexual or affectional orientation
- In New York: age (18 and older), color, creed, disability, familial status, marital status, military status, citizenship status, immigration status, national origin (including ancestry), predisposing genetic characteristic, race (including traits historically associated with race, like hair texture and protective hairstyles such as braids, locks, and twists), sex, pregnancy-related conditions, sexual orientation (including actual or perceived heterosexuality, homosexuality, bisexuality, and asexuality), gender identity or expression, arrest or conviction record, reproductive health decision-making, and genetic information. In New York City, this list also includes height and weight.

- In North Carolina: race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, military status, and disability
- In Ohio: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, genetic information, military status, national origin, disability, age (40 and older), and ancestry
- In Oklahoma: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, national origin, age (40 and older), military status, genetic information, and disability
- In Pennsylvania: race (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race); color; familial status; religious creed (including religious observance, practice and belief); ancestry, age (40 and older); sex (including pregnancy, childbirth, and related medical conditions, breastfeeding, sex assigned at birth, affectional or sexual orientation, gender identity, gender expression, gender transition or transgender identity, and differences of sex development, variation of sex characteristics, or other intersex characteristics); national origin; non-job related handicap or disability; use of a guide or support animal (because of blindness, deafness, physical handicap, or because the user is a handler or trainer of support or guide animals); and genetic information
- In South Carolina: race, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, genetic information, religion, national origin, color, disability, military status, and age (40 or older)
- In Tennessee: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, religion, creed, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, disability (physical, mental, or visual), military status, and volunteer rescue squad worker status
- In Texas: race (including hair that is part of the cultural identification of an ethnic group or that is a physical characteristic of an ethnic group, such as braids, locks, or twists), color, disability, religion, national origin, age (40 and older), sex (including pregnancy, childbirth, or a related medical condition), sexual orientation, gender identity, genetic information, and military service
- In Utah: race, color, sex, pregnancy, childbirth, pregnancy-related conditions, age (40 and older), religion, national origin, disability, genetic information, sexual orientation (actual or perceived), military status, and gender identity. Vaccination or immunity status will not be used in employment decisions except as permitted by law.

- In Virginia: race, hair (including hair texture, hair type, and protective hairstyles such as braids, locks, and twists that are historically associated with race), color, religion, national origin, ethnic origin, sex (including pregnancy, childbirth, related medical conditions, and lactation), sexual orientation, gender identity, age (40 and older), marital status, disability, military status, and genetic information
- In Washington: race (including hair texture and protected hairstyles), creed, national origin, age, color, sex (including pregnancy), citizenship or immigration status, honorably discharged veteran or military status, sexual orientation (including heterosexuality, homosexuality, bisexuality, and gender expression or identity), gender identity, marital status, disability (sensory, mental, or physical), use of a trained guide dog or service animal by person with a disability, and genetic information. In Seattle, the list also includes caste.
- In West Virginia: race or ethnicity, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, age, pregnancy, genetic information, blindness, military status, and disability
- In Wisconsin: race, creed, color, sex, sexual orientation, gender identity, marital status, arrest and conviction record, results of honesty testing, military service, results of genetic testing, pregnancy, childbirth, pregnancy-related conditions, age (40 or older), religion, ancestry, national origin, disability, use or nonuse of lawful products off the employer's premises during non-working hours, and declining to attend a meeting or to participate in any communication about religious or political matters.

Partners Personnel also prohibits discrimination and harassment based on the perception that an employee falls within one of the categories of Protected Characteristics or based on the employee's association with a person who falls within, or is perceived to fall within, one of the categories of Protected Characteristics. These prohibitions apply in the workplace, on business trips, during business meetings, at business-related social events, and at any other location where a Partners Personnel-sponsored event takes place.

Harassment

Harassment is prohibited and can be unlawful when based on a protected characteristic. Harassment may take many forms, including: *verbal harassment* (e.g., jokes, epithets, slurs, negative stereotyping, gossiping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or sexual practices); *physical harassment* (e.g., physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, or leering at a person's body); or *visual harassment* (e.g., offensive or obscene pictures or emails, gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material in the workplace that denigrates or shows hostility toward an individual because of a protected characteristic).

Retaliation

Retaliation taken against any person for reporting incidents, making a complaint, or participating in an investigation of harassment or discrimination, or perceived harassment or discrimination, is strictly prohibited.

Complaint and Investigation of Discrimination, Harassment, and/or Retaliation

If employees believe they have been subjected to harassment, discrimination, or retaliation of any kind, they must immediately report the conduct to their supervisor, the branch that assigned the work and/or Corporate Human Resources at HR@espererholdings.com or 805-880-9404. If employees do not feel comfortable discussing the matter with their supervisor or the branch that assigned them to work, employees should bring the matter to the attention of Corporate Human Resources, their second-tier supervisor, the branch manager or other superior they trust. Employees should bring the matter to the attention of Partners Personnel promptly so that it can be investigated and addressed appropriately. Supervisors must report any complaints of misconduct, including harassment, discrimination, or retaliation, to Corporate Human Resources or a sufficiently empowered Partners Personnel employee or officer as soon as possible so Partners Personnel can attempt to resolve the claims internally.

Individuals are encouraged to complete the COMPLAINT REPORT FORM – DISCRIMINATION OR HARASSMENT attached to this handbook when submitting a complaint.

All complaints will be promptly and thoroughly investigated by qualified personnel in a fair and impartial manner. The investigation will be documented and tracked. Partners Personnel will keep confidential all information disclosed during the investigation, except as necessary to conduct the investigation, take any remedial action, or follow the law. All employees and supervisors have a duty to cooperate in the investigation of alleged harassment, discrimination, or retaliation. Failing to cooperate or deliberately providing false information during an investigation can result in termination of employment. If Partners Personnel determines a violation of this policy has occurred, it will take effective remedial action and steps to prevent any further violations.

Additional Enforcement Information

In addition to the Company's internal complaint procedure, employees should be aware that the federal Equal Employment Opportunity Commission (EEOC) and other independent state agencies investigate and prosecute complaints of harassment, discrimination, and retaliation.

- Information about the EEOC's complaint procedure can be found at www.eeoc.gov or by calling 1-800-669-4000 (English) or 1-800-669-6820 (TTY).
- Information about the Local Equal Employment Opportunity Commission (EEOC) Office for Alabama can be found at <https://www.eeoc.gov/how-file-charge-employment-discrimination> or by calling (800) 669-4000 or (800) 669-6820 (TTY).
- Information about the Arizona State Attorney General's Civil Rights Division can be found at www.azag.gov/civil-rights/discrimination/employment or by calling 602-542-5025.
- Information about the California Department of Fair Employment and Housing can be found at www.dfeh.ca.gov or by calling 1-800-884-1684 or 1-800-700-2320 (TTY). California's Sexual Harassment

Prevention Training can be found at <https://calcivilrights.ca.gov/shpt/>.

- Information about the Colorado Civil Rights Division can be found at www.colorado.gov/pacific/dora/civil-rights or by calling 303-894-2997 or 711 (TTY).
- Information about the Florida Commission on Human Relations can be found at <https://fchr.myflorida.com/file-a-complaint-page> or by calling (850) 488-7082 or 711 (TTY).
- Information about the Georgia Commission on Equal Opportunity can be found at <https://gceo.georgia.gov/equal-employment-division> or by calling 404-656-1736.
- Information about the Idaho Human Rights Commission can be found at <https://humanrights.idaho.gov/> or by calling (208) 334-2873 or (888) 249-7025 or emailing inquiry@ihrc.idaho.gov.
- Information about the Illinois Department of Human Rights can be found at <https://dhr.illinois.gov/> or by calling 312-814-6200 or 866-740-3953 (TTY).
- Information about the Kentucky Commission on Human Rights can be found at <http://kchr.ky.gov/> or by calling 502-595-4024 or (502) 595-4084 (TDD).
- Information about the Louisiana Commission on Human Rights can be found at <https://gov.louisiana.gov/page/lchr> or by calling (225) 342-6969 or (888) 248-0859 (TDD).
- Information about the Maryland Commission on Human Relations can be found at <https://mccr.maryland.gov/Pages/Employment-Discrimination.aspx> or by calling 410-767-8600.
- Information about the Massachusetts Commission Against Discrimination can be found at www.mass.gov/mcad or by calling 617-994-6000 or 617-994-6196 (TTY).
- Information about the Local Equal Employment Opportunity Commission (EEOC) Office for Mississippi can be found at <https://www.eeoc.gov/how-file-charge-employment-discrimination> or by calling (601) 965-4537 or (601) 965-4915 (TTY).
- Information about the Missouri Commission on Human Rights can be found at [https://labor.mo.gov/mohumanrights/File Complaint](https://labor.mo.gov/mohumanrights/File_Complaint) or by calling 573-751-3325, 1-877-781-4236, or 711 (TTY), or emailing mchr@labor.mo.gov.
- Information about the Nebraska Equal Opportunity Commission can be found at <https://neoc.nebraska.gov/index.html> or by calling (402) 471-2024 or (800) 642-6112.

- Information about the Nevada Equal Rights Commission can be found at https://detr.nv.gov/Page/Equal_Rights_Commission or by calling 800-326-6868 or 775-687-5353 (TTY).
- Information about the New Jersey Department of Law and Safety Division on Civil Rights can be found at <https://www.njoag.gov/about/divisions-and-offices/division-on-civil-rights-home/> or by calling 973-648-2700.
- Information about the New York Division of Human Rights can be found at www.dhr.ny.gov or by calling 888-392-3644 or 718-741-8300 (TTY). Information about the NYC Commission on Human Rights can be found at <https://www.nyc.gov/site/cchr/index.page> or by calling 212-306-7450.
- Information about the Local EEOC Office for North Carolina can be found at www.eeoc.gov/field-office or by calling 1-800-669-4000 or 1-800-669-6820 (TTY).
- Information about the Ohio Civil Rights Commission can be found at <https://civ.ohio.gov/> or by calling 888-278-7101.
- Information about the Oklahoma Attorney General Civil Rights Enforcement Division can be found at <https://www.oag.ok.gov/civil-rights-enforcement> or by calling (405) 521-3921.
- Information about the Pennsylvania Human Relations Commission can be found at <https://www.phrc.pa.gov/Pages/default.aspx> or by calling 717-787-9780.
- Information about the South Carolina Human Affairs Commissions can be found at <https://schac.sc.gov/employment-discrimination> or by calling (803) 737-7800.
- Information about the Tennessee Human Rights Commission can be found at www.tn.gov/humanrights.html or by calling 800-251-3589.
- Information about the Texas Commission on Human Rights can be found at www.twc.texas.gov/partners/civil-rights-discrimination or by calling 888-452-4778.
- Information about the Utah Anti-Discrimination and Labor Division can be found at <https://laborcommission.utah.gov/divisions/utah-antidiscrimination-and-labor-uald/> or by calling 801-530-6800.
- Information about the Virginia Council On Human Rights can be found at www.oag.state.va.us/programs-initiatives/human-rights or by calling 804-225-2292.

- Information about the Washington Human Rights Commission can be found at www.hum.wa.gov or by calling 1-800-233-3247 or 1-800-300-7525 (TTY).
- Information about the West Virginia Human Rights Commission can be found at <https://hrc.wv.gov/Pages/default.aspx> or by calling (304) 558-2616 or (888) 676-5546.
- Information about the Wisconsin Equal Rights Division can be found at <https://dwd.wisconsin.gov/er/civilrights/discrimination/default.htm> or by calling 608-266-6860 or emailing erinfo@dwd.wisconsin.gov.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](#) under Section 7 of the NLRA. <https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

Sexual Harassment Policy

Partners Personnel is committed to maintaining a workplace free from sexual harassment and discrimination. Sexual harassment is offensive, a violation of Partners Personnel policies, and unlawful. Partners Personnel will penalize people who engage in sexual harassment or allow such behavior to continue.

This policy is one component of the Company's overall policy on equal employment opportunity and the prohibition of sexual harassment and retaliation. Any questions about this policy can be directed to Corporate Human Resources at HR@Espererholdings.com, 805-880-9404 or 3820 State St. Santa Barbara, CA 93105.

Scope

This policy applies to all employees, applicants for employment, interns (whether paid or unpaid), contractors, vendors, and any other people conducting business with Partners Personnel ("Covered Individuals").

Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful including in Chicago. It is unlawful and a violation of Partners Personnel policy to harass a person because of that person's sex, including the person's sexual orientation, gender identity, or pregnancy.

Sexual harassment includes any unwanted verbal or physical advances, sexually explicit derogatory statements, and sexually discriminatory remarks that are offensive or objectionable and cause the recipient discomfort or humiliation or otherwise interfere with the recipient's job performance. Sexual harassment also occurs when a person in authority tries to trade any job benefits for sexual favors. Sexual harassment also includes sexual misconduct, which means any behavior of a sexual nature that involves coercion or abuse of authority.

Harassment does not have to be of a sexual nature, and can include offensive remarks about a person's sex if:

- The conduct creates a hostile work environment, including offhand comments that are minor by themselves but, as a whole, create a hostile work environment;
- The conduct interferes with a person's work performance or creates a hostile work environment;
- The conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the conduct is used as the basis for employment decisions affecting a person's employment.

Examples of Sexual Harassment

Here are some examples of sexual harassment that are strictly prohibited:

- Physical acts of a sexual nature like touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body, poking another person's body, rape, sexual battery, molestation, or attempts to commit these assaults.
- Unwanted sexual advances or propositions like requests for sexual favors accompanied by implied or overt threats concerning a person's job performance evaluation, promotion, or other job benefits.
- Sexually oriented gestures, noises, lewd remarks, jokes, or comments that create a hostile work environment.
- Sex stereotyping like when a person's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas about how people of a particular sex should act or look.
- Sexual or discriminatory material in the workplace that is sexually demeaning or pornographic, including sexual displays on computers or cell phones in the workplace.
- Hostile actions against a person because of their sex, sexual orientation, gender identity, or for being transgender, including bullying, yelling, name-calling, or interfering with the person's ability to perform the job; or bullying, yelling, or name-calling.
- Retaliation for complaining about sexual harassment.

Targets of Sexual Harassment

Sexual harassment can occur between anyone, regardless of their sex or gender. Harassers can be a superior, subordinate, coworker, or anyone in the workplace, including an independent contractor, contract worker, vendor, intern, client, customer, or visitor.

Locations of Sexual Harassment

Unlawful sexual harassment is not limited to the physical workplace. It can occur in a remote work environment, while employees are traveling for business, or at Partners Personnel-sponsored events or parties. Calls, texts, emails, and social media usage by employees on work or personal devices during work or non-work hours can constitute unlawful workplace harassment, even if they occur away from the workplace.

Reporting Sexual Harassment

Any Covered Individual who is subject to sexual harassment is encouraged to report that to their supervisor, the branch that assigned them to work or Corporate Human Resources at HR@Espererholdings.com, 805-880-9404 or 3820 State St. Santa Barbara, CA 93105. Anyone who knows about potential instances of sexual harassment should report that immediately to their supervisor, the branch that assigned them to work or Corporate Human Resources.

Reports of sexual harassment may be made verbally or in writing. Individuals are encouraged to complete the Complaint Report Form - Discrimination or Harassment attached to this handbook when submitting a sexual harassment complaint.

Victims of sexual harassment may also seek assistance outside of Partners Personnel, as explained below in the section on Legal Protections and External Remedies.

Supervisory Responsibilities

All supervisors who have any knowledge about instances of sexual harassment must report that to Corporate Human Resources at HR@Espererholdings.com or 3820 State St. Santa Barbara, CA 93105.

Supervisors will be subject to discipline for failing to report suspected sexual harassment or allowing sexual harassment to continue. Supervisors will also be subject to discipline for engaging in any retaliation.

Retaliation

Retaliation is any action that could discourage someone from making or supporting a sexual harassment claim. Partners Personnel will not tolerate retaliation against anyone who, in good faith, reports information about suspected sexual harassment or otherwise assists in any investigation of a sexual harassment complaint. Retaliation includes job-related adverse actions or other actions outside of the workplace (e.g., threats of physical violence outside of work hours).

Retaliation is unlawful. The law generally protects any person who has engaged in a protected activity such as:

- Opposing or making a complaint of sexual harassment, either internally or with any anti-discrimination agency;

- Testifying or assisting in a sexual harassment proceeding under New York State Human Rights Law or other anti-discrimination law;
- Reporting that another person has been sexually harassed; or
- Encouraging someone to report sexual harassment.

This retaliation provision is not intended to protect people making intentionally false charges of harassment.

All Covered Individuals who believe they have been subject to retaliation should inform their supervisor, the branch that assigned them to work or Corporate Human Resources at HR@Espererholdings.com, 805-880-9404 or 3820 State St. Santa Barbara, CA 93105. They may also seek relief outside of Partners Personnel, as explained below in the section on Legal Protections and External Remedies.

Complaint and Investigation of Sexual Harassment

Partners Personnel will investigate all complaints of or information about sexual harassment. Investigations will be prompt and thorough, commenced immediately, and completed as soon as possible. Investigations will be confidential to the extent possible. All people involved have a right to a fair and impartial investigation.

Employees may be required to cooperate in a sexual harassment investigation.

While the process may vary from case to case, investigations will generally occur in the following steps. Partners Personnel will:

- Inform the reporter of the right to file a complaint or seek external remedies.
- Immediately review the allegations and take any necessary short-term actions (e.g., instructing the accused to refrain from communications with the alleged victim), as appropriate.
- Inform the alleged victim of the steps that will be taken (including when the accused will be notified of the accusation) and how their identity will be protected.
- If the complaint is verbal, encourage the reporter to complete the Complaint Form in writing. If the reporter refuses, Partners Personnel will prepare the Complaint Form based on the verbal reporting.
- Take steps to obtain and preserve documents, emails, or phone records relevant to the investigation.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses.

- Create written documentation of the investigation which contains the following:
 - The complaint;
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The basis for the decision and final resolution of the complaint, together with any corrective action.
- Keep the written documentation in a secure and confidential location.
- Promptly notify the reporter and the accused of the final determination.
- Implement any corrective actions.

Legal Protections and External Remedies

Sexual harassment is prohibited by federal, state, and local law (where applicable). Aside from the internal process at Partners Personnel, Covered Individuals may also pursue legal remedies with the following governmental entities. Employees may seek the legal advice of an attorney in that process.

Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (“EEOC”) enforces federal anti-discrimination laws. The EEOC generally has jurisdiction over private employers with at least 15 employees. A person can file a charge with the EEOC anytime within 180 days from the last instance of harassment (or 300 days if a state or local agency enforces a law that prohibits sexual harassment). There is no cost to file a charge with the EEOC. The EEOC will investigate the complaint and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the person to file a complaint in federal court.

The EEOC does not hold hearings or award relief but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

An employee alleging harassment at work can file a charge with the EEOC online by using the [EEOC's public portal](#) or in person at a local EEOC office. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov, or via email at info@eeoc.gov.

New York State Human Rights Law

The Human Rights Law ("HRL") applies to all employers in New York State. Sexual harassment is a violation of the HRL. A complaint alleging sexual harassment may be filed either with the Division of Human Rights ("DHR") or in New York State Supreme Court.

Complaints with DHR may be filed any time within three years of the harassment. If a person does not file at DHR, they can sue directly in state court under the HRL within three years of the alleged sexual harassment. A person may not file with DHR if they have already filed a HRL complaint in state court. If a person files with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to an administrative law judge for a public hearing. If the administrative law judge determines that sexual harassment occurred, DHR has the power to award relief, which varies but may include requiring Partners Personnel to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines.

Complaining internally to Partners Personnel does not extend the employee's time to file with DHR or in court. The timeline is counted from the date of the most recent incident of harassment. Employees do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: www.dhr.ny.gov for additional information. Call the DHR sexual harassment hotline at 1(800)-HARASS3 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be completed, notarized, and mailed to DHR. The hotline can provide you with a referral to a volunteer attorney who can provide you with limited free assistance and counsel over the phone.

Local Protections

Many states and localities enforce laws protecting people from sexual harassment and discrimination. A person can contact the state, county, city, or town where they live to find out if such a law exists.

Chicago, Illinois employees should contact the Chicago Commission on Human Relations for information about filing a complaint. The office is located at 740 N. Sedgwick, 4th floor. The Commission can be contacted by phone at (312) 744-4111 or by email at cchr@cityofchicago.org. More information and resources can be found at www.chicago.gov/humanrelations.

Massachusetts employees can contact the Massachusetts Commission Against Discrimination to file a complaint. The office is located at 1 Ashburton Place, Suite 601, Boston, MA 02108. The commission can be contact by phone at (617) 994-6000 or (617) 994-6196 (TTY), by fax at (617) 994-6024, or by email at

mcad@mass.gov. Employees can visit <https://www.mass.gov/file-a-complaint-of-discrimination> to file a complaint.

Employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York. Contact the Commission by phone at 311 or (212) 306-7450 or online at www.nyc.gov/html/cchr/html/home/home.shtml.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. Reporters should contact the local police department.

California Training

While Partners Personnel has five or more employees, nonsupervisory employees will receive one hour, and supervisory employees will receive two hours of sexual harassment and abusive conduct prevention training every two years. A version of California's Sexual Harassment Prevention Training can be found at <https://calcivilrights.ca.gov/shpt/>.

Illinois Training

While Partners Personnel has 1 or more employees, all employees will receive sexual harassment training at least once a year. All employees in Chicago, regardless of employee count, will receive sexual harassment prevention training annually. This training will be a minimum of one hour for all employees and two hours minimum for supervisors or managers. All employees will also receive one hour of bystander training annually.

New York Training

All employees will receive annual sexual harassment training. While Partners Personnel has 15 or more employees, all employees, interns, independent contractors, and freelancers in New York City will receive annual sexual harassment prevention training.

Arbitration

Partners Personnel has a separate Arbitration Agreement that provides for arbitration of all claims between the company and its employees. The agreement, which includes a waiver of the right to trial by jury, is provided to employees and is subject to applicable law.

Immigration Law Compliance

All offers of employment are contingent on verification of an employee's right to work in the U.S. All employees must complete and sign the verification form required by federal law no later than the first day of employment. All employees must present acceptable documents verifying that an employee is authorized to work in the U.S. no later than the employee's third day of employment. If an employee cannot verify the employee's right to work in the U.S., Partners Personnel may be obligated to terminate the employee.

Partners Personnel uses the federal government's E-Verify system when hiring new employees.

Employment of Relatives

Relatives of employees may be eligible for employment with Partners Personnel only if the individuals involved do not work in a direct supervisory relationship or in job positions in which a conflict of interest could arise. For purposes of this policy, "relatives" means spouses, registered domestic partners, children, siblings, parents, in-laws, and step-relatives. Current employees who marry or enter into a domestic partnership will be permitted to continue working in their current job position only if they do not work in positions as noted above. If employees who marry or enter into a domestic partnership work in a direct supervisory relationship with one another, Partners Personnel will attempt to reassign one of the employees to another position for which the employee is qualified, if available. If no such position is available, then one of the employees will be required to leave Partners Personnel. The decision as to who will leave will be made by the spouse-employees.

Background Check Policy

Background checks may help the Company gain insights into applicants' backgrounds, ensure the Company hires reliable employees, verify applicants' truthfulness and accuracy, and screen candidates convicted of serious criminal behavior.

Offers of employment or promotions at the Company may be contingent upon clear results of a background check, as deemed necessary and as permitted by law. Whether a background check is required for a position or promotion may be indicated in the job posting as required by law. When a background check is required, all final candidates for the position or promotion will be subject to a background check, without discrimination.

The Company reserves the right to modify this policy at any time without notice.

Information Included

Unless otherwise prohibited by law, background checks may include:

- Social Security number, date of birth, and former addresses;
- Prior employment (up to two employers or five years), including dates of employment; positions held; reasons for departure and eligibility for rehire;
- Personal and professional references;
- Educational information, including the years attended and the degree/diplomas received;
- Criminal history, including the number of convictions, nature of convictions; and time since convictions;
- Motor vehicle records, including driving history (if the position involves driving); and/or

- Credit history (if the position involves managing or handing Partners Personnel funds, cash, or credit cards).

Procedure

The Company will comply with all applicable legal requirements when conducting background checks. Applicants will be asked to provide written permission before the Company conducts a background check. The Company will order the background check from a reputable background check provider.

Human Resources will review the results of the check and notify the hiring manager and the applicant of the results. The hiring manager will assess the potential risks and liabilities related to the jobs requirements and determine whether the applicant should be hired.

If the Company determines not to hire or promote an applicant based on the results of a background check, the Company will comply with any applicable Fair Credit Reporting Act (FCRA) requirements. Background check information will be maintained in a file separate from employees' personnel files.

Our Expectations

This section explains the expectations we have for our employees.

Code of Conduct

The success of Partners Personnel is created by everyday interactions at work. This policy, along with the rest of the Employee Handbook, establishes appropriate work behavior. When the workplace is respectful, safe, and professional, Partners Personnel and employees can thrive. For more information on any of the topics in this policy, see the referenced policy in the Employee Handbook. Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

The following actions on the part of an employee, while not all inclusive, may be cause for disciplinary action up to and including termination without prior warning. This list includes, but is not limited to:

1. Entering Company property, driving Company vehicles, or driving personal vehicles while on Company business while under the influence of, or having in their possession, any intoxicating beverage, illegal drug (as defined by state or federal law), or inhibiting drug. This includes consumption, sale, or transfer of such substances during work time either in Company vehicles or personal vehicles on Company business.
2. Stealing or attempting to steal Company property or the property of other employees or clients.
3. Bringing onto Company or any client's property firearms, ammunition, or concealed weapons of any kind.
4. Fighting, scuffling, or indulging in horseplay.
5. Removing Company or client property without written approval.
6. Destroying or damaging Company or client property or the property of other employees.
7. Falsifying time records.
8. Refusing lawful instruction from your supervisor, branch manager or any member of management at the Company or client site.

9. Failing to comply with all of the lawful policies, procedures, rules, and regulations of the Company clients at whose worksite you are temporarily assigned to work. If you have any concerns regarding the policies, procedures, rules, or regulations of a client, please promptly contact your branch manager or Corporate Human Resources at HR@espererholdings.com or 805-880-9404.
10. Falsifying employment application or other documents required by the Company.
11. Failing to observe dress or safety rules the company or at the client's worksite.
12. Excessive tardiness or absenteeism.
13. Leaving work without permission.
14. Threatening, intimidating, coercing, harassing, or interfering with fellow employees, clients, vendors or contractors/subcontractors or indulging in harmful gossip.
15. Engaging in harassment, discrimination, or retaliation of any kind.
16. Performing activities other than the Company work during working time.
17. Abusing Company telephone privileges. Engaging in non-business use of the Internet or personal cellular telephone use including, but not limited to, texting, instant messaging, blogging, and posting, during working time.
18. Violating any criminal law which has some bearing on work performed for the Company.
19. Failing to immediately report to your Branch Manager at the Company and client on-site supervisor any injury, no matter how slight.
20. Engaging in relationships with other employees which may be considered a conflict of interest or create a problem of supervision, safety, security or morale.
21. Engaging in behavior that is offensive to other employees, including distributing or displaying offensive materials.
22. Impeding an internal or external investigation or retaliating against any employee for participating in an internal or external investigation.
23. Recording conversations, phone calls, images, or meetings at Company or client sites with any recording device, or capturing videos or images using cellular telephones, cameras,

and other similar devices without prior approval.

24. Offering, promising, giving, accepting, or seeking a bribe (meaning a financial or other inducement or reward for action, which is illegal, unethical, a breach of trust, or otherwise improper in any way) which involves any third party, government official, or other individual or entity. Impermissible bribes may take the form of money, gifts, loans, fees, hospitality, services, discounts, the award of a contract, or any other advantage or benefit, which is improperly given or offered in exchange for a business or other advantage.
25. Threatening to or retaliating against any individual or entity that has refused to offer, provide, or accept a bribe or who has raised concerns with regard to any possible bribe.
26. Failing to immediately report any possible bribe to your branch manager, Corporate Human Resources, or the Executive Vice President of Corporate and Employee Services.

Respect

Respect is essential for employees to succeed at work. Employees should fulfill their job duties with integrity and respect toward others. All employees are expected to be respectful to everyone, including other employees, contractors, customers, and vendors. Communication should be friendly and collaborative. Employees should not disrupt the workplace or interfere with other employees' work or their ability to perform their jobs.

Team members must follow supervisors' and managers' instructions and complete their duties with skill and in a timely manner. Supervisors and managers should not abuse their authority.

Harassment or discrimination of any kind is unacceptable. Employees should refer to the **Equal Employment and Policy Against Harassment, Discrimination, and Retaliation** for information about what qualifies as harassment and how to report it. For information about sexual harassment, specifically, employees should refer to the **Sexual Harassment** policy. This policy defines sexual harassment and provides examples. All employees should report harassment in the workplace, even if they are not the target. Employees who report harassment will be protected from retaliation.

Partners Personnel respects the rights of employees. The **Protected Activity** policy explains some of these rights and protections.

Safety

Safety is essential for employees to succeed at work. The physical safety and health of employees is a top priority for Partners Personnel. The **Health and Safety** policy instructs employees on how to maintain a clean workplace. Frequent cleaning and other precautionary practices can help stop the spread of disease and illness in the workplace. To promote a physically safe environment, there is zero tolerance for **Workplace**

Violence of any kind. Any employee who becomes violent or threatens violence will be disciplined or terminated.

Partners Personnel is concerned about employees' abuse of alcohol, illegal drugs, and controlled substances. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health. Employees should refer to the **Drug and Alcohol Abuse** policy and the **Marijuana** policy for more information.

Professionalism

Professionalism is also a prerequisite for success at work. Employees are expected to act professionally while working and representing the Company. All employees should be respectful of the Company and their colleagues' time by maintaining proper **Punctuality and Attendance**. This includes reporting to work on time and scheduling absences as soon as possible. Employees must follow the **Dress Code**, including proper grooming and personal hygiene. Employees are encouraged to form friendships and relationships with colleagues, but romantic relationships in the office are subject to the **Employee Dating** policy. Dating is allowed, but the policy establishes boundaries for relationships during work hours and at the workplace. Clear relationship boundaries can help all employees feel comfortable while at work.

Employees should act professionally when representing Partners Personnel, even while not at work. Employees' behavior outside of work hours should not damage the Company's reputation. Partners Personnel respects employees' use of social media and has guidelines about its use. Employees should refer to the **Social Media** policy for information about the use of disclaimers, confidentiality, and more. Interactions with traditional media outlets is subject to the **Public Relations** policy and should be referred to Julie Danley, EVP.

Lawful Conduct

Employees are expected to follow any applicable laws or regulations governing Partners Personnel. Violating the law can result in significant harm to the Company, including financial penalties or damage to business relationships and reputation. The legal requirements are the minimum standard, but Partners Personnel strives to act in an ethical manner that has positive effects on people and society. Employees should pursue the best interest of the Company. Employees must not engage in any activities that could give rise to, or could be perceived to give rise to, a conflict of interest.

Partners Personnel Property

Respecting property of Partners Personnel is important for it to operate efficiently. Employees have a duty to be respectful of **Partners Personnel Property**. Employees shouldn't misuse the Company's equipment or use it frivolously. Any unauthorized use of Partners Personnel property is prohibited and may result in discipline. Any unauthorized **Off-duty Use of Facilities** is prohibited.

Employees have access to a variety of technology on the Company's devices and systems. Employees' use of Partners Personnel property or systems, or use of personal devices while at the workplace are subject to the **Technology Systems** policy. Employees should review this policy to understand their privacy rights and

responsibilities while using Partners Personnel technology. The use of electronic devices while driving is dangerous, and all employees must follow the Company's **Cell Phone** policy.

Employee should also remember that they are responsible for safeguarding the Company's confidential information during and after their employment. Employees are bound by the **Confidentiality and Trade Secrets** policy which can help employees identify what information is confidential and how best to protect it.

Discipline

Employees should report any violations of this **Code of Conduct** policy to Corporate Human Resources. Violations of this policy may result in discipline, including the possibility of termination.

Time Off

Employees should refer to the **Time Off** section of the Handbook for information about leave. This includes state and jurisdiction specific paid sick leave, paid safe leave and paid leave for any reason.

Whistleblower Protection

Purpose

Partners Personnel is committed to operating its business with honesty and complying with all applicable laws. Partners Personnel is also committed to providing a workplace that is conducive to open discussion of the Company's business practices.

Reporting

Employees with concerns or knowledge of misconduct are encouraged to report to the employee's supervisor, the branch that assigned them to work, Corporate Human Resources at HR@Espererholdings.com or 805-880-9404, or using the Confidential Employee Hotline at 1-888-905-0025. Misconduct includes illegal, fraudulent, questionable, or dishonest conduct that violates the law or the Company's policies and procedures. In **Florida**, misconduct includes conduct that creates specific and significant danger to public welfare, health or safety. In **Illinois**, misconduct includes conduct that poses a substantial and specific danger to employees, public health, or safety. In **New Jersey**, misconduct includes conduct that threatens the safety, health, protection or welfare of the environment. In **New York**, misconduct includes conduct that threatens public safety or health.

To facilitate an investigation, the employee's report should be in writing and include a full statement of the misconduct, people involved, and relevant dates. Employees should use reasonable judgment when reporting. Employees who intentionally file a false report or recklessly make statements in bad faith are not protected by this policy and can be subject to discipline, which may include termination.

This policy is intended to encourage employees to report good faith concerns about misconduct to Partners Personnel prior to reporting the concerns outside the Company. Partners Personnel encourages employees to allow the Company a reasonable time to correct the conduct. However, employees do not have to first report to Partners Personnel if there is an emergency or if the employee is reasonably certain the Company knows

about the misconduct. This policy does not prevent an employee from reporting misconduct to governmental agencies or other parties.

Investigation

Partners Personnel will promptly and thoroughly investigate any report of misconduct. All employees have a duty to cooperate and provide accurate information related to any investigation of misconduct. When possible, the reporting employee's name will be kept confidential. However, the employee's identity may be disclosed, if permitted by law, to conduct a thorough investigation or provide accused individuals their legal rights of defense. All materials from an investigation under this policy will be kept confidential.

Retaliation

Partners Personnel will not unlawfully discriminate or retaliate against employees who:

1. Lawfully report or threaten to report misconduct by Partners Personnel;
2. Participate in an inquiry, court action, investigation, or hearing regarding misconduct; or
3. Refuse to participate in conduct that violates federal, state, or local law.

Retaliation in any form is prohibited. Employees who suspect they are being retaliated against should contact Corporate Human Resources at HR@Espererholdings.com or 805-880-9404 immediately.

Employees who retaliate against reporting employees will be subject to disciplinary measures up to termination. Employees who retaliate may also be subject to civil, criminal, and administrative penalties.

Questions

Employees should contact Corporate Human Resources at HR@Espererholdings.com with any questions about this policy.

Workweek and Work Schedules

The Company's workweek runs from 12:00 AM on Monday through 11:59 PM on Sunday. Partners Personnel is normally open for business between the hours of 8:00am AM and 5:00pm PM, Monday through Friday. Supervisors and Branch Staff in partnership with Partners Personnel clients will assign employees their individual assignment work schedules.

California employees that work more than 30 hours per week or more than 6 hours any day of the week are entitled to one day of rest every workweek.

Georgia employees who are scheduled to work Saturday or Sunday may request a reasonable accommodation if the work conflicts with their religious day of worship.

Illinois employees will be scheduled for at least 24 consecutive hours off every consecutive seven-day period they work.

Kentucky employees will not be required to work on Sunday or on any other day of the week which the employee may conscientiously wish to observe as a religious Sabbath.

Massachusetts employees who work on Sunday are entitled to a 24-hour rest period during the following six days.

Maryland employees who work in retail will not be required to work on their self-designated day of rest, which may be Sunday or the employee's Sabbath. Employees must give written notice of their day of rest to their employer and may change their day of rest with 30 days' notice.

New York employees who work in a factory, retail establishment, hotel, or restaurant will be scheduled for at least 24 consecutive hours off every calendar week they work.

Texas employees who work in a retail establishment will be scheduled for at least one 24-hour rest period every seven-day period they work.

Wisconsin employees who work in a factory or retail establishment will be scheduled for at least 24 consecutive hours off every consecutive calendar week.

Workplace Violence

Partners Personnel has no tolerance for acts and threats of violence among employees or on the Company's premises. All violent acts, even those made in jest, will be taken seriously and could lead to termination. Threats may be direct or indirect, and they may be made verbally or nonverbally. It is every employee's responsibility to assist in establishing and maintaining a violence-free work environment. Employees are expected to report to a supervisor and/or the branch that assigned them to work, all threatening or violent incidents involving employees or occurring in the workplace. Partners Personnel will review all reports of workplace violence and conduct investigations as appropriate. Partners Personnel will take appropriate remedial action to remedy any workplace violence.

Weapons in the Workplace Policy

Possession of Firearms on Partners Personnel Property

Ensuring a safe work environment and preventing workplace violence is of paramount importance to Partners Personnel. Having weapons in the workplace poses a potential threat to the safety and security of employees, customers, contractors, and visitors. Firearms and other dangerous weapons of any type are strictly prohibited at all times on the Company's property while employees are acting in the course of their employment, whether on-site or off-site.

Definitions

“Company property” means all Partners Personnel-owned or leased property, including vehicles, buildings, parking lots, workspaces, and all other property controlled by Partners Personnel.

Parking Lots

Kentucky, Missouri, New Hampshire, Washington, and Wisconsin employees may store legally owned firearms in personal vehicles if they are not removed or brandished.

The following restrictions apply to employees in other states:

State law requires Partners Personnel to permit employees to transport or store lawfully possessed firearms in their privately-owned vehicle while that vehicle is in Partners Personnel-designated parking areas if certain conditions are met. Employees may keep firearms in employee-owned vehicles only if all the following requirements are satisfied:

1. The employee’s vehicle is operated or parked in a permissible location;
2. The employee is legally permitted to own and carry the firearm; and
3. The firearm is unloaded, kept out of sight, and locked in a compartment or container in the interior of the vehicle or in a compartment or container securely affixed to the vehicle while the vehicle is unattended.
4. In addition to the requirements above, West Virginia employees must be lawfully permitted in the parking lot and have not engaged in threats of violence.

Unless all requirements are met, possession of a firearm in any vehicle in Company-controlled parking lots is prohibited.

Other Dangerous Weapons

“Other Dangerous Weapons” includes explosives, large knives, and other fighting or defensive weapons that might be considered dangerous or that could cause serious harm. Employees are responsible for ensuring that any item they possess is not prohibited by this policy. Scissors, box cutters, and other small-bladed tools that are important for employees to adequately perform their job duties are permitted. If employees are unsure whether something is prohibited on Partners Personnel property, they should contact HR@Espererholdings.com for clarification before bringing it to work.

Reporting Duties

Employees must report any violation of this policy, including employee possession of any prohibited weapon on Partners Personnel property or while engaged in the course of business, immediately to their supervisor, the branch that assigned them to work or HR@Espererholdings.com or 805-880-9404. The Company will take any necessary steps to ensure the safety of all Partners Personnel people.

Enforcement

All violations of this policy will be handled according to the Company's standard disciplinary procedures, up to and including termination of employment.

Drug and Alcohol Abuse

Partners Personnel is concerned about the use of alcohol, illegal drugs, and controlled substances and their effect on the workplace. Use of these substances, whether on or off the job, can adversely affect employees' work performance, efficiency, safety, and health, and seriously impair employees' value to Partners Personnel. In addition, the use or possession of these substances on the job constitutes a potential danger to the safety of other employees and exposes Partners Personnel to the risks of property loss or damage, or injury to other people. Partners Personnel strictly prohibits: (1) being impaired by alcohol while performing work for Partners Personnel and/or their clients; (2) driving a Partners Personnel vehicle while under the influence of alcohol or a controlled substance; (3) distributing, selling, or purchasing an illegal or controlled substance while performing work for Partners Personnel and or their clients or on the Company or client property; (4) possessing, using, or being under the influence of an illegal or controlled substance while on Partners Personnel premises or while performing work for Partners Personnel; and (5) working while impaired by a prescription or over-the-counter drug if that impairment affects the employee's ability to safely or sufficiently perform the job or affects the safety of others. Partners Personnel will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability, unless undue hardship would result, or as otherwise required by applicable federal or state law.

Violation of this policy may result in disciplinary action, including termination. Partners Personnel may also bring the matter to the attention of appropriate law enforcement authorities.

California Alcohol and Drug Rehabilitation Leave

Partners Personnel will reasonably accommodate any employee who wishes to voluntarily enter an alcohol or drug rehabilitation program if this reasonable accommodation does not impose an undue hardship on Partners Personnel.

This policy does not prohibit Partners Personnel from refusing to hire or discharging an employee who can't perform the required job duties or who endangers the health or safety of the employee or others because of the employee's current use of alcohol or drugs.

Marijuana Policy

Partners Personnel is concerned about employees' use of marijuana because it can affect the workplace. Being under the influence of marijuana in the workplace can adversely affect employees' work performance, efficiency, safety, and health, and therefore seriously impair employees' value to Partners Personnel. In addition, the use or possession of marijuana on the job constitutes a potential danger to the welfare and safety of other employees and exposes Partners Personnel to the risks of property loss or damage, or injury to other people.

Employees may not report to or perform work for Partners Personnel or their clients while under the influence of marijuana.

Employees may not ingest, distribute, or possess marijuana or marijuana-related paraphernalia at any Partners Personnel or client workplace or during assigned work hours, including during meal and rest breaks. Partners Personnel complies with all state and federal laws and regulations regarding marijuana use.

Failure to follow this policy may result in discipline, including termination.

Punctuality and Attendance

Employees are expected to report to work (whether in person or remote) as scheduled, on time, and prepared to start work. Employees also are expected to remain at work (or logged in and online) for their entire workday, except for meal periods and rest breaks or other authorized leave or time-off. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided whenever possible. If employees are unable to report for work on any particular day, employees must contact the branch that assigned them to work at least 1 hour prior to their normal start time, or in the case of an unexpected emergency, as soon as reasonably possible before the time employees are scheduled to begin work that day. If employees call less than 1 hour prior to their normal start time, or in the case of an unexpected emergency, as soon as reasonably possible before their scheduled time to begin work, employees will be considered tardy for that day. If employees know in advance that they will be absent, employees must schedule the absence in accordance with the applicable leave or time off policy. If employees are absent for three consecutive work days without contacting the branch that assigned them to work, employees will be considered to have voluntarily terminated their employment. Excessive absences, abuse of the Company's leave policies, failure to report absences on time, and excessive tardiness may lead to discipline, including termination.

Smoking Policy

Partners Personnel is committed to providing a safe and healthy work environment for its employees, contractors, customers, and visitors. Partners Personnel recognizes that smoke and secondhand smoke is known to cause a variety of serious health conditions, including cancer. Partners Personnel provides a smoke-free environment for all employees, contractors, customers, and visitors to keep a safe and healthy workplace environment. This policy covers the use of any tobacco product producing aerosolized particles, including, but not limited to, cigarettes, cigars, pipes, vape pens, e-cigarettes, and other similar products. This policy applies to employees, contractors, customers, and visitors present on or using Partners Personnel property.

Smoking is not permitted indoors in any area of Company or client property, including in Company vehicles. If employees smoke outside, smoking must be confined only to outdoor areas located at least 30 feet from building entryways, exits, windows, and other ventilation zones, subject to any other applicable law, building code, or building policy.

All smoking-related items must be properly stored and disposed of in appropriate waste receptacles. For safety reasons, smoking is prohibited in all areas where paint and flammable materials are present.

Enforcement

All violations of this policy will be handled according to the Company's standard disciplinary procedures, which may include termination of employment.

Cell Phone Policy

Partners Personnel seeks to provide a working environment where employees can focus with limited distractions. Use of personal cell phones during work hours interferes with employees' productivity and can pose security risks.

The use of personal cell phones should only be used before or after work hours, or during meal or break times. Excessive use of personal cell phones during work hours is prohibited. Personal cell phone use should not disturb or interfere with other employees' work.

Partners Personnel has the right to monitor employees for excessive or inappropriate use of personal cell phones. The Company is not liable for loss or damage to employees' personal cell phones brought into the workplace.

Employees should not use the camera, video, or audio recording functions of cell phones or other electronic devices on Partners Personnel or client premises without the prior written permission of the employee's supervisor and of the people being recorded. Employees are prohibited from bringing camera, video, or audio recording devices into areas where employee or customer privacy may be compromised or where confidential information, trade secrets, or proprietary information could be disclosed.

In the case of emergency conditions, **California** employees will not be denied access to their devices to seek emergency assistance, assess the safety of the situation, or communicate with a person to verify their safety. Emergency conditions mean either (1) conditions of disaster or extreme danger to the safety of people or property at the workplace caused by a natural disaster or a crime or (2) an order to evacuate a workplace, a worker's home, or the school of a worker's child due to natural disaster or crime. Emergency conditions do not include a health pandemic.

Failure to follow this policy may result in discipline, up to and including termination.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

Health and Safety

Partners Personnel takes seriously the health, safety, and welfare of its employees and any contractors or visitors who enter the workplace. Employees must comply with the Company' or client's rules and guidelines, including any federal, state, and local laws regarding workplace safety. Failure to follow the Company/Client health and safety protocols may result in discipline, including termination. In addition, Partners Personnel maintains an Injury and Illness Prevention Program, a Fire Prevention Program, an Emergency Action Plan, and a Heat Injury Prevention Plan for **California** employees.

To help Partners Personnel and our clients maintain a safe and healthy workplace, employees must:

- Be responsible for working safely and carrying out their duties with the skill and care necessary to not injure themselves or anyone else;
- Monitor their health on a daily basis and stay home if they are feeling sick, except to get medical care;
- Avoid close contact with people who are sick;
- Always cover their mouth and nose with a tissue when they cough or sneeze or use the inside of their elbow;
- Wash their hands often with soap and water for at least 20 seconds to reduce the spread of germs;
- Clean and disinfect frequently touched surfaces often;
- Keep their work area clean, organized, and free from clutter or tripping hazards;
- Use any tools and equipment designated for their work and ensure the tools are kept in good condition;
- Report any unsafe conditions, potential hazards, or other safety concerns (whether they exist on the Company's premises or employees' home offices) to their supervisor, the branch that assigned them to work; and
- Report any workplace injury, accident, illness, or near miss.

Employees must report any unsafe conditions, injury, or illness as soon as possible, but no later than eight hours after becoming aware of the issue. The report must be made to the employee's supervisor or the branch that assigned them to work. If the supervisor and branch personnel are unavailable, report to Corporate Human Resources at HR@Espererholdings.com or 805-880-9404. Partners Personnel prohibits any form of discipline, discrimination, or retaliation for reporting a health and safety concern or a violation of this policy or for cooperating in related investigations. Partners Personnel or its insurer will not be liable for the payment of workers' compensation benefits for any injury that arises out of an employee's participation in any off-duty activity that is not part of the employee's work-related duties.

In the case of an emergency condition, **California** employees will not be threatened or penalized for refusing to report to or leaving a workplace within the affected area of the emergency condition if the employee has a reasonable belief that the workplace is unsafe. Emergency conditions mean either (1) conditions of disaster or extreme danger to the safety of people or property at the workplace caused by a natural disaster or a crime or (2) an order to evacuate a workplace, a worker's home, or the school of a worker's child due to natural disaster or crime. Emergency conditions do not include a health pandemic.

Solicitation and Distribution of Literature

Employees may not solicit or promote support for any cause or organization in the workplace during their working time or the working time of other employees. Nonemployees are not permitted to solicit or distribute written material for any purpose on Partners Personnel property. This policy is not intended to restrict employee communications or actions protected by state or federal law, such as the National Labor Relations Act. Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](#) under Section 7 of the NLRA. <https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

Dress Code

Employees are expected to maintain appropriate standards of grooming, personal hygiene, and dress during working hours that presents an image that represents Partners Personnel well. Apparel, personal grooming, and hygiene practices should not distract others. Employees should avoid extremes in dress and grooming. Employees are asked to use their common sense regarding their dress and appearance and follow any workplace/client dress code requirements as applicable. Employees must dress in a manner that is consistent with their responsibilities and lawful client dress requirements, if any. Attention should be paid to safety, organization and client image, and client interaction. The organization's management, and specific clients for whom you are temporarily assigned to work, will explain the proper dress requirements for your position. Employees inappropriately dressed will be sent home and required to return to work in appropriate attire. The Company reimburses employees for all reasonable and necessary business expenses, including, without limitation, necessary closed-toe, non-slip footwear that may be required by the client/location to which you've been assigned. Please inquire with the Partners Personnel branch team before making a purchase with the expectation it will be reimbursed. Employees who believe they need reasonable accommodation due to their religious beliefs or practices should contact their Branch Manager or Corporate Human Resources at HR@espererholdings.com.

Technology Systems

Partners Personnel has software and systems that are capable of monitoring and recording all network traffic to and from any computer used by employees. Partners Personnel may access, review, copy, and delete anything accessed through these systems with or without notice to employees or in employees' absence. Partners Personnel may also review internet and technology systems activity and analyze use patterns and may choose to publicize this data. **Employees should have no expectation of privacy regarding their internet or technology systems use** and should not use Partners Personnel systems for information they wish to keep private.

Employee Dating Policy

This policy establishes guidelines for employees if they are romantically involved with another employee. The purpose of the policy is not to deter friendships or relationships between employees, but to establish boundaries for relationships during work hours and at the workplace. Clear boundaries between personal and professional interactions can enable all employees to feel safe and comfortable in the workplace.

Flirting

Employees should treat other employees with respect and not flirt in the workplace. Employees should report unwanted advances or flirting to their supervisor, the branch that assigned them or Human Resources. Sexual harassment is strictly prohibited. For more information on sexual harassment, see the **Sexual Harassment** policy.

Appropriate Behavior

Dating employees should not allow their personal relationship to disrupt the workplace. During work hours and while at the workplace, dating employees should conduct themselves in a professional manner and not engage in physical contact or personal conversations that would be inappropriate in a workplace setting. Dating employees should remain productive, focused, and committed to work.

If employees stop dating, they should maintain a professional relationship. Employees should not disparage each other, disclose details of their relationship, or engage in any other actions that disrupt the workplace.

Reporting Relationships

Dating employees who work in a direct supervisory relationship or in job positions in which a conflict of interest could arise must immediately disclose their relationship to their supervisor, the branch that assigned them to work or Human Resources. Additionally, any executive, manager, or other influential company official who is involved in a relationship with a co-worker must disclose their relationship to the Company.

Partners Personnel will review the circumstances of the relationship and notify the employees of any necessary actions. Partners Personnel may determine the employees should no longer work together or require one of the employees to change job position or departments. If Partners Personnel is unable to reach a reasonable working situation for the employees, then one of the employees may be let go.

If employees marry or enter into a domestic partnership, they will be governed by the **Employment of Relatives** policy.

Disciplinary Actions

Employees should report any violations of this policy to their supervisor or Human Resources. Failure to follow this policy or disclose a relationship (where required) may result in disciplinary action, up to and including termination.

Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlr.gov/about-nlr/rights-we-protect/your-rights/employee-rights>.

Philadelphia employees have the right to file a complaint or bring a civil action for unpaid wages. Employees who file a complaint will not be retaliated against.

Political Activity Policy

This policy applies to all Partners Personnel (the “Company”) employees when acting within the course and scope of their employment with the Company. It does not apply to registered lobbyists acting in their professional capacity on behalf of the Company.

The Company respects the right of and encourages every employee to learn about and engage in local, state, and national Political Activity. In order to ensure orderly operations, we must place limits upon the ability to participate in political conduct while engaged in Company affairs.

Definitions

“Political Activity” means any activity intended to influence the outcome of an election, to advocate for or against a candidate for public office, to advocate support for or opposition to any proposed or pending legislation, or to advocate for or against a position on public policy controversies of the day.

Examples of Political Activities employees may engage in using personal time and resources (i.e., without using Company office spaces, email addresses, computers, etc.), include, but are not limited to, the following:

- Placing political bumper stickers on personal vehicles;
- Volunteering on political campaigns;
- Circulating and signing ballot measure petitions;
- Soliciting campaign contributions;
- Placing political yard signs at their homes; and
- Posting on personal social media sites.

“Political Paraphernalia” means goods such as T-shirts, bumper stickers, pins, hats, beverages, literature, or other items sold or provided to the general public in support of or in opposition to a candidate for elective office.

“Political Materials” means materials such as flyers, posters, newsletters, pamphlets, or other informational items intended to influence any voter in any City, County, State, or Federal Election.

Employee Restrictions

Under state law and Company policy, employees may not:

- engage in Political Activity on Company time or property;

- engage in political discussions, while on Company time or property, or are acting on Company's behalf, which are disruptive or that could be viewed by others as coercive or as electioneering;
- wear or display Political Paraphernalia unrelated to workplace matters on Company time or property;
- distribute Political Materials unrelated to workplace matters on Company time or property;
- initiate or join a Company sponsored affinity group that purports to be politically aligned. Company does not support such groups, and their existence should be reported to a supervisor;
- manage or participate in a political campaign during work time, on Company property, or using Company Resources;
- use Company Resources to participate in Political Activity; or
- post on social media or act in a manner that implies the Company is endorsing any particular candidate, taking a position on any pending or proposed legislation, taking a position on any ongoing public policy controversy, or is otherwise attempting to influence the outcome of an election.

Employer Restrictions

Partners Personnel will not attempt to restrict employees' Political Activity performed outside of work hours and off Company property. Nor will the Company:

- post political notices, information, or threats that wages or employment are contingent upon the results of any political election;
- deliver employee compensation together with any political slogan, motto, device, or argument intended to influence employees' political opinions or actions;
- require employees to attend meetings or review communications whose primary purpose is to communicate an opinion on religious or political matters;
- threaten or coerce employees to influence their political opinions or actions; or
- otherwise interfere with employee political rights.

Our Relationship

This section describes our relationship with our employees.

At-Will Employment

Employment at Partners Personnel is at-will. This means that both Partners Personnel and employees may terminate their employment relationship for any reason and without notice. Partners Personnel requests at least two weeks' notice from employees before their resignation.

Nothing in this Handbook or in any other document, policy, or agreement limits the right of Partners Personnel and employees to terminate employment at-will. With the exception of certain authorized individuals at Partners Personnel, employees have no authority to enter into any agreement for employment for a specified period of time or to make any agreement or representation contrary to the Company's policy of at-will employment.

Employee Classification Policy

This policy summarizes the different categories of employment at Partners Personnel. An employee's category determines benefit eligibility, and which policies and laws apply to the employee. Employees will be informed of their classification when hired and notified of any change to their classification.

Employees are categorized as either "exempt" or "nonexempt" for purposes of federal and state wage and hour laws.

- **Nonexempt Employees:** Employees whose work is covered by the Fair Labor Standards Act (FLSA) for minimum wage and overtime.
- **Exempt Employees:** Employees who do not receive overtime pay and generally receive the same weekly salary regardless of hours worked.

Americans with Disabilities Act and Accommodations Policy

Partners Personnel is committed to supporting people with disabilities and providing reasonable accommodations. The Americans with Disabilities Act ("ADA") applies to employers with 15 or more employees, prohibits discrimination against applicants and employees with disabilities, and requires a company to provide reasonable accommodations for qualified employees with disabilities, unless doing so would cause undue hardship for the Company. Partners Personnel complies with all federal and state laws concerning the employment of people with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

Partners Personnel complies with all federal and state laws concerning the employment of persons with disabilities and follows all regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Partners Personnel is also committed to supporting pregnant employees. Under the Pregnant Workers

Fairness Act (PWFA), Partners Personnel will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause Partners Personnel an undue hardship.

Definitions

A “disability” refers to a person who has a physical or mental impairment that substantially limits one or more major life activities, a person with a history or record of such impairment, or a person who is perceived by others as having such impairment.

A “qualified employee” means an employee who satisfies the skill, experience, education, and other job-related requirements of the position and can perform the essential job functions of the position, with or without reasonable accommodation.

Reasonable Accommodations

A reasonable accommodation is a modification or adjustment to a job, the work environment, or the way things usually are done that provides a qualified person with a disability an opportunity to perform at the same level of performance or to enjoy equal benefits and privileges that are available to an average similarly situated employee without a disability. A reasonable accommodation could include making existing facilities accessible, job restructuring, part-time or modified work schedules, acquiring or modifying equipment, or reassignment to a vacant position. A reasonable accommodation does not include removing essential job functions, creating new jobs, or providing personal items. In the case of a pregnancy related accommodation, an accommodation may include eliminating one or more essential job function(s) for up to 40 weeks during pregnancy and additional time after its conclusion, as necessary.

Partners Personnel is not required to provide a reasonable accommodation if it would cause an undue hardship to the Company. An undue hardship means significant difficulty or expense to the Company like financial difficulty, an unduly extensive, substantial, or disruptive change, or a fundamental alteration of the operation of the Company. Whether a reasonable accommodation creates an undue hardship is evaluated on a case-by-case basis, and Partners Personnel will consider several relevant factors when evaluating an accommodation request.

Requesting a Reasonable Accommodation

Partners Personnel cannot provide reasonable accommodations unless it knows about an employee’s disability. Reasonable accommodations can be requested at any time during the application process or employment. Individuals should contact Corporate Human Resources at HR@Espererholdings.com to request a reasonable accommodation. Employees can also contact Corporate Human Resources to request an adjustment at work for a reason related to a medical condition. The request does not need to mention the ADA or use the phrase “reasonable accommodation.” Although not required, submitting the attached Disability Accommodation Request Form will help facilitate the review of your accommodation request.

Once the accommodation is requested, Partners Personnel will act promptly to engage in an informal process to clarify the employee’s needs and identify the appropriate reasonable accommodation. If the disability or

need for accommodation is not obvious, Partners Personnel may require that the employee provide medical documentation to establish that the employee has a disability, to show that the employee needs the requested accommodation, or to help determine effective accommodation options. In the case of a pregnancy related accommodation, Partners Personnel will only request reasonable documentation and will not request documentation related to lactation accommodations requests. Partners Personnel may offer alternate suggestions for reasonable accommodations or choose among possible accommodations.

Employees who are denied an accommodation will be notified of the denial and the basis for the denial. Employees can appeal accommodation rulings.

Confidentiality

All information obtained by Partners Personnel concerning an employee's medical condition or disability will be kept confidential and maintained in accordance with law. That information will be kept separately from employee personnel files. It may be necessary to share some information with supervisors or other team members to facilitate the accommodation.

Retaliation

Partners Personnel will not retaliate against employees for requesting or receiving a reasonable accommodation.

Questions

Contact Corporate Human Resources at HR@Espererholdings.com for any questions about this policy.

Religious Accommodations Policy

Partners Personnel values the religious beliefs and practices of all our employees, and we are committed to providing reasonable accommodation(s) for religious observances if they do not impose an undue burden on the company's operations.

Employees who experience a conflict between their religious beliefs or practices and their job responsibilities, work schedule, company policies or guidelines, or any other aspect of their employment, can request a religious accommodation. Employees should submit a written request to their direct supervisor, the branch that assigned them to work or the Corporate HR Department at HR@espererholdings.com, detailing the nature of the conflict and their proposed accommodation. Although not required, submitting the attached Religious Accommodation Request Form will help facilitate the review of your accommodation request.

Upon receiving a request for a religious accommodation, the supervisor will review the request to determine whether a reasonable accommodation can be provided without causing undue hardship to the Company's operations. Possible accommodations include changes to job responsibilities, schedule changes, using paid or unpaid leave, exemptions to dress and appearance standards that do not compromise safety, or adjustments to other aspects of employment.

The supervisor and the employee will meet to discuss the accommodation request, and the decision made. If the employee agrees with the proposed accommodation, the supervisor will put it into effect. If the employee does not accept the proposed accommodation, they may pursue an appeal through the company's established grievance policy and procedure. If employees have any questions about this policy, they should contact Corporate Human Resources at HR@Espererholdings.com.

Meal and Rest Breaks

Alabama Meal and Rest Breaks

Non-exempt Alabama employees under 16 who work at least five continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal or rest break. Employees will be relieved of all duties for the full break and are free to leave the premises during that time. Failure to take full meal or rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

California Meal and Rest Breaks

Non-exempt California employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Meal periods must be taken no later than the end of the fifth hour of an employee's shift. Employees who work at least five hours, but no more than six hours, may waive their meal break if both they and Partners Personnel agree in writing.

A second meal break is required if employees work more than 10 hours. The second meal break must be taken no later than the end of the tenth hour of work. If employees are scheduled to work no more than 12 hours, they may waive their second meal break if both they and Partners Personnel agree in writing, but only if the first one was not waived.

Employees will be relieved of all duties for the full 30-minute meal break(s) and are free to leave the premises during those times. Failure to take full meal breaks, without a waiver, is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break on or off Partners Personnel premises for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
3.5 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3

Employees may not perform any work during their rest breaks. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment. Any incidents of employees not receiving uninterrupted meal and/or rest breaks should be immediately reported to the supervisor or the branch that assigned the employee to work or the Corporate HR department at HR@espererholdings.com or 805-880-9404

If an employee misses their full meal or rest break, and it is not waived, they will receive premium pay. The premium pay is treated as wages and will be reported and paid in accordance with California law.

California Suitable Seating Policy

Partners Personnel will provide employees with suitable seating when the nature of their work reasonably allows sitting. If the work requires employees to stand, Partners Personnel will provide seating within a reasonable distance of the work area for employees on break. Partners Personnel will permit employees to use these seats when it does not interfere with the performance of their duties. If suitable seating is not immediately available, employees can request suitable seating from their supervisor.

Colorado Meal and Rest Breaks

Non-exempt Colorado employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
2 – 6 hours	1
6 – 10 hours	2
10 – 14 hours	3
14 – 18 hours	4
18 – 22 hours	5
Over 22 hours	6

Employees may not perform any work during their rest breaks. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Florida Meal and Rest Breaks

Non-exempt Florida employees under 16 who work at least four continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Non-exempt Florida employees aged 16-17 are entitled and expected to take an unpaid, off-duty, 30-minute meal break after four hours of continuous work if they work eight or more hours in their workday. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Illinois Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement, non-exempt Illinois employees who work at least seven and a half hours in their workday are entitled and expected to take an unpaid, off-duty, 20-minute meal break. The meal break must be taken no later than five hours after the employee's start of the work. Employees are entitled to another 20-minute meal break for every additional four and a half continuous work hours. Employees will be relieved of all duties for the full 20-minute meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt Illinois employees under 16 who work at least five continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal or rest break. Employees will be relieved of all duties for the full 30-minute break and are free to leave the premises during that time. Failure to take full meal or rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Illinois hotel room attendants who work at least seven hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Kentucky Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement, non-exempt Kentucky employees are entitled to unpaid meal breaks of reasonable lengths. The breaks should be taken as close to the middle of an employee's shift as possible, but not less than three or more than five hours after the employee's shift begins. Employees will be relieved of all duties for the full meal breaks.

Non-exempt Kentucky employees under 18 who work five or more continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all

duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

All employees are entitled to a 10-minute rest break for each four hours of work. Rest breaks are in addition to regularly scheduled meal breaks. Failure to take full meal and rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Louisiana Meal and Rest Breaks

Non-exempt Louisiana employees under 16 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Maryland Meal and Rest Breaks

Non-exempt Maryland employees under 18 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Massachusetts Meal and Rest Breaks

Non-exempt Massachusetts employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Nebraska Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement or other written agreement, employees working in an assembling plant, workshop, or mechanical establishment who work at least eight hours in their workday are entitled to a meal break of 30 consecutive minutes. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time.

Nevada Meal and Rest Breaks

Unless negotiated otherwise by a collective bargaining agreement or there is only one employee at the work location, non-exempt Nevada employees who work at least eight hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Employees may waive their meal break.

Failure to take full meal break or sign the required waiver is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break for every four hours of work, or major portion thereof, as follows:

Shift Length	Number of 10-minute breaks
3.5 – 7 hours	1
7 – 11 hours	2
11 – 15 hours	3
15 – 19 hours	4

Rest breaks should be taken as near as possible to the midpoint of the shift. Employees may not perform any work during their rest breaks and may leave the premises. Employees may waive their rest break. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

New Jersey Meal and Rest Breaks

Non-exempt New Jersey employees under 18 who work at least six consecutive hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

New York Meal and Rest Breaks

Non-exempt New York employees who work at least six hours in their workday which encompasses the noon meal period (11 a.m. to 2 p.m.) are entitled and expected to take an unpaid, off-duty, 30-minute meal break between 11 a.m. and 2 p.m. If an employee starts their workday before 11 a.m. and continues working after 7 p.m., the employee is entitled to the 30-minute noon meal break and an additional 20-minute meal break between 5 p.m. and 7 p.m. An employee who works more than six hours in their workday starting between 1:00 p.m. and 6:00 a.m. is entitled to a meal break of at least 45 minutes in the middle of their workday. Employees will be relieved of all duties for the full meal break(s) and are free to leave the premises during those times. Employees may not perform any work during their breaks. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

North Carolina Meal and Rest Breaks

Non-exempt North Carolina employees under 16 who work at least five consecutive hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Ohio Meal and Rest Breaks

Non-exempt Ohio employees under 16 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute rest break. Employees will be relieved of all duties for the full rest break and are free to leave the premises during that time. Failure to take full rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Oklahoma Meal and Rest Breaks

Non-exempt Oklahoma employees under 16 who work at least five hours in their workday are entitled and expected to take unpaid, off-duty, rest breaks of a cumulative 30 minutes. Non-exempt employees under 16 who work at least eight hours in their workday are entitled and expected to take unpaid, off-duty, rest breaks of a cumulative 1 hour. Employees will be relieved of all duties for their full rest breaks and are free to leave the premises during those times. Failure to take full rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Pennsylvania Meal and Rest Breaks

Non-exempt Pennsylvania employees aged 14 - 17 who work at least five continuous hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full 30-minute break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Tennessee Meal and Rest Breaks

Non-exempt Tennessee employees who work at least six consecutive hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Breaks will not be scheduled during or before the first hour of work. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Employees principally employed in the service of food or beverages and who receive, and report earned tips may waive their meal break if both they and Partners Personnel agree in writing. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Utah Meal and Rest Breaks

Non-exempt Utah employees under 18 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break no later than 5 hours after the start of their shift.

Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Non-exempt employees under 18 will also receive a 10-minute rest break on Partners Personnel premises for every four-hour shift—employees should not work more than three consecutive hours without a 10-minute rest break. Failure to take full meal or rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Virginia Meal and Rest Breaks

Non-exempt Virginia employees under 16 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Washington Meal and Rest Breaks

Non-exempt Washington employees who work at least five consecutive hours in their workday are entitled and expected to take an unpaid, uninterrupted, off-duty, 30-minute meal break. The meal break must be taken between the second and fifth hour of the employee's shift. Employees may waive their meal break if both they and Partners Personnel agree in writing.

If an employee is required to work an additional three or more hours beyond their normal shift, a second meal break is required either before or during the overtime hours. No employee will be required to work more than five consecutive hours without a meal break.

Employees will be relieved of all duties for the full meal break(s) and are free to leave the premises during those times. Failure to take full meal breaks(s) is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees are also expected to take a 10-minute paid rest break on Partners Personnel premises for every four hours of work. Rest breaks should be taken as near as possible to the midpoint of the shift. No employee is required to work more than three hours without a rest break. Employees cannot waive their rest break. Failure to take a rest break is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees under 16 who work at least four hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Such employees are also expected to take a 10-minute paid rest break on Partners Personnel premises for every two hours of work. Employees may not perform any work during their meal and rest breaks. Failure to take full meal and rest breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

West Virginia Meal and Rest Periods

Non-exempt West Virginia employees who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 20-minute meal break at times reasonably designated by Partners Personnel.

Employees will be relieved of all duties for the full meal break. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Non-exempt employees under 16 who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Wisconsin Meal and Rest Periods

Non-exempt Wisconsin employees under 18 who work at least six hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break that is “reasonably close” to usual mealtimes. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

General Meal and Rest Breaks

This policy applies to employees who are not covered by a jurisdiction specific sick leave policy.

Non-exempt employees who work at least five hours in their workday are entitled and expected to take an unpaid, off-duty, 30-minute meal break. Employees will be relieved of all duties for the full meal break and are free to leave the premises during that time. Failure to take full meal breaks is a violation of Partners Personnel policy, which may subject employees to disciplinary action, possibly including termination of employment.

Lactation Accommodation

Employees may request a lactation and/or breastfeeding accommodation by contacting Corporate Human Resources at HR@Espererholdings.com. Partners Personnel will respond to those requests and provide the employee with reasonable accommodations as required by law. Generally, this means that Partners Personnel will provide all employees who wish to express breast milk or breastfeed at work with a reasonable amount of break time and space to do so. This break time will run concurrently, if possible, with any paid break time already provided to the employee. In the event it's not possible for the time to express milk and/or breastfeed to run concurrently with the paid break time already provided, the break time for expressing milk and/or breastfeeding will be unpaid (except as prohibited by law).

Employees will be provided with a place to express milk and/or breastfeed, other than a bathroom, which has an electrical outlet, is shielded from view, and is free from intrusion from coworkers and the public. The space will include a place for the nursing employee to sit, and a flat surface, other than the floor, to place a pump. Employees will be allowed to safely store milk while at work, such as in an insulated food container, personal cooler, or refrigerator. Partners Personnel will make efforts to provide such a location near an employee's work area. An employee's normal work area may be used if it allows the employee to express milk and/or breastfeed in private.

Partners Personnel is committed to supporting pregnant employees. Under the Pregnant Workers Fairness Act (PWFA), Partners Personnel will provide reasonable accommodations to employees with known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause Partners Personnel an undue hardship. Employees are encouraged to use the DISABILITY ACCOMMODATION REQUEST FORM to help facilitate the process. Partners Personnel will not discriminate against an employee because of the employee's sex, pregnancy, breastfeeding, or lactation.

The state where the employee works may set forth additional lactation and/or breastfeeding accommodation requirements, which Partners Personnel will provide, as applicable.

For employees who work in California, this means that the room also will be safe, clean, free of hazardous materials, contain a place to sit and a surface to place a breast pump and personal items, and have access to electricity or alternative devices (including extension cords or charging stations) needed to operate an electric or battery-powered breast pump. Partners Personnel will also provide access to a sink with running water and a refrigerator suitable for storing milk near the employee's workspace. If a refrigerator cannot be provided, Partners Personnel may provide another cooling device suitable for storing milk. Partners Personnel may forego the above provisions to the extent they would impose an undue hardship by causing Partners Personnel significant difficulty or expense when considered against the size, financial resources, nature, or structure of the Company's business. If Partners Personnel cannot provide break time or a location that complies with this policy, Partners Personnel will provide a written response to the employee request. Employees who work in California have a right to file a complaint with the Labor Commissioner for any violation of California's lactation accommodation requirements.

For employees who work in Nevada, this means that the room will be clean, protected from the view of others, and free from intrusion by others. The employee will have reasonable break times to express breast milk as needed.

For employees in New York, this means Partners Personnel will provide paid break time for 30 minutes and permit the employee to use existing paid break time or mealtime for time in excess of 30 minutes each day to express breast milk for their nursing child for up to three years following childbirth. Partners Personnel will make reasonable efforts to provide a room or other location near the work area where the employee can express milk in privacy and store their expressed milk.

Employee References

All requests for references must be directed to Corporate Human Resources at HR@Espererholdings.com. Partners Personnel will only disclose the dates of employment, and the title of the last position held, unless otherwise required by law or specifically agreed with the employee.

Employee Benefits

Partners Personnel provides eligible employees with the ability to participate in the following employee benefits: 401k, Health, Dental, Vision, life Insurance, etc. Please check the Summary Plan Description(s), which can be obtained from Benefits in a Card at 805.323.3700 or the Benefits Department at benefits@espererholdings.com for more information. If there is any conflict between this Handbook and plan

documents, the plan documents will govern. Partners Personnel may cancel or change the benefits at any time.

COBRA

The Consolidated Omnibus Budget Reconciliation Act (“COBRA”) requires organizations to offer continued group health insurance coverage to “qualified beneficiaries” if their coverage ends due to a “qualifying event.” COBRA continuation coverage is the same coverage available to other participants or beneficiaries under the Company’s group health insurance plan.

Employees enrolled in COBRA-eligible plans will receive a COBRA notice after four consecutive weeks of nonpayment. If employees do not elect for COBRA continuation coverage, their coverage under the group health insurance plan will end on the date they would otherwise lose coverage. COBRA sets rules for how and when organizations must offer and provide continuation coverage, how employees and their families may elect continuation coverage, and when continuation coverage may be terminated.

401(k)

STAFFING PARTNERS HOLDINGS offers a 401(k) plan to employees and has elected to operate the Plan as a safe harbor 401(k) plan. This means that the Plan will be exempt from certain compliance testing requirements because of the safe harbor contributions that will be made to the Plan, as described below. Safe harbor contributions will be fully vested and cannot be forfeited, even if you terminate employment.

Safe Harbor

<u>Age Requirement</u>	<u>You are not required to satisfy an age requirement.</u>
Service Requirement	You must complete three consecutive months of service with the Employer, during which you complete at least 400 hours of service.
Entry Date	Your entry date for this contribution type will be the first day of the Plan Year quarter after you meet all applicable age and service requirements.

The Company will make safe harbor contributions to all employees eligible for them based on a basic Matching Contribution formula.

Base Rate	The Company will make a safe harbor Matching Contribution of 100% on your Deferrals up to 3% of your Compensation, plus the tier 2 rate if applicable.
Tier 2	The Company will make a safe harbor Matching Contribution of 50% on your Deferrals that are greater than 3%, but less than or equal to 5% of your Compensation.

Examples of the Matching Contribution formula are as follows:

Employee Contribution	Employer Match
1% contribution	1% match
2% contribution	2% match
3% contribution	3% match
4% contribution	3.5% match
5%+ contribution	4% match

The amount of your safe harbor matching contribution will be determined based upon your Compensation and contributions into the Plan during each payroll period. If you have questions about our 401(k) program, please contact Benefits at: benefits@espererholdings.com or call 510-306-8588.

Timekeeping Requirements for Non-Exempt Employees

All non-exempt employees must clock in and clock out at the beginning and end of each shift and for each meal break or other unpaid break. Partners Personnel will prepare and maintain time records for each pay period. These time records will be made available to non-exempt employee supervisors and/or client for their approval each Monday before payday. Employees must keep accurate time records and make sure they are complete and finalized at the end of each week. Any corrections to an employee’s time records must be approved by the employee’s supervisor and confirmed by the employee. Clocking in or out for another employee or falsifying one’s own or another employee’s time records is dishonest and may lead to immediate termination of employment.

In the event that a non-exempt (hourly) employee engages in work activities while not being clocked in, they are required to promptly notify their supervisor, the branch that assigned them to work and/or Corporate Human Resources at HR@espererholdings.com or 805-880-9404, specifying the date and times of the completed work and update their timesheet. “Off the clock” work is strictly prohibited.

Overtime

As necessary, employees may be required to work overtime, though only non-exempt employees qualify for overtime pay. Before working overtime, non-exempt employees must obtain written permission from their supervisor. If non-exempt employees work overtime without permission, they may be subject to discipline, possibly including termination of employment. Partners Personnel will provide compensation for all overtime hours worked by non-exempt employees in accordance with applicable law.

Non-exempt employees earn overtime of 1.5x their regular wage for each hour over 40 that they work in one week.

California employees also earn overtime (i) if they work more than eight hours in one day, and (ii) for the first eight hours worked on their seventh consecutive day of work in one week.

Colorado employees also earn overtime if they work either 12 hours in one workday or 12 consecutive hours, regardless of the way a workday is measured.

Kentucky employees who work seven days in a row will also earn overtime for all hours worked on the seventh day.

Massachusetts employees may also be subject to the Commonwealth's "Blue Laws," which prohibit most employers from requiring employees to work on Sundays and certain holidays. Employees can still *voluntarily* work on Sundays and holidays and may be entitled to premium pay, but they will not be coerced into doing so. More information, along with a list of possible exemptions, is available at <https://www.mass.gov/guides/working-on-sundays-and-holidays-blue-laws> on Massachusetts's website.

Nevada employees also earn overtime if they work more than eight hours in a 24-hour period unless they agree to work four 10-hour days.

Salary Pay for Exempt Employees

Subject to any exceptions provided by law, salaried exempt employees will receive their salary for any week in which they perform any work. An exempt employee's salary is intended to pay for all hours worked during each pay period, regardless of the employee's scheduled or tracked hours. Partners Personnel will comply with the salary requirement of the Fair Labor Standards Act and applicable state law.

Payroll Deductions

The law requires Partners Personnel to withhold pay when legally required, such as for federal income tax, state income tax, the Federal Insurance Contributions Act (FICA), Social Security, Medicare, and state disability insurance. Employees should contact Colleague Payroll to change their exemptions or marital status for income tax withholding purposes.

Employees who believe that an improper deduction has been made to their salary should immediately report this information to their direct supervisor or to Colleague Payroll. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction was made, employees will be promptly reimbursed.

Payment of Wages

Employees will be paid every Friday for work performed during the previous one-week pay period, or on a less frequent period if contemplated in the employee's offer letter or employment agreement and as permitted by applicable law. If a regular payday falls on a holiday, employees will be paid on the preceding workday. Partners Personnel does not permit advances against paychecks or against vacation.

Direct Deposit

Partners Personnel requires employees to use direct deposit. Employees in Arizona, California, Colorado, Florida, Georgia, Idaho, Illinois, Maryland, Nevada, New Jersey, New York, and Pennsylvania are not required to use direct deposit, though they are encouraged to do so.

Employees in Utah may opt out of direct deposit by submitting a written request. However, Partners Personnel may refuse the request if at least two-thirds of employees use direct deposit and Partners Personnel paid at least \$250,000 in federal tax deposits in the preceding calendar year. Upon hire or change, employees are required to complete the necessary form - Please contact the branch that hired you or assigned you to work for additional instructions.

Business Expense Reimbursement Policy

This policy is intended to provide employees with a clear understanding of the Company's policies and procedures related to the reimbursement of business-related expenses. Employees should review and adhere to these guidelines.

Eligible Expenses

Partners Personnel will reimburse an employee for business expenses that are:

- Preapproved in writing by management of the branch that assigned you to work
- Directly attributable to conducting Partners Personnel business;
- Necessary for the employee's job performance;
- Properly documented, substantiated, and submitted timely, and
- As required by law

For District of Columbia employees, reimbursable expenses include the cost of purchasing and maintaining any tools required for the performance of their position and, if a uniform is required, the cost of purchasing, maintaining, and cleaning the uniform. It also includes the cost of business-related travel expenses. For California employees, reimbursable expenses include: (1) a reasonable percentage of services that employees must use for business purposes such as cell phone or internet service bills; (2) required uniforms and protective apparel regulated by CAL/OSHA or OSHA; (3) travel expenses necessarily incurred in performing employment tasks; and (4) training or licensing required for employment (but not the cost of maintaining required licensure obtained before employment). For Illinois employees, reimbursable expenses include a reasonable percentage of services that employees must use for business purposes such as cell phone service bills. For Massachusetts employees, reimbursable expenses include the cost of purchasing any required uniform and the cost of dry cleaning or commercial laundering. It also includes travel expenses in two circumstances: (1) if the employee regularly works at a fixed location and is required to report to a location other than their regular worksite, or (2) if the employee is required to travel after the beginning of the workday or prior to the close of the workday. Ordinary travel between home and work is not reimbursable. For New York employees, reimbursable expenses include the cost of purchasing and laundering any required uniform. For Washington employees, reimbursable expenses include the cost of purchasing any required uniform. Whether an expense is deemed "necessary" for the performance of the employee's job will be determined by Partners Personnel in its reasonable, good faith discretion and may differ depending on the

state where the employee works. Partners Personnel will reimburse any expenses that may be required under applicable state and local law. To the extent possible, employees should contact their supervisor or Corporate Human Resources at HR@Espererholdings.com with questions about reimbursement for a particular expense prior to making any purchase.

Partners Personnel will also reimburse non-exempt employees for any expense primarily for the Company that brings an employee's wages below minimum wage requirements.

Approval

All employees must receive prior written approval of any expense. If Partners Personnel reasonably determines that a given expense does not qualify for reimbursement, it will not be reimbursed even if the purchase is already made.

Reimbursement Process

Business expense reimbursement requests must be submitted to the branch that assigned you to work and include:

- Detailed receipt
- Amount of the expenditure,
- Time and place of the expenditure,
- Business purpose of the expenditure

If Partners Personnel has authorized an employee to incur an expense, it will reimburse the employee within 30 days after the employee submits an expense claim. If Partners Personnel determines the expense is not reimbursable under this policy, it will provide written justification for denying the claim within 30 days.

Reimbursements under this policy are intended to comply with Internal Revenue Code Section 409A and all provisions of this policy will be construed such that they comply with the law. Partners Personnel will not be liable for any taxes or penalties on any reimbursements.

Internal Pay Transparency Policy

Partners Personnel complies with state requirements to disclose rates of compensation, including wage ranges, pay scales, and salary ranges. Employees may be entitled to this information for their current position or a new position or promotion they are applying for. When not legally required, requests for wage ranges will be determined on a case-by-case basis. Employees will not be prohibited from discussing or disclosing their wages. Employees should contact Corporate Human Resources at HR@Espererholdings.com with any questions or to submit a request under this policy. Nothing in this policy is meant to infringe on employees' rights to engage in [concerted activity](https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights) under Section 7 of the NLRA. <https://www.nlrb.gov/about-nlrb/rights-we-protect/your-rights/employee-rights>.

California employees may request the pay scale for the position they are currently employed in or for a position or promotion they are applying for. While Partners Personnel has 15 or more employees, all job postings will include the pay scale for the position. Upon hire, employees must sign a wage notice, which acknowledges they received all required wage disclosures.

Colorado employees will be notified of all job opportunities at the same time, including any that may be performed entirely out of state. Except for those positions that cannot be performed in the state, this notice will include the rate or range of compensation, a general description of benefits and other compensation, the application deadline, and instructions on how to apply.

Illinois employees will be provided their wage rate and the time and place of payment upon hire. Employees will also be notified of any changes to that information before the change occurs. While Partners Personnel has **15 or more employees** job postings will include the pay scale and benefits information for the position. This applies to postings for jobs performed at least partly in the state as well as jobs where the employee will report to a supervisor, office, or other work site in Illinois.

Maryland employees will be provided their wage rate, regular paydays, and leave benefits in writing upon hire. Employees who are applying for an internal position or promotion may request the wage range for the position they are applying for.

Nevada employees that apply for a promotion or transfer may request the wage range for the new position. To be eligible to make this request, the employee must have applied for the position and either interviewed for or been offered the position.

New York employees will be provided with written notice of their regular payday, pay rate, and any overtime rate prior to beginning work in a position. Employees will be expected to return a written acknowledgment that they have received the notice. While Partners Personnel has four or more employees, all job postings—including promotional and transfer opportunities—for positions that will be performed in the state or that will report to a New York-based supervisor will include a good faith wage range and job description.

Upon hire, Partners Personnel will provide written notification to **North Carolina** employees of promised wages and the day and place for payment. Partners Personnel will provide written notice of any change to the promised wages at least one pay period prior to the change taking effect.

Partners Personnel will notify **Pennsylvania** employees of their rate of pay, the time and place of payment, and the amount of any fringe benefits available to the employee at the time of hire. Employees will also be notified of any change made to that information before the change takes effect.

South Carolina employees will be provided with written notice of their normal hours, wages, time and place of payment, and any deductions at the time of hiring. Any changes to that information will be provided to employees at least seven days in advance of the change taking effect, except in the case of wage increases.

Utah employees will be notified of their wage rate and the day and place of payment. Employees will be notified of any change to that information prior to the change taking effect.

While Partners Personnel has 15 or more employees, **Washington** employees offered an internal transfer to a new position or promotion may request the wage range for the new position. Partners Personnel will also include the wage range and a general description of benefits and other compensation in all job openings.

Termination of Employment

The Company strives to ensure all employment terminations are handled in a professional manner with minimal disruption to Partners Personnel's operations. Partners Personnel will provide departing employees with any information necessary to facilitate their transition. Departing employees may be asked to help transition work or knowledge to other employees.

Types of Termination

Employment relationships can end due to a voluntary termination, involuntary termination, or death.

Voluntary termination occurs when employees:

1. Resign from employment;
2. Retire;
3. Fail to report to work without notice for three (3) consecutive business days; or
4. Fail to return from an approved leave of absence on the specified date.

At-will employees may resign from their employment at any time, for any reason or no reason, with or without notice.

Involuntary termination occurs when an employee is terminated by the Company. Partners Personnel may terminate an at-will employee's employment with or without cause, for any reason or no reason, with or without notice, at any time. A termination without cause occurs when Partners Personnel determines that the employee's services are no longer needed. This could result from a layoff or reorganization of the Company, a department, or a position.

A termination for cause typically refers to a termination due to the employee's misconduct or failure to perform job duties. This could be due to the employee's (i) continued failure to adequately perform job duties; (ii) failure or refusal to comply with Partners Personnel policies, standards, and regulations; (iii) acts of personal dishonesty, fraud, embezzlement, misrepresentation, or other acts harming the Company; (iv) violation of federal or state law applicable to the Company's business; (v) felony conviction; or (vi) breach of the employment agreement.

Employees are deemed to be terminated as of their date of death.

Benefits and Final Payment

Partners Personnel will provide departing employees with information about any post-termination employee benefits and any termination notices or information required by law. Employees' final wage payment will be paid to the employee in accordance with state law. In cases of an employee's death, the final wage payment will be paid to the deceased employee's estate or as otherwise required by law. In the case of a deceased employee, Partners Personnel will process all appropriate beneficiary payments for any employee benefits plans.

Time Off

See below for all specific state and jurisdiction ordinance policies as applicable by the state you work in.

Holidays

Massachusetts's "Blue Laws" prohibit most companies from operating on certain holidays. More information, along with a list of possible exemptions, is available at <https://www.mass.gov/guides/working-on-sundays-and-holidays-blue-laws> on Massachusetts's website.

If Partners Personnel or its clients do not recognize Veterans Day, November 11, as a Holiday, **Tennessee** veterans may receive the day off, unpaid, if they provide at least one month's written notice and provide proof-of-service documentation. Leave may be denied if it would impact public health or safety, or it would cause the Company significant economic or operational disruption. Salaried exempt employees will not have their pay reduced for taking this leave.

Sick Leave

Arizona Paid Sick Leave

Employees in Arizona accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of such employee or such employee's family member, including for medical diagnosis, care, or treatment, or preventative care;
- The employee's place of business has been closed by order of a public official due to a public health emergency or an employee need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- If the employee, or their family member, are a victim of domestic violence, sexual violence, abuse, or stalking, time off to obtain:
 - Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
 - Services from a domestic violence or sexual violence program or victim services organization;

- Psychological or other counseling;
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse, or stalking; or
 - Legal services, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking; or
- Other reasons provided under applicable law.

Under this policy, “family member” means, regardless of age, a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, a child to whom an employee stands in loco parentis, or an individual to whom the employee stood in loco parentis when the individual was a minor; biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee or employee's spouse or domestic partner was a minor child; person to whom an employee is legally married under the laws of any state, or a domestic partner of an employee as registered under the laws of any state or political subdivision; grandparent, grandchild or sibling (whether of a biological, foster, adoptive or step relationship) of an employee or the employee's spouse or domestic partner; or any other individual related by blood or affinity whose close association with an employee is the equivalent of a family relationship.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of the smaller of one hour or the smallest increment that the Company's payroll system uses to account for absences or use of other time. Any available paid sick leave will be carried over to the next year, up to a total of 40 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within nine months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave

laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

California Paid Sick Leave

California employees who work for 30 or more days per year in California are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 80 hours. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of a qualifying act of violence, time off to:
 - Ensure their own or a family member's safety and well-being by seeking restraining orders or other legal protections;
 - Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;
 - Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;
 - Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;
 - Participate in safety planning to prevent future incidents of violence;
 - Relocate or find new housing or enroll children in new schools due to the act of violence (maximum of 5 days);
 - Provide care to a family member recovering from injuries caused by the act of violence;
 - Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;
 - Prepare for, attend, or participate in legal proceedings related to the act of violence;

- Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence; or
- Other reasons provided under applicable law.

A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another, someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. Under this policy, “family member” means a: biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; or sibling. Employees may use up to one-half of their annual paid sick leave accrual to care for a family member.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Any available paid sick leave will be carried over to the next year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Berkeley, California Paid Sick Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who (i) work at least 2 hours per week in Berkeley and (ii) are entitled to California minimum wage or are participating in the Welfare-to-Work Program are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 48 hours per year. Employees may use up to 48 hours per year of paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; and
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child;
- Other reasons provided under applicable law.

Under this policy, "family member" means: a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling; or other designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. The employee has 10 days to make such designation, beginning no later than when the employee has worked 30 hours after paid sick leave begins to accrue. The employee may make or update the designation during a 10-day window annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Any available paid sick leave will be carried over to the next year, up to a total of 48 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the

leave as soon as practicable. Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy, not to exceed \$15 of expenses to the employee.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Emeryville, California Paid Sick Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who (i) work at least 2 hours per week in Emeryville and (ii) are entitled to California minimum wage are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 48 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- Aid or care for a guide dog, signal dog, or service dog;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;

- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
- Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, “family member” means: a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling; or a designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. Within 30 days of beginning work, employees will have 14 days to make such designation. Employees may make or update their designation during a 14-day window by January 31st annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Any unused paid sick leave will be carried over to the next year, up to a total of 48 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Los Angeles, California Paid Sick Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who (i) work at least 2 hours per week in Los Angeles, (ii) are entitled to California minimum wage, and (iii) have worked for Partners Personnel for at least thirty days are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 72 hours per year. Employees may use up to 48 hours per year of paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or person related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Employees may carry over unused sick leave year-to-year, up to 72 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Oakland, California Paid Sick Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who work at least 2 hours per week in Oakland and are entitled to California minimum wage are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;

- Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
- Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. The employee has 10 days to make such designation, beginning no later than when the employee has worked 30 hours after paid sick leave begins to accrue. The employee may make or update the designation during a 10-day window annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over unused earned sick leave year-to-year, up to a total of 40 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy, not to exceed \$5 of expenses to the employee.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

San Diego, California Paid Sick Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who (i) work at least 2 hours per week in San Diego and (ii) are entitled to California minimum wage or are participating in the Welfare-to-Work Program are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 80 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- The illness, injury, or medical condition of the employee renders the employee physically or mentally unable to perform the employee’s duties;
- To obtain professional diagnosis or treatment for a medical condition;
- Other medical reasons of the employee, such as pregnancy or obtaining a physical examination;
- To provide care or assistance to a family member with an illness, injury, or medical condition, including assistance in obtaining professional diagnosis or treatment of a medical condition;
- The employee’s place of business is closed by order of a public official due to a public health emergency, or the employee is providing care or assistance to a child, whose school or childcare provider is closed by order of a public official due to a public health emergency;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention needed to recover from physical or psychological injury or disability caused by the crime or abuse;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Relocate due to the crime or abuse; or
 - Obtain legal services, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the crime or abuse; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a biological, adopted, foster child, stepchild, legal ward, a child to whom an employee or spouse stands in loco parentis of either the employee, the employee’s spouse or the

employee's domestic partner; biological, adoptive, or foster parent, stepparent, or legal guardian of the employee or the employee's spouse or domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; domestic partner; grandparent; grandchild; or sibling, half-sibling, or step-sibling.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Employees may carry over any earned unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide at least seven days advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

San Francisco, California Paid Sick Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who work at least 56 hours per year in San Francisco are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:

- Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child;
- To donate an organ or bone marrow or care for a family member who donates an organ or bone marrow; or
 - Other reasons provided under applicable law.

Under this policy, “family member” means a biological, adopted, or foster child, stepchild, or legal guardian of the employee or a domestic partner, or a child to whom an or their domestic partner employee stands in loco parentis; biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use paid sick leave to aid or care for. The employee has 10 days to make such designation, beginning no later than when the employee has worked 30 hours after paid sick leave begins to accrue. The employee may make or update the designation during a 10-day window annually thereafter.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over any earned but unused paid sick leave year-to-year, up to a total of 40 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid

upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

San Francisco, California Public Health Emergency Leave

This policy only applies when Partners Personnel has at least 100 employees worldwide and at least one employee in San Francisco.

On January 1 of each year, San Francisco employees are eligible for Public Health Emergency Leave ("PHEL") in the following amounts:

- **Full Time, Regular, or Fixed Schedule Employees.** The number of hours over a two-week period that the employee regularly works or takes paid leave, not to exceed 80 hours.
- **Varied Schedule Employees.** The average number of hours the employee worked or took paid leave over a two-week period, not to exceed 80 hours, during:
 - the previous calendar year;
 - the time since their start date if they began work after the beginning of the previous calendar year; or
 - the previous six months (or since the employee's start date if employed for less than six months) if not employed at the beginning of the current calendar year.

Employees who were not employed by the Company on January 1 of a calendar year will receive leave on the start date of the first Public Health Emergency that begins during their employment. The amount of leave allocated is calculated using the same method listed above.

Employees may use PHEL when they are unable to work due to the following reasons:

- Recommendations or requirements of an individual or general federal, state, or local health order – including an order issued by the local jurisdiction where an employee resides – related to the public health emergency, or the employee is caring for a family member subject to such an order;

- A healthcare provider advises an employee to isolate or quarantine, or the employee is caring for a family member who has been so advised;
- The employee is experiencing symptoms of and seeking a medical diagnosis, or has received a positive medical diagnosis, for a possible infectious, contagious, or communicable disease associated with the public health emergency, or the employee is caring for a family member who is experiencing symptoms;
- The employee is caring for a family member whose school or place of care has been closed, or whose care provider is unavailable, due to the public health emergency; and
- An air quality emergency, if the employee primarily works outdoors and is a member of a vulnerable population, *i.e.*, diagnosed with heart or lung disease; has respiratory problems like asthma, emphysema, and chronic obstructive pulmonary disease; is pregnant; or is age 60 or older.

Under this policy, “family member” means a biological, adopted, or foster child, stepchild, or legal guardian of the employee or a domestic partner, or a child to whom an or their domestic partner employee stands in loco parentis; biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; sibling; or designated person.

If an employee has no spouse or registered domestic partner, the employee may designate one person as to whom the employee may use PHEL to aid or care for. The employee has 10 days from their receipt of PHEL to make such a designation. The employee may make or update the designation during a 10-day window determined by the Company annually thereafter.

Employees are entitled to use PHEL beginning on the 1st day of employment. If federal, state, or San Francisco law requires employers to provide paid leave or paid time off to address a public health threat, and employees may use leave under this policy for covered reasons under the ordinance, this policy will offset the leave requirements of the new law.

If the need for PHEL is foreseeable, employees must provide reasonable advance notice to the Company. If the need for PHEL is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Partners Personnel may require reasonable documentation to confirm an employee’s status as a member of a Vulnerable Population, if that Employee uses PHEL for a use inapplicable to an Employee who is not a member of a Vulnerable Population.

Abuse of the Company’s PHEL policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, PHEL. In addition, an employee will not be retaliated against for filing a complaint alleging violations of PHEL laws, for cooperating in an investigation or prosecution of an alleged violation of PHEL laws, or opposing any policy, practice, or act prohibited by any applicable PHEL laws.

Santa Monica, California Paid Sick Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who work at least 2 hours per week in Santa Monica and are entitled to California minimum wage are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use paid sick leave for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to:
 - Seek medical attention for injuries caused by crime or abuse;
 - Obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse;
 - Obtain psychological counseling or mental health services related to an experience of crime or abuse;
 - Participate in safety planning and take other actions to increase safety from future crime or abuse, including temporary or permanent relocation; or
 - Obtain or attempt to obtain any relief, including a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stands in loco parentis (regardless of age or dependency status); biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; spouse; registered domestic partner; grandparent; grandchild; or sibling.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than two hours. Employees may carry over any earned but unused sick leave year-to-year, up to a total of 40 hours.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick days will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

West Hollywood, California Paid and Unpaid Leave

California state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees who are non-exempt under state minimum wage law work at least two hours in West Hollywood in any week are eligible for paid leave and paid sick leave under this policy. Employees accrue paid leave at a rate of 0.047 hours per hour worked, up to a total of 96 hours per year. Employees accrue unpaid leave at a rate of 0.039 hours per hour worked, up to a total of 80 hours each per year. Employees may use paid leave for sick leave, vacation, and personal necessity. Employees may only use unpaid leave if they have exhausted their paid leave under this policy for the year. Employees may use unpaid leave for their own illness or the illness of an immediate family member.

Under this policy, "immediate family member" means a child of any age, spouse, domestic partner, parent, grandparent, grandchild, or sibling.

Employees are entitled to use accrued paid leave and unpaid leave after six months of employment, after which they may use paid sick days as they are accrued. Paid leave used as sick leave will be available on the 90th day of employment in accordance with state law. Employees may take sick leave in increments of no less than one hour. Employees carryover to the next year all unused paid leave up to the total cap of 192 hours. Employees carryover to the next year all unused unpaid leave up to the total cap of 80 hours.

If the need for paid leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes documentation signed by a licensed health care provider; police report; court document; signed statement from an attorney, a member of the clergy, or a victim services advocate; or a written statement from the employee, or any other person who has knowledge of the circumstances.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid leave will not be paid upon separation. If an employee separates from Partners Personnel and is rehired within one year from their date of separation, their earned but unused paid and unpaid leave that they had at the time of separation will be reinstated.

Abuse of the Company's paid leave and paid sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Colorado Paid Sick Leave

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 48 hours per year. Employees may use up to 48 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of an employee or the employee's family member, including for medical diagnosis, care, or treatment, or preventative medical care;
- If the employee, or their family member, is a victim of domestic abuse, sexual assault, or harassment and the use of the leave is to:
 - Seek medical attention for the employee or the employee's family member to recover from a mental or physical illness, injury, or health condition caused by the domestic abuse, sexual assault, or harassment;
 - Obtain services from a victim services organization;
 - Obtain mental health or other counseling;
 - Seek relocation due to the domestic abuse, sexual assault, or harassment; or
 - Seek legal services, including preparation for or participation in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment;
- Due to a public health emergency, a public official has ordered the closure of the employee's place of business or the school or place of care of the employee's child and the employee needs to be absent from work to care for the employee's child;

- To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member;
- To care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events;
- To evacuate the employee's place of residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected events; or
- Other reasons as provided under applicable law.

Under this policy, "family member" means an employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption); a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care.

Employees begin to accrue sick leave when their employment begins and are entitled to use accrued paid sick days as they are accrued. Partners Personnel may loan paid sick leave to an employee in advance of its accrual. Employees may take sick leave in increments of one hour. Employees may carry over up to 48 hours of earned sick leave to the next year. Hours carried over in this way will count towards an employee's yearly 48-hour cap on accrued sick leave.

If the need for paid sick leave is foreseeable, employees must make a good faith effort to provide notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for four or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Any unused sick days will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to search for or find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against an employee because the employee has exercised, attempted to exercise, or supported the exercise of the employee's sick leave rights. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for participating in an investigation, hearing, or proceeding of an alleged violation of paid sick leave laws.

Colorado Supplemental Paid Sick Leave during a Public Health Emergency

On the date a public health emergency is declared Partners Personnel will supplement each employee's accrued paid sick leave as necessary to ensure that an employee may take paid sick leave for the purposes specified in this policy.

The Company will count an employee's unused, accrued paid sick leave towards the supplemental sick leave provided in this policy. Employees who normally work forty or more hours in a week will be eligible to use up to eighty hours of supplemental paid sick leave. Employees who normally work fewer than forty hours in a week will be eligible to use the greater of either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period of supplemental paid sick leave.

Employees may use supplemental sick leave related to a public health emergency, to:

- Self-isolate and care for oneself because the employee is diagnosed with a communicable illness that is the cause of a public health emergency;
- Self-isolate and care for oneself because the employee is experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- Seek or obtain a medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- Seek preventive care concerning a communicable illness that is the cause of a public health emergency;
- Care for a family member who:
 - Is self-isolating after being diagnosed with a communicable illness that is the cause of a public health emergency;
 - Is self-isolating due to experiencing symptoms of a communicable illness that is the cause of a public health emergency;
 - Needs medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
 - Is seeking preventive care concerning a communicable illness that is the cause of a public health emergency;
- A local, state or federal public official or health authority having jurisdiction over the location in which the employee's place of employment is located or the employee's employer determines that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms

of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness;

- Care for a family member after a local, state, or federal public official or health authority having jurisdiction over the location in which the family member's place of employment is located or the family member's employer determines that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
- Care for a child or other family member when the individual's childcare provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely; or
- An employee is unable to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

If the need for sick leave is foreseeable and the Company's place of business has not been closed, employees should notify the Company of the need for paid sick leave under this policy. Employees are only eligible for the allotment of supplemental paid sick leave once during the entirety of a public health emergency even if the public health emergency is amended, extended, restated, or prolonged. Employees may use supplemental paid sick leave until four weeks after the official termination or suspension of the public health emergency.

Connecticut Paid Sick Leave

This policy only applies when Partners Personnel has 25 or more employees in the state of Connecticut.

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- The injury, illness, or health condition of an employee or the employee's child or spouse, including for preventative care, medical diagnoses, or treatment of a physical or mental illness;
- If the employee or their child is a victim of family violence or sexual assault, time off:
 - For medical care or psychological or other counseling for physical or psychological injury or disability;
 - To obtain services from a victim services organization;

- To relocate due to such family violence or sexual assault; or
- To participate in any civil or criminal proceedings related to or resulting from such family violence or sexual assault;
- For a mental health wellness day; or
- Other reasons provided under applicable law.

Employees are entitled to use accrued paid sick days beginning after the 680th hour of employment and must have worked an average of 10 or more hours per week for the Company in the most recent complete calendar quarter, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 40 hours of unused earned sick leave to year-to-year.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation may include documentation signed by a health care provider who is treating the employee or the employee's child or spouse indicating the need for the number of days of such leave, or a court record or documentation signed by an employee or volunteer working for a victim services organization, an attorney, a police officer or other counselor involved with the employee.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel for any reason and are rehired, any unused paid sick days will be not reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

District of Columbia Paid Sick Leave

Employees accrue paid sick leave at a rate of one hour for every 87 hours worked, up to a total of 24 hours per year. Employees may use up to 24 hours per year of paid sick leave for the following reasons:

- A mental or physical illness, injury or medical condition of an employee or the employee's family member, including for preventative care, diagnosis, or care;

- If the employee, or their family member, are a victim of domestic violence, sexual abuse, or stalking, time off to:
 - Seek medical attention for the employee or the employee’s family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Temporarily or permanently relocate;
 - Take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence or sexual abuse; or
 - Take other actions to enhance the physical, psychological, or economic health or safety of the employee or the employee’s family member or to enhance the safety of those who associate or work with the employee; or
- Other reasons provided under applicable law.

Under this policy, “family member” means: a child, spouse of a child; a spouse, domestic partner; a parent, parents of a spouse; a sibling, spouse of a sibling; grandchildren; and a person with whom the employee shares or has shared, for at least the last twelve months, a mutual residence and a committed relationship. A child includes foster children and a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick days as they are accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over any earned but unused sick leave.

If the need for paid sick leave is foreseeable, employees must provide at least ten days advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation may include a signed document from a health care provider affirming the illness of the employee; a police report indicating that the employee was a victim of stalking, domestic violence, or sexual abuse; a court order; or a signed statement from a victim and witness advocate, or domestic violence counselor affirming that the employee is involved in legal action related to stalking, domestic violence, or sexual abuse.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Delaware Isolation and Quarantine Leave

Employees will not be terminated if they are absent from work as a result of being isolated or quarantined during a public health emergency. Employees do not receive this protection if they are being quarantined because they refused to comply with an examination, treatment, or vaccination program. Employees should provide Partners Personnel with reasonable notice of the need for leave after receiving an isolation or quarantine order. Partners Personnel may require reasonable documentation of the order.

Illinois Sick Leave

Sick leave for Illinois employees is included under the Illinois Paid Leave for Any Reason policy. See that policy for details on the amount of paid leave available to Illinois employees, including for illness or injury.

Chicago, Illinois Sick Leave

Sick leave for Chicago employees is included under the Chicago, Illinois Paid Leave and Paid Sick and Safe Leave policy. See that policy for details on the amount of paid leave available to Chicago employees, including for illness or injury.

Cook County, Illinois Sick Leave

Sick leave for Cook County employees is included under the Cook County, Illinois Paid Leave for Any Reason policy. See that policy for details on the amount of paid leave available to Cook County employees, including for illness or injury.

Maine Sick Leave

Sick leave for Maine employees is included under the Maine Paid Leave for Any Reason policy. See that policy for details on the amount of paid leave available to Maine employees, including for illness or injury.

Maine Public Health Emergency Leave

Employees may take unpaid leave during a public health emergency for the following reasons:

- They are under individual public health investigation, supervision, or treatment related to a public health emergency;
- They are acting in accordance with an extreme public health emergency order;
- They are in quarantine or isolation or other control measure due to public health emergency information or directions issued to the public or individuals;
- They have been given direction in response to Company's concern that the employee may expose others in the workplace to an extreme public health emergency threat; or
- They need to provide care for a qualifying family member for reasons related to an extreme public health emergency.

Employees must provide reasonable advanced notice of the need for this leave. Employees may not be entitled to this leave if granting it would cause an undue hardship on Partners Personnel. Employees will retain their benefits while on this leave. Employees will be provided with any reasonable and necessary unpaid leave after the public health emergency ends for diseases or conditions that they contracted or were exposed to that occurred during the emergency.

Maryland Sick Leave

Maryland employees (i) who work at least 12 hours per week and (ii) whose primary work location is in Maryland are eligible for sick leave under this policy.

Employees accrue unpaid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 64 hours per year of sick leave for the following reasons:

- The physical or mental illness, injury, or condition, of the employee or the employee's family member;
- Maternity or paternity leave;
- To obtain relief in response to a domestic or sexual assault of the employee or a family member; or
- Other reasons provided under applicable law.

Under this policy, "family member" includes a spouse, child, parent, grandparent, grandchild, sibling, or legal guardian.

Employees are entitled to use accrued sick leave beginning on the 107th day of employment, after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than four hours. Employees may carry over up to 40 hours of earned sick leave to the next year but may not accrue more than 64 hours of sick leave.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 37 weeks from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick leave laws, or opposing any policy, practice, or act prohibited by any applicable sick leave laws.

Montgomery County, Maryland Paid Sick Leave

Employees who work at least 8 hours per week in Montgomery County are eligible for paid sick leave under this policy.

Maryland state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 56 hours per year. Employees may use up to 80 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury or condition of the employee or the employee's family member, including for preventative care;
- If the employer's place of business or the school or childcare center for the employee's family member has closed by order of a public official due to a public health emergency;
- To care for a family member if a health official or health care provider has determined that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease;
- For the birth of a child, or for the placement of a child with the employee for adoption or foster care;
- To care for a newborn, newly adopted, or newly placed child within one year of birth, adoption, or placement;

- If the absence from work is due to domestic violence, sexual assault, or stalking committed against the employee or the employee's family member; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a biological child, adopted child, foster child, or stepchild; a child for whom the employee has legal or physical custody or guardianship; a child for whom the employee is the primary caregiver; a biological parent, adoptive parent, foster parent, or stepparent of the employee or the employee's spouse; a legal guardian; a an individual who served as the primary caregiver of the employee when the employee was a minor; a spouse; a grandparent; a spouse of a grandparent; a grandchild; a biological, adopted, or foster sibling; or the spouse of a biological, adopted, or foster sibling.

Employees are entitled to use accrued paid sick days beginning on the 91st day of employment, after which they may use paid sick days as they are accrued. Any available sick leave will be carried over to the next year, but employees may only accrue up to a total of 56 hours.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within nine months from the date of separation, any unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws; for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws; or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Massachusetts Sick Leave

Employees in Massachusetts accrue unpaid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of sick leave for the following reasons:

- Physical or mental illness, injury, or medical condition of the employee or a family member that requires home care, professional medical diagnosis or care, or preventative medical care;
- Routine medical appointments of the employee or a family member;

- Time off to address the psychological, physical or legal effects of domestic violence;
- Time off to address the employee's own or their spouses' physical and mental health needs if they experience pregnancy loss or a failed assisted reproduction, adoption, or surrogacy; or
- Other reasons provided under applicable law.

For purposes of this policy, a "family member" means the employee's child, spouse, parent, or parent of a spouse.

Employees are entitled to use accrued sick days beginning on the 90th day of employment, after which they may use sick days as they are accrued. Employees may take sick leave in increments of no less than one hour or the smallest increment used by the Company's payroll to address the employee's own or their spouses' physical and mental health needs if they experience pregnancy loss or a failed assisted reproduction, adoption or surrogacy system. Any available sick leave will be carried over to the next year, up to a total of 40 hours.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are absent for 24 hours or more, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Sick leave may run concurrently with federal family and medical leave, Massachusetts paid family and medical leave, small necessities leave, parental leave, and/or domestic violence leave.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick days will not be paid upon termination of employment. If an employee is rehired within 4 months, all accrued and unused sick leave must be reinstated. If an employee is rehired after 4 months and up to 1 year following separation, accrued and unused sick leave must be reinstated if the employee had previously accrued 10 or more hours of sick leave before the break in employment.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of sick leave laws; for cooperating in an investigation or prosecution of an alleged violation of sick leave laws; or opposing any policy, practice, or act prohibited by any applicable sick leave laws.

Michigan Paid Sick Leave

This policy only applies when Partners Personnel has 50 or more employees.

Non-exempt employees who work at least 25 hours per week and whose primary work location is in Michigan are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 35 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or a family member, including to obtain medical diagnosis, care, treatment, or preventative medical care;
- If the employee or the employee's family member is a victim of domestic violence or sexual assault:
 - Obtain services from a victim services organization;
 - Relocate due to domestic violence or sexual assault;
 - Obtain legal services; or
 - Participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;
- If the employee's primary workplace or a child's school or place of care is closed by order of a public official due to a public health emergency;
- To quarantine after exposure to a communicable disease, as recommended by health authorities; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a biological, adopted or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis; biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child; individual to whom the eligible employee is legally married under the laws of any state; grandparent; grandchild; or biological, foster, or adopted sibling.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 40 hours of earned sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more

consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Minnesota Paid Sick and Safe Time Leave

Minnesota full or part-time employees who work, or are anticipated to work, at least 80 hours in a year in the state are eligible for sick leave under this policy. Independent contractors are not eligible for leave under this policy. Employees accrue paid sick and safe time leave at a rate of one hour for every 30 hours worked, up to a total of 48 hours per year. Employees may use earned sick and safe time for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or a family member, including for medical diagnosis, care, treatment, or preventative medical care;
- To make arrangements for or attend funeral services or a memorial, or address financial or legal matters that arise after the death of a family member;
- If the employee or their family member are a victim of domestic assault, sexual assault, or stalking, they may take time off to:
 - Obtain medical and psychological counseling;
 - Relocate, engage with victim services, and perform other safety planning;
 - Seek a restraining order or legal counsel; or
 - Participate in a legal proceeding or file a police report;
- If the employee lost work hours due or needs to care for a family member due to closure of employee's place of employment or the employee's family member's place of care for public emergency reasons;

- If determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a child, stepchild, adult child, adopted child, foster child, legal ward, child for whom the employee is a legal guardian, spouse, domestic partner, sibling, stepsibling, foster sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, foster grandchild, grandparent, step-grandparent, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, and one individual annually designated by the employee.

Employees are entitled to use earned sick and safe time leave as it is accrued. Employees may take sick and safe time leave in the same increment of time for which employees are paid, but never in less than 15-minute increments. Partners Personnel will not require employees to take leave under this policy in more than 4-hour increments. Employees may carry over any earned and unused paid sick and safe time leave year-to-year, up to a total of 80 hours. A year for purposes of the employee’s earned sick and safe time accrual is Calendar Year.

If the need for paid sick and safe time leave is foreseeable, employees must provide 7 days’ advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick and safe time leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are absent for more than three days, Partners Personnel may ask them to obtain a medical provider’s release before they are allowed to return to work.

Sick and safe time will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick and safe time leave during any shut down period, except as prohibited by law. If employees separate from Partners Personnel and are rehired within 180 days from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated, unless Partners Personnel paid out that unused paid sick leave at the time of separation.

Abuse of the Company’s sick and safe time leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee’s use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick and safe time leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick and safe time leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick and safe time leave laws.

Bloomington, Minnesota Earned Sick and Safe Leave

Bloomington employees, including part-time and temporary, who work for Partners Personnel at a location within the geographic boundaries of Bloomington for at least 80 hours in a year are eligible for leave under this policy.

Minnesota state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue sick and safe time leave at a rate of one hour for every 30 hours worked, up to a total of 48 hours per year. Employees may use of sick and safe time leave for:

- Mental or physical illness, injury, or health condition of the employee or a family member, including for medical diagnosis, care, treatment, or preventative medical care;
- If the employee or their family member are a victim of domestic assault, sexual assault, or stalking, they may take time off to:
 - Obtain medical and psychological counseling;
 - Relocate, engage with victim services, and perform other safety planning;
 - Seek a restraining order or legal counsel; or
 - Participate in a legal proceeding or file a police report;
- If the employee lost work hours due or needs to care for a family member due to closure of employee's place of employment or the employee's family member's place of care for public emergency reasons;
- If determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a child, stepchild, adult child, adopted child, foster child, legal ward, child for whom the employee is a legal guardian, spouse, domestic partner, sibling, stepsibling, foster sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, foster grandchild, grandparent, step-grandparent, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, and one individual annually designated by the employee.

Employees are entitled to use sick days as they accrue. Employees may take sick and safe time leave in increments consistent with current payroll practices, but of no more than four hours. Employees may carry over up accrued hours but may not exceed 80 total hours of unused leave at any time.

If the need for sick and safe time leave is foreseeable, employees must provide reasonable advance notice to the Organization and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick and safe time leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees have a serious illness or injury or employees are absent for more than three days, Partners Personnel may ask them to obtain a medical provider's release before they are allowed to return to work.

Sick and safe time will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick and safe time leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 180 days from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick and safe time leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of sick and safe time leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick and safe time leave laws, or opposing any policy, practice, or act prohibited by any applicable sick and safe time leave laws.

Minneapolis, Minnesota Sick and Safe Time Leave

Employees accrue paid sick and safe time leave at a rate of one hour for every 30 hours worked in Minneapolis, up to a total of 48 hours per year.

Minnesota state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees may use sick and safe time leave for the following reasons:

- Diagnosis, treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury;
- Care of a covered family member who is sick or needs diagnosis, treatment, or preventative care, or during emergency closure of their school or place of care (including for inclement weather);
- Legal action, counseling or other services for domestic abuse, sexual assault, or stalking;
- Scheduled work shift cancelled due to public health emergency by order of a public official; or
- Other reasons provided under applicable law.

Under this policy, "family member" includes immediate family or a member of the employee's household.

Employees are entitled to use accrued sick leave beginning on the 90th day of employment, after which they may use sick leave as it is accrued. Employees may take sick and safe time leave in increments of no less than four hours. Employees may carry over up to 80 hours of earned sick leave year-to-year.

If the need for sick and safe time leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick and safe time leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more

consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick and safe time will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick and safe time leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 90 days from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick and safe time leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of sick and safe time leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick and safe time leave laws, or opposing any policy, practice, or act prohibited by any applicable sick and safe time leave laws.

St. Paul, Minnesota Paid Sick Leave

Employees who work at least 80 hours per year in St. Paul are eligible for sick leave under this policy. Employees who do temporary work of less than 80 hours per year, including pickups and deliveries, are eligible for leave under this policy for hours worked in St. Paul.

Minnesota state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 48 hours per year. Employees may use paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or a family member, including for medical diagnosis, care, treatment, or preventative care;
- If the employee or a family member are a victim of domestic abuse, sexual assault, or stalking, time off to:
 - Seek medical attention related to physical or psychological injury or disability caused by the crime or abuse;
 - Obtain services from a victim-services organization;
 - Obtain psychological or other counseling;
 - Seek relocation or take steps to secure an existing home due to domestic abuse, sexual assault, or stalking; or

- Seek legal advice or take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the crime or abuse;
- Closure of the employee's place of business due to weather or other public emergency or a family member's school or place of care due to weather or other public emergency;
- If determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease;
- Care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected closure; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a child, stepchild, adult child, adopted child, foster child, legal ward, child for whom the employee is a legal guardian, spouse, domestic partner, sibling, stepsibling, foster sibling, parent, stepparent, mother-in-law, father-in-law, grandchild, foster grandchild, grandparent, step-grandparent, any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, and one individual annually designated by the employee.

Employees are entitled to use paid sick leave as it accrues. Employees may take sick leave in increments of no less than four hours. Employees who have worked within the geographic boundaries of St. Paul for more than one year may carry over earned but unused paid sick leave to the next year, up to a total of 80 hours. If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Organization and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation, including a doctor's note, that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 180 days from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Nevada Sick Leave

Sick leave for Nevada employees is included under the Nevada Paid Leave for Any Reason policy. See that policy for details on the amount of paid leave available to Nevada employees, including for illness or injury.

New Jersey Paid Sick Leave

Employees in New Jersey accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or other adverse health condition of the employee or the employee's family member, including for diagnosis, care, treatment, recovery, or preventative care;
- If the employee or a family member is the victim of domestic or sexual violence, time off to:
 - Recover from physical or psychological injury or disability caused by the crime or abuse;
 - Obtain services from a designated domestic violence agency or other victim services organization;
 - Seek psychological or other counseling; relocation; or legal services, including obtaining a restraining order; or
 - Prepare for or participate in any civil or criminal legal proceeding related to the crime or abuse;
- Closure of the employee's workplace or a child's school or place of care by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others;
- To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability; or
- Other reasons provided under applicable law.

For the purpose of this policy, "family member" means: a child or grandchild; a sibling; a spouse, domestic partner, or civil union partner; a parent or grandparent; a spouse, domestic partner, civil union partner of a parent or grandparent; a sibling of a spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

Employees are entitled to use accrued paid sick days beginning on the 120th day of employment, after which they may use paid sick leave as it is accrued.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes verification signed by a health care professional; a law enforcement agency record or report; a court order; documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense; testimonial from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional; or a copy of the order of the public official or the determination by the health authority.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

New Mexico Paid Sick Leave

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may use paid sick leave for the following reasons:

- For the care of the employee's family member's or the employee's own;
 - mental or physical illness, injury, or health condition;
 - medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition; or
 - preventive medical care;
- For meetings at the employee's child's school or place of care related to the child's health or disability;
or

- For absence necessary due to domestic abuse, sexual assault, or stalking suffered by the employee or a family member of the employee; provided that the leave is for the employee to:
 - obtain medical or psychological treatment or other counseling;
 - relocate;
 - prepare for or participate in legal proceedings; or
 - obtain services or assist a family member of the employee with any of the above activities.
- Other reasons provided under applicable law.

Under this policy, “family member” means an employee's spouse or domestic partner, or a person related to the employee or their spouse or domestic partner as: (i) a biological, adopted, or foster child, a stepchild or legal ward, or a child to whom the employee stands in loco parentis; (ii) a biological, foster, step or adoptive parent or legal guardian, or a person who stood in loco parentis when the employee was a minor child; (iii) a grandparent; (iv) a grandchild; (v) a biological, foster, step, or adopted sibling; (vi) a spouse or domestic partner of a family member; or (vii) a person whose close association with the employee or their spouse or domestic partner is the equivalent of a family relationship.

Employees are entitled to accrue and use paid sick days beginning on July 1, 2022, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carryover up to 64 hours of earned sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. When possible, employees should include the expected duration of the sick leave they plan to take with their notice. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for two or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Employees will not be discharged if they are placed in isolation or quarantine based on infection with or exposure to a threatening communicable disease.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick days will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Company’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners

Personnel will not retaliate against any employee for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

New York Paid Sick Leave

This policy provides paid sick leave when Partners Personnel has 5 or more employees or a net income of greater than \$1 million in the previous tax year. Otherwise, sick leave is unpaid.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 56 hours per year. Employees may use up to 56 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for diagnosis, care, treatment, or preventative care;
- If the employee or their family member are a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking, time off to:
 - Obtain services from a domestic violence shelter, rape crisis center, or other services program;
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - Meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - File a complaint or domestic incident report with law enforcement;
 - Meet with a district attorney's office;
 - Enroll children in a new school; or
 - Take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee; or
- Other reasons provided under applicable law.

Employees can take 20 additional hours paid leave any 52-week period for prenatal care including healthcare services for an employee during their pregnancy, including physical exams, medical procedures, monitoring and testing, and meeting with healthcare providers to talk about the pregnancy. Under this policy, "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or child or parent of the employee's spouse or domestic partner. "Parent" means a biological, foster, step, or

adoptive parent, or a legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child. "Child" means a biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis.

Employees may take sick leave in increments of no less than four hours. Employees may carry over any earned but unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid sick leave will not be paid upon termination of employment.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

New York City Sick and Safe Time

New York state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked, up to a total of 56 hours per year. Employees may use up to 56 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for diagnosis, care, treatment, or preventative care;
- Closure of the employee's place of business or a child's school or childcare provider by order of a public official due to a public health emergency;
- If the employee or their family member are a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking, time off to:
 - Obtain services from a domestic violence shelter, rape crisis center, or other services program;

- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members;
 - Meet with an attorney or other social services provider to obtain information and advice on, and prepare for or participate in any criminal or civil proceeding;
 - File a complaint or domestic incident report with law enforcement;
 - Meet with a district attorney's office;
 - Enroll children in a new school; or
 - Take any other actions necessary to ensure the health or safety of the employee or the employee's family member or to protect those who associate or work with the employee; or
- Other reasons provided under applicable law.

Employees only earn leave under this policy for work done within the City of New York. Remote employees working outside of New York City are not eligible for leave under this policy, even if the Organization is located in the city. Hybrid employees are eligible for leave under this policy if they regularly perform work in New York City during a calendar year.

Under this policy, "family member" means an employee's child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or child or parent of the employee's spouse or domestic partner. "Parent" means a biological, foster, step, or adoptive parent, or a legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child. "Child" means a biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis.

Employees may take sick leave in increments of no less than four hours. Employees may carry over any earned but unused sick leave year-to-year up to a total of 56 hours.

If the need for paid sick leave is foreseeable, employees must provide seven days' advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Employees should contact their supervisor to provide notice. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation, such as signed certification from a licensed health care provider or law enforcement, that the paid sick time has been used for a purpose set forth in this policy. Employees should submit this document to HR at HR@HR.COM when requested. Employees will be reimbursed for the reasonable costs of obtaining documentation.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within six months from their date of separation, their earned but unused paid sick days that they had at the time of separation will be reinstated, and employees may use those previously unused paid sick days.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Oregon Sick Leave

Employees in Oregon accrue sick leave at a rate of one hour for every 30 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventative care;
- Care for a family member with a serious health condition;
- Care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability;
- Recover from or seek treatment for a serious health condition of the employee that renders the employee unable to perform at least one of the essential functions of the employee's regular position;
- Care for a child of the employee who is suffering from an illness, injury or condition that is not a serious health condition but that requires home care.
- For any of the following after the death of a family member:
 - Attend the funeral or alternative to a funeral of the family member;
 - Make arrangements necessitated by the death of the family member; or
 - Grieve the death of the family member;
- If the employee or their family member are a victim of domestic violence, harassment, sexual assault, or stalking, time off:
 - Seek legal or law enforcement assistance or remedies 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;
 - Seek medical treatment for or to recover from injuries caused by the crime or abuse;

- Obtain counseling from a licensed mental health professional related to the crime or abuse;
- Obtain services from a victim services provider;
- Relocate or take steps to secure an existing home to ensure the health and safety of the employee or the employee's minor child or dependent;
- Closure of the employee's place of business or a child's school or place of care by order of a public official due to a public health emergency;
- A determination by a lawful public health authority or by a health care provider that the presence of the employee or a family member in the community would jeopardize the health of others;
- Exclusion from the workplace under any law or rule that requires the Company to exclude the employee from the workplace for health reasons;
- An emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the affected area subject to the order includes either the location of the employer's place of business or the employee's home address;
- A determination by a public official with the authority to do so that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize the health of the employee; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: a spouse, registered domestic partner, or other designated person (if the employee does not have a spouse or registered domestic partner and the designation is made in advance); a child; a parent or legal guardian; a grandparent; a grandchild; a biological, adopted, or foster sibling; a spouse of a sibling; or any individual whose close association with the employee is the equivalent of a family relationship. A child includes not only one related biologically, but also one related by adoption, marriage, and/or foster care, a child for whom the employee has legal or physical custody or guardianship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of the employee, or a person who stood in loco parentis to the employee when they were a minor child.

Employees are entitled to use accrued sick days beginning on the 91st day of employment, after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over up to 40 hours of earned sick leave year-to-year not to exceed a total accrual balance of 80 hours.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Organization and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification from a health care provider; a copy of a police report;

a copy of a protective order or other evidence from a court, administrative agency, or attorney; or documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy, or victim services provider.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 180 days from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

Abuse of the Organization's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, an employee will not be retaliated against for filing a complaint alleging violations of sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick leave laws, or opposing any policy, practice, or act prohibited by any applicable sick leave laws.

Allegheny County, Pennsylvania Sick Leave

This policy only applies when Partners Personnel has 26 or more total employees.

Employees accrue sick leave at a rate of one hour for every 35 hours worked in Allegheny County, up to a total of 40 hours per year. Employees may use up to 40 hours per year of sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;
- Closure of the employee's place of business by order of a public official due to public health emergency;
- Care for a child whose school or place of care has been closed by order of a public official due to a public health emergency;
- Care for a family member when it has been determined by the health authority or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the disease: or
- Other reasons provided under applicable law.

Under this policy, "family member" means: an employee's child (including biological, adopted or foster child, stepchild, legal ward, a child of a domestic partner, or a child for whom the employee stands in loco parentis); parent (including biological, adopted, and foster parents, step-parents; legal guardians of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis to the employee as a minor child); a person to whom the employee is legally married under the laws of any state; domestic partner;

grandparent or the spouse or domestic partner of a grandparent; grandchild; sibling (including biological, foster, and adopted siblings); and any individual for whom the employee has received permission from the employer to care for at the time of the employee's request to make use of sick leave.

Employees are entitled to use accrued sick leave beginning on the 90th day of employment after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Company's payroll system uses to account for absences or use of other time. Employees may carry over up to 40 hours of earned sick leave year-to-year. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Partners Personnel payroll system uses to account for absences or use of other time.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification signed by a health care professional; a police report indicating that the employee was a victim of domestic abuse, stalking, or sexual assault; a court order; or a signed statement from a representative of a victim services organization affirming that the employee was a victim of domestic abuse, stalking, or sexual assault.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If an employee separates from Partners Personnel and is rehired within six months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick leave laws, or opposing any policy, practice, or act prohibited by any applicable sick leave laws.

Philadelphia, Pennsylvania Sick Leave

Leave under this policy is only paid when Partners Personnel has 10 or more employees who work on a full-time, part-time, or temporary basis.

Employees who work at least 40 hours in Philadelphia in a year are eligible for sick leave under this policy.

Employees accrue sick leave at a rate of one hour for every 40 hours worked in Philadelphia, up to a total of 40 hours per year. Employees may use up to 40 hours per year of sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee’s family member, including for medical diagnosis, care, treatment, or preventive medical care;
- If the employee, or their family member, are a victim of domestic abuse, sexual assault or stalking, time off to:
 - Obtain medical attention to recover from physical or psychological injury or disability caused by the crime or abuse;
 - Obtain services from a victim services organization;
 - Obtain psychological or other counseling;
 - Relocate; or
 - Seek legal services or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the crime or abuse; or
- Other reasons provided under applicable law.

Under this policy, “family member” means: a biological, adopted, or foster child, stepchild or legal ward or a child to whom the employee stands in loco parentis; a biological, foster, step, or adoptive parent, or legal guardian of the employee or their spouse or a person who stood in loco parentis to them when they were a minor child; a person to whom the employee is legally married under the laws of Pennsylvania; a grandparent or spouse of a grandparent; a grandchild; a biological, foster, or adopted sibling; a spouse of a biological, foster, or adopted sibling; or a “life partner” under the laws of Pennsylvania.

Employees are entitled to use accrued sick leave beginning on the 90th day of employment after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Company’s payroll system uses to account for absences or use of other time. Employees may carry over up to 40 hours of earned sick leave year-to-year. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Partners Personnel payroll system uses to account for absences or use of other time.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for two or more consecutive days, Partners Personnel may require reasonable documentation that the sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification signed by a health care professional; a police report indicating that the employee was a victim of domestic abuse, stalking, or sexual assault; a court order; or a signed statement from a representative of a victim services organization affirming that the employee was a victim of domestic abuse, stalking, or sexual assault.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick leave laws, or opposing any policy, practice, or act prohibited by any applicable sick leave laws.

Pittsburgh, Pennsylvania Paid Sick Leave

Employees who work at least 35 hours in Pittsburgh in a year are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 35 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;
- Closure of the employee's place of business or a child's school or place of care by order of a public official due to a public health emergency;
- Care for a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the family member's presence in the community would jeopardize the health of others because of the family member's exposure to a communicable disease, whether or not the family member has actually contracted the communicable disease; or
- Other reasons provided under applicable law.

Under this policy, "family member" means: an employee's biological, adopted, foster child, stepchild or legal ward, a child of the employee's domestic partner, or a child to whom the employee stands in loco parentis; a biological, foster, adoptive, or step-parent, or legal guardian of an employee or their spouse or domestic partner or a person who stood in loco parentis to the employee when they were a minor child; a person to whom the employee is legally married under the laws of any state; a grandparent or their spouse or domestic partner; a grandchild; a biological, foster, or adopted sibling; a domestic partner; or any individual for whom the employee has received permission from the Company to care for.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour or the smallest increment that the Company's payroll system uses to account for absences or use of other time. Employees may carry over any earned but unused sick leave. Employees may take sick leave in

increments of no less than one hour or the smallest increment that the Partners Personnel payroll system uses to account for absences or use of other time.

If the need for paid sick leave is foreseeable, employees must provide seven days advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes certification signed by a health care professional indicating that sick time is necessary but does not need to explain the precise nature of the illness.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 6 months from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate or discriminate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

South Carolina Isolation and Quarantine Leave

Employees will not be fired, demoted, or otherwise discriminated against for complying with an isolation or quarantine order. Employees may be required to use available paid leave while isolated or quarantining. Employees should provide Partners Personnel with reasonable notice of the need for leave after receiving an isolation or quarantine order. Partners Personnel may require reasonable documentation of the order.

Rhode Island Sick Leave

This leave is paid when Partners Personnel has 18 or more employees.

Rhode Island employees accrue sick leave at a rate of one hour for every 35 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of sick leave for the following reasons:

- Mental or physical illness, injury, or health condition of the employee or the employee's family member, including for medical diagnosis, care, treatment, or preventive medical care;
- Closure of the employee's place of business or a child's school or place of care by order of a public official due to a public health emergency;

- Care for the employee or a family member when it has been determined by the health authorities having jurisdiction or by a healthcare provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease;
- The employee or a family member is a victim of domestic violence, sexual assault, or stalking; or
- Other reasons provided under applicable law.

Under this policy, “family member” means a child, parent, spouse, mother-in-law, father-in-law, grandparent, grandchild, domestic partner, sibling, care recipient, or member of the employee's household.

Employees are entitled to use accrued sick days beginning on the 90th day of employment, after which they may use sick leave as it is accrued. Employees may take sick leave in increments of no less than four hours. Employees may carry over any earned but unused sick leave year-to-year.

If the need for sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the sick time has been used for a purpose set forth in this policy. Reasonable documentation may include certification signed by a healthcare professional; an employee's written statement that they or their family member was a victim of domestic violence, sexual assault, or stalking and that the leave taken was for one of those purposes; or a police report, court document, or signed statement from a victim and witness advocate indicating that the employee or their family member was a victim of domestic violence, sexual assault, or stalking.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 135 days from their date of separation, their earned but unused sick leave that they had at the time of separation will be reinstated.

Abuse of the Company’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of sick leave laws, or opposing any policy, practice, or act prohibited by any applicable sick leave laws.

Vermont Paid Sick Leave

Vermont employees who work an average of at least 18 hours per week are eligible for paid sick leave under this policy.

Employees accrue paid sick leave at a rate of one hour for every 52 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid sick leave for the following reasons:

- Illness or injury of the employee or a family member, including for professional diagnostic, preventive, routine, therapeutic health care, or accompanying a family member to an appointment for their long-term care.
- If the employee, or their family member, are a victim of domestic violence, sexual assault, or stalking, time off to arrange for social or legal services or obtain medical care or counseling;
- Closure of a family member's school or business for public health or safety reasons; or
- Other reasons provided under applicable law.

For purposes of this policy, "family member" means a parent, grandparent, spouse, child, sibling, parent-in-law, grandchild, or foster child.

Employees are entitled to use accrued paid sick days after their first year of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Employees may carry over any earned but unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. Employees who are rehired aren't entitled to reinstatement of unused sick leave previously accrued. But if they were involuntarily terminated and are rehired within 1 year, they are entitled to resume where they left off with their 12-month waiting period or may immediately begin accruing sick leave if they previously completed their 12-month waiting period.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Washington Paid Sick Leave

Employees in Washington accrue paid sick leave at a rate of one hour for every 40 hours worked. Employees may use up paid sick leave for the following reasons:

- For the care of the employee or employee’s family member’s mental or physical illness, injury or health condition, including for care, preventative care, medical diagnosis;
- The employee's place of business has been closed by order of a public official for any health-related reason, or the employee needs to care for a child whose school or place of care has been closed for such a reason;
- If the employee, or their family member, is a victim of domestic violence, sexual assault, stalking, time off to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;
 - Seek treatment by a health care provider for physical or mental injuries caused by the crime or abuse;
 - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from the crime or assault;
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of the crime or offense; or
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or the employee's family members from future crimes or offenses;
- When a “high risk employee” seeks a reasonable accommodation to protect themselves from the risk of exposure to an infectious or contagious disease and the employer determines no other accommodation is reasonable besides the use of leave;
- To allow an employee to provide care for a child who has been exposed to a contagious disease and is required to quarantine;
- When a household or family member who has been exposed to a contagious disease and is required to quarantine needs additional care;
- Other reasons provided under applicable law.

Under this policy, “family member” means: a child, including a biological, adopted, or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a child’s spouse; a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of the employee or their spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; an employee’s spouse, meaning husband, wife, or state registered domestic partner; a registered domestic partner; a grandparent; a grandchild; a sibling; or someone who regularly lives in the employee’s home or whose relationship creates an expectation that the employee will care for that person.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments consistent with the Company’s normal payroll practices. Employees may carry over up to 40 hours of earned but unused sick leave year-to-year.

If the need for paid sick leave is foreseeable, employees must provide reasonable advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Seattle, Washington Paid Sick Leave

Employees who work more than 240 hours in Seattle per year are eligible for paid sick leave under this policy.

Washington state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 30 hours worked. Employees may use up paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of the employee or the employee's family member, including for care, preventative care, medical diagnosis;
- The employee's place of business has been closed by order of a public official, for any health-related reason, to limit exposure to an infectious agent, biological toxin, or hazardous material;
- The employee's place of business has reduced operations or closed for any health- or safety-related reason;
- The employee's family member's school or place of care has been closed;
- If the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, time off to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;
 - Seek treatment by a health care provider for physical or mental injuries caused by the crime or abuse;
 - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from the crime or assault;
 - Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member was a victim of the crime or offense; or
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future crimes or offenses;
- Other reasons provided under applicable law.

Under this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. "Child" means a biological, adopted, foster, or stepchild, or a child to whom an employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status. "Parent" means a biological, adoptive, de facto, foster, or stepparent, or legal guardian of an employee or their spouse or registered domestic partner, or a person who stood in loco parentis to the employee when they were a minor child.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour or a smaller increment used in the Company's payroll system for tracking compensation. Employees may carry over any earned but unused sick leave year-to-year, up to a total of 72 hours.

If the need for paid sick leave is foreseeable, employees must provide ten days advance notice to the Company and make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company's sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

Tacoma, Washington Paid Sick Leave

Employees who work more than 80 hours in Tacoma per year are eligible for paid sick leave under this policy.

Washington state law also provides sick leave benefits to employees. If there is a conflict between this local sick leave policy and the state-wide policy, the governing policy will be whichever is more generous to employees.

Employees accrue paid sick leave at a rate of one hour for every 40 hours worked. Employees may use paid sick leave for the following reasons:

- Mental or physical illness, injury or health condition of the employee or the employee's family member, including for care, preventative care, or medical diagnosis;
- The employee's place of business or a child's school or place of care has been closed by order of a public official for any health-related reason;

- If the employee, or their family member, are a victim of domestic violence, sexual assault, stalking, time off to:
 - Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from the crime or abuse;
 - Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from the crime or assault; or
 - Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future crimes or offenses;
- Bereavement for the death of a family member;
- Other reasons provided under applicable law.

Under this policy, “family member” means a child, parent, spouse, domestic partner, grandparent, grandchild, or sibling. “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis is a legal guardian, or is a de facto parent, regardless of age or dependency status. “Parent” means a biological, adoptive, de facto, stepparent, or foster parent of an employee, or someone who stood in loco parentis to the employee when they were a minor child.

Employees are entitled to use accrued paid sick days beginning on the 90th day of employment, after which they may use paid sick leave as it is accrued. Employees may take sick leave in increments of no less than one hour. Any available paid sick leave will be carried over to the next year, up to 40 hours.

If the need for paid sick leave is foreseeable, employees must provide ten days advance notice to the Company. If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable and make a reasonable effort to schedule the use of sick days in a manner that does not unduly disrupt the operations of Partners Personnel. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy.

Sick leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused sick leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid sick leave that they had at the time of separation will be reinstated.

Abuse of the Company’s sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off pursuant to this policy. Partners

Personnel will not retaliate against employees for their use of, or attempt to use, sick days. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid sick leave laws.

PAID Leave FOR ANY REASON

Illinois Paid Leave for Any Reason

This policy applies to all Illinois employees not covered by a municipality or county paid leave ordinance.

Employees accrue paid leave at a rate of one hour per 40 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid leave for any reason, including to assist an immediate family member with an illness, injury, medical appointment, or other authorized medical need.

Employees are entitled to use accrued paid leave beginning on the 90th day of employment, after which they may use paid leave as it is accrued. Employees may take paid leave in increments of no less than two hours, unless an employee's shift is less than two hours long. Employees may carry over up to 80 hours of earned leave year-to-year.

If the need for paid leave is foreseeable, employees must provide seven days' advance notice to the Company and make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Employees will not be required to provide any documentation or certification to support their need to for leave.

Paid leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using paid leave during any shut down period, except as prohibited by law. Any unused paid leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 12 months from their date of separation, their earned but unused paid leave that they had at the time of separation will be reinstated.

Abuse of the Company's paid leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off under this policy. Partners Personnel will not retaliate against an employee for the employee's use of or attempt to use paid leave. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid leave laws, or opposing any policy, practice, or act prohibited by any applicable paid leave laws.

Chicago, Illinois Paid Leave and Paid Sick and Safe Leave

This policy applies when Partners Personnel has one or more employees who worked at least two hours in Chicago in any two-week period.

Employees who work at least two hours in Chicago in any two-week period and are eligible for paid leave and paid sick leave under this policy. Employees accrue one hour of paid leave and one hour of paid sick leave for every 35 hours worked, up to 40 per year. Employees may use paid leave for any reason. Employees may use paid sick leave for the following reasons:

- The employee is ill or injured, or for the purpose of receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;
- A covered family member is ill or injured, or ordered to quarantine, or to care for a family member receiving professional care, including preventive care, diagnosis, or treatment, for medical, mental, or behavioral issues, including substance abuse disorders;
- The employee's place of business is closed by order of a public official due to a public health emergency, or the employee needs to care for a family member whose school, class, or place of care has been closed;
- The employee, or a covered family member, is the victim of domestic violence or a sex offense (stalking, aggravated stalking, cyber stalking);
- The employee obeys an order issued by the mayor, the governor of Illinois, the Chicago Department of Public Health, or a treating healthcare provider, requiring the employee: to stay at home to minimize the transmission of a communicable disease, to remain at home while experiencing symptoms or sick with a communicable disease, to obey a quarantine order issued to the employee, or to obey an isolation order issued to the employee; or
- Other reasons provided under applicable law.

Under this policy, "family member" means a child, legal guardian or ward, spouse under the laws of any state, domestic partner, parent, spouse or domestic partner's parent, sibling, grandparent, grandchild, or any other individual related by blood or whose close association with the employee is the equivalent of a family relationship. A child includes not only a biological relationship, but also a relationship resulting from an adoption, step-relationship, and/or foster care relationship, or a child to whom the employee stands in loco parentis. A parent includes a biological, foster, stepparent or adoptive parent or legal guardian of an employee, or a person who stood in loco parentis when the employee was a minor child.

Employees are entitled to use accrued paid leave after 90 days of employment and paid sick leave after 30 days of employment, after which they may use paid sick days as they are accrued. Employees may take paid sick leave in increments of no less than two hours. Employees may take paid leave in increments of no less than four hours. Employees carryover to the next year up to 16 hours of unused paid leave. Employees carryover to the next year up to up to 80 hours of paid sick leave.

If the need for paid leave is foreseeable, employees must provide seven days advance notice to the organization. Employees must receive preapproval before using paid leave so that doing so doesn't disrupt business operations. The approval process will consider the following factors:

- Whether granting paid leave during a particular time period would significantly impact business operations.
- Whether Partners Personnel provides a need or service critical to the health, safety, or welfare of the people of Chicago.
- Whether similarly situated employees are treated the same for the purposes of reviewing, approving, and denying paid leave.
- Whether the employee has meaningful access to use all their Paid Leave over the 12-month period.

If the need for paid sick leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. If employees are absent for three or more consecutive days, Partners Personnel may require reasonable documentation that the paid sick time has been used for a purpose set forth in this policy. Reasonable documentation includes documentation signed by a licensed health care provider; police report; court document; signed statement from an attorney, a member of the clergy, or a victim services advocate; or a written statement from the employee, or any other person who has knowledge of the circumstances.

Partners Personnel may prohibit employees from using sick leave during any shut down period, except as prohibited by law. Any unused paid sick leave will not be paid upon separation. Unused paid leave will not be paid out upon separation.

Abuse of the Company's paid leave and paid sick leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off under this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, leave under this policy. In addition, an employee will not be retaliated against for filing a complaint alleging violations of paid leave or paid sick leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid leave or paid sick leave laws, or opposing any policy, practice, or act prohibited by any applicable paid leave or paid sick leave laws.

Cook County, Illinois Paid Leave for Any Reason

Employees accrue paid leave at a rate of one hour per 40 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid leave for any reason, including to assist an immediate family member with an illness, injury, medical appointment, or other authorized medical need.

Employees are entitled to use accrued paid leave beginning on the 90th day of employment, after which they may use paid leave as it is accrued. Employees may take leave in increments of no less than two hours, unless an employee's shift is less than two hours long. Employees may carry over up to 40 hours of earned leave year-to-year.

If the need for paid leave is foreseeable, employees must provide seven days' advance notice to the Company and make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable. Employees will not be required to provide any documentation or certification to support their need to for leave.

Paid leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using paid leave during any shut down period, except as prohibited by law. Any unused paid leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 12 months from their date of separation, their earned but unused paid leave that they had at the time of separation will be reinstated.

Abuse of the Company's paid leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off under this policy. Partners Personnel will not retaliate against an employee for the employee's use of or attempt to use paid leave. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid leave laws, or opposing any policy, practice, or act prohibited by any applicable paid leave laws.

Maine Paid Leave for Any Reason

This policy only applies when Partners Personnel has more than 10 employees for more than 120 days in any calendar year.

Employees accrue paid leave at a rate of one hour for every 40 hours worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid leave for any reason.

Employees are entitled to use accrued paid leave beginning on the 120th day of employment, after which they may use paid leave days as it is accrued. Employees may carry over up to 40 hours of earned paid leave year-to-year. Employees may take paid leave in increments of no less than one hour.

If the need for paid leave is foreseeable, employees must provide four weeks' advance notice to the Company and make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid leave is unforeseeable, employees must provide notice as soon as practicable.

Leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using leave during any shut down period, except as prohibited by law. Any unused paid leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within one year from their date of separation, their earned but unused paid leave that they had at the time of separation will be reinstated.

Abuse of the Company's paid leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off under this policy. Partners Personnel will not retaliate against an employee for the employee's use of, or attempt to use, paid leave. In

addition, an employee will not be retaliated against for filing a complaint alleging violations of paid leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid leave laws, or opposing any policy, practice, or act prohibited by any applicable paid leave laws.

Nevada Paid Leave for Any Reason

This policy only applies when Partners Personnel has 50 or more employees and has been operating for at least two years.

Employees accrue paid leave at a rate of 0.01923 hours per hour worked, up to a total of 40 hours per year. Employees may use up to 40 hours per year of paid leave for any reason, including to assist an immediate family member with an illness, injury, medical appointment, or other authorized medical need.

Employees are entitled to use accrued paid leave beginning on the 90th day of employment, after which they may use paid leave as it is accrued. Employees may take leave in increments of no less than four hours. Employees may carry over up to 40 hours of earned leave year-to-year.

If the need for paid leave is foreseeable, employees must provide reasonable advance notice to the Company and make a reasonable effort to schedule the use of leave in a manner that does not unduly disrupt the operations of Partners Personnel. If the need for paid leave is unforeseeable, employees must provide notice of the need for the leave as soon as practicable.

Paid leave will not accrue during any leave of absence. Partners Personnel may prohibit employees from using paid leave during any shut down period, except as prohibited by law. Any unused paid leave will not be paid upon termination of employment. If employees separate from Partners Personnel and are rehired within 90 days from their date of separation, their earned but unused paid leave that they had at the time of separation will be reinstated.

Abuse of the Company's paid leave policy is dishonest and may lead to termination of employment. Employees will not be required to find their replacements for time they take off under this policy. Partners Personnel will not retaliate against an employee for the employee's use of or attempt to use paid leave. In addition, employees will not be retaliated against for filing a complaint alleging violations of paid leave laws, for cooperating in an investigation or prosecution of an alleged violation of paid leave laws, or opposing any policy, practice, or act prohibited by any applicable paid leave laws.

Workers' Compensation

Partners Personnel, in accordance with state law, provides insurance coverage for employees in case of work-related injury. To ensure that employees receive the workers' compensation benefits they are entitled to, employees must: (i) immediately report any work-related injury to their supervisor, including any injury that occurs while they are working from home; (ii) seek medical treatment and follow-up care if required; and (iii) complete any required employee claim forms and return them to Corporate Human Resources at HR@Espererholdings.com. Employees must also provide Partners Personnel with a certification from their health care provider regarding their need for leave and their ability to return to work from such leave.

Upon submission of a medical certification that the employee is able to return to work, the employee will be offered the same position held at the time that their leave started, unless the job has been filled in order to avoid undermining the Company's ability to operate effectively or the employee is not capable of performing the job responsibilities upon their return. If an employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, filling the available position would substantially undermine the Company's ability to operate effectively, or the employee is not capable of performing the job responsibilities. Upon return from workers' compensation disability leave, if an employee is unable to perform the essential functions of the job because of a physical or mental condition, Partners Personnel may provide a reasonable accommodation, as required by applicable law.

Family and Medical Leave

Federal Family and Medical Leave Act (FMLA)

Partners Personnel provides family, medical, and military family leave in accordance with the Family and Medical Leave Act of 1993 (FMLA). Any leave taken under the FMLA may run concurrently with leave taken under applicable state law where the statutes allow for leave for the same reasons.

Eligibility

Employees are eligible for FMLA leave if they: (i) have worked for Partners Personnel for at least 12 months (which does not need to be consecutive) before the leave, (ii) have worked at least 1,250 hours during the 12-month period before the leave, and (iii) are employed at a workplace that has 50 or more employees within a 75-mile radius. Please contact Corporate Human Resources at HR@Espererholdings.com with questions regarding eligibility.

Eligible Reasons and Amount of Leave

Eligible employees may take up to 12 weeks of unpaid time off in any 12-month period (except as provided below) for the following reasons (the "Eligible Reasons"):

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent with a serious health condition;
- For an employee's serious health condition which renders the employee unable to perform any of the essential functions of the employee's position; or
- Employees that have a spouse, domestic partner, child, or parent who is a current member of the U.S. Armed Forces, or who has been called to active duty status, (a "qualifying military exigency"), which includes attending certain military events, arranging for alternative (but not routine) childcare and attending to certain child-related emergencies, addressing certain financial and legal arrangements, attending certain counseling sessions, addressing certain care-related needs of the parent of a service member who is unable to care for themselves, and attending post-deployment reintegration briefings.

Leave also may be taken immediately prior to a service member's short-notice deployment (up to seven days) and during a service member's short-term rest and recuperation leave (up to 15 days)

In addition, eligible employees may take up to 26 weeks of unpaid time off in a single 12-month period, beginning on the first day of FMLA leave to care for a spouse, son, daughter, parent, or next of kin who is a covered service member or member of the armed forces (as applicable) for any qualifying reason, including having a serious injury or illness related to active-duty service. Such leave will run concurrently with any military leave the employee is eligible to take so long as the employee qualifies for leave under military leave law and the leave available in a single 12-month period, beginning on the first day of FMLA.

A serious health condition is an illness, injury, impairment, or mental or physical condition that involves:

- An overnight stay in a medical facility or follow-up treatment related to that stay.
- Inability to perform daily activities for more than 3 consecutive days, with follow-up treatment involving either:
 - Two treatments by a healthcare provider, with the first visit within seven days.
 - One treatment with continuing care prescribed.
- Periodic incapacity due to pregnancy, including morning sickness or prenatal care.
- Chronic conditions like migraines, depression, or diabetes that:
 - Require at least two doctor visits per year.
 - Continue over a long period.
 - Cause occasional inability to function.
- Long-term or permanent incapacity from conditions like Alzheimer's disease, where treatment may not be effective.
- Conditions needing multiple treatments, such as:
 - Restorative surgery after an accident.
 - Serious conditions like cancer, causing more than three consecutive days of incapacity without treatment.

Covered Service Members are:

Current members of the Armed Forces (including the National Guard or Reserves) who, for a serious injury or illness, are:

- undergoing medical treatment, recuperation, or therapy;
- otherwise in outpatient status; or
- otherwise on the temporary disability retired list.

Veterans who were members of the Armed Forces (including the National Guard or Reserves) at any time during the five years before the eligible employee begins military caregiver leave and who:

- are undergoing medical treatment, recuperation, or therapy for a serious injury or illness, and
- have been discharged or released under conditions other than dishonorable during the preceding five-year period.

Please contact Corporate Human Resources at HR@Espererholdings.com with any questions about limits on FMLA leave applicable to married employees.

Intermittent Leave

Employees may take FMLA leave on an intermittent (in blocks of time, or by reducing their normal weekly or daily work schedule) or reduced work-schedule basis: (i) if medically necessary because of the employee's serious health condition, to care for a covered family member with a serious health condition, or to care for a covered service member with a serious injury or illness; (ii) for the birth of a child or placement of a child for adoption or foster care; or (iii) if the leave is due to a qualifying exigency.

The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves, provided that any increment cannot be greater than one hour. Any leave taken for the birth, adoption, or foster placement of a child must be approved by Partners Personnel and must conclude within 12 months after the birth, adoption, or placement of the child.

Calculating Leave

The Department of Labor provides the following information about calculating FMLA leave. Only the amount of leave actually taken may be counted against an employee's FMLA leave entitlement. Where an employee takes FMLA leave for less than a full workweek, the amount of FMLA leave used is determined as a proportion of the employee's actual workweek. The amount of FMLA leave taken is divided by the number of hours the employee would have worked if the employee had not taken leave of any kind (including FMLA leave) to determine the proportion of the FMLA workweek used. For example, an employee who normally works 30 hours a week but works only 20 hours in a week because of FMLA leave would use one-third of a week of FMLA leave. An employer may convert the FMLA leave usage into hours so long as it fairly reflects the employee's actual workweek.

Time that an employee is not scheduled to report for work may not be counted as FMLA leave. If an employer temporarily stops business activity and employees are not expected to report for work for one or more weeks (e.g., a school that closes two weeks for the winter holiday, or a plant that closes for a week for repairs), the days the employer's business activities have stopped do not count against the worker's FMLA leave.

When a holiday falls during a week in which an employee is taking the full week of FMLA leave, the entire week is counted as FMLA leave. However, when a holiday falls during a week when an employee is taking less than the full week of FMLA leave, the holiday is not counted as FMLA leave, unless the employee was scheduled and expected to work on the holiday and used FMLA leave for that day.

When an employee's schedule varies so much that the employer is unable to determine how many hours the employee would have worked during the week the employee takes FMLA leave, the employer may use a weekly average to calculate the employee's FMLA leave entitlement. The weekly average is determined by the hours scheduled over the 12 months prior to the beginning of the leave and includes any hours for which the employee took any type of leave.

Required overtime hours that are not worked by the employee because of an FMLA-qualifying reason may be counted as FMLA leave. However, voluntary overtime hours not worked due to an FMLA-qualifying reason may not be counted as FMLA leave.

Notice of Leave

Employees must provide at least 30 days' advance notice before the leave begins, if foreseeable. If 30 days' notice is not practicable, notice must be given as soon as practicable. Employees must consult with Partners Personnel to schedule any planned medical treatment or supervision to minimize disruption to the Company's operations, subject to the approval of the health care provider of the person undergoing treatment.

Failure to comply with these rules may result in deferral of leave until the employee complies with this policy. If an unforeseen need for leave arises, employees must follow the Company's standard absence notice procedures, unless unusual circumstances prevent the employee from doing so. Employees who fail to follow the Company's standard absence notice procedures may be subject to discipline, possibly including termination of employment.

Certification of Leave

Partners Personnel may request that employees provide certification of leave within 15 days of their request for leave, unless impracticable. If Partners Personnel determines a medical certification is incomplete or insufficient, Partners Personnel will provide the employee with written notice of the deficiencies, and they will have seven days to repair the deficiency. If the employee does not repair the deficiency within the allocated time frame, Partners Personnel may deny the leave request.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from a health care provider that states the: (i) date of commencement of the serious health condition; (ii) probable duration of the condition; (iii) estimated amount of time the health care provider will provide care; and (iv) confirmation that the serious health condition warrants the participation of the employee.

If the leave is needed for an employee's serious health condition, the employee must provide certification from a health care provider that states: (i) the date of commencement of the serious health condition; (ii) the probable duration of the condition; and (iii) that the employee is unable to perform one or more of the essential functions of the employee's position because of the employee's serious health condition. If Partners Personnel has reason to doubt the veracity of the certification, Partners Personnel may require, at its expense, a second opinion from a health care provider designated by the Company. If the second opinion differs from the first opinion, Partners Personnel may require, at its expense, that employees obtain the opinion of a third health care provider designated or approved by Partners Personnel and employees. The opinion of the third health care provider will be final and binding.

Partners Personnel may also request medical certification for other leave-qualifying reasons to the extent not prohibited by applicable law. Partners Personnel requires certification by an employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in the denial of reinstatement until the certificate is obtained. If employees do not provide the certification within three business days after the employee's scheduled return date, they will be considered to have voluntarily resigned. Partners Personnel may ask for recertification from the employee's health provider in accordance with applicable law. For example, if an employee's medical condition lasts longer than one year, Partners Personnel may request a new certification from the employee's health care provider every 12 months. If an employee is absent from work due to an ongoing medical condition covered under this policy, Partners Personnel may ask for a new certification from the employee's health care provider every six months.

Leave Timing

Any FMLA leave provided to eligible employees under this policy will be considered part of the 12-workweek per 12-month entitlement. This 12-month period is a "rolling" 12-month period measured backward from the date an employee uses any leave, such that their leave entitlement is the balance of the 12-workweek entitlement that has not been used during the preceding 12 months. Leave taken to care for an employee's newborn child or a child placed with them for foster care or adoption must be concluded within one year of the child's birth or placement. Employees cannot carryover unused leave from one "rolling" 12-month period to the next "rolling" 12-month period.

Leave Is Unpaid

Leave under this policy is unpaid. Employees may be entitled to wage replacement under applicable state family and medical leave insurance programs. Employees may substitute any unused vacation days for unpaid FMLA leave. The substitution of paid leave for unpaid FMLA leave does not extend the length of the FMLA leave period.

When employees have used all available vacation, or if employees have no available vacation days, then the leave is unpaid.

Benefits During Leave

Employees will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled before the first day of FMLA leave for up to 12 weeks. Employees must continue to pay their portion

of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump-sum at the beginning of FMLA leave or monthly. In some instances, Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following FMLA leave. If paid leave is substituted for unpaid FMLA leave, Partners Personnel will deduct the employee's portion of the health plan premium as a regular payroll deduction.

Reinstatement

Upon return from FMLA leave, employees will be reinstated to their original position or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions subject to any defense to reinstatement allowed under the law. Using FMLA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before FMLA leave. As more fully described below, employees on FMLA leave will not continue to accrue employment benefits, such as vacation during unpaid FMLA leave.

Reinstatement after FMLA leave may be denied to certain salaried "key" employees in the following circumstances: (i) if those employees are among the highest paid 10% of salaried employees within 75 miles of the central workplace; (ii) when the refusal to reinstate is necessary because the employee's reinstatement will cause substantial and grievous economic harm to the Company's operations; and (iii) when the employee is notified of the Company's intent to refuse reinstatement at the time Partners Personnel determines it is necessary. If leave has already begun, Partners Personnel will give the employee a reasonable opportunity to return to work following the notice described above.

Other Employment

Employees on leave are not permitted to take on any other employment, even on a temporary basis, without written authorization from the Company. To do so will result in termination of employment.

Non-Discrimination

Partners Personnel will not discriminate against employees or applicants for requesting or taking FMLA leave. Partners Personnel will not interfere with, restrain, or deny employees' exercise of (or attempts to exercise) any rights provided by the FMLA.

California Family and Medical Leave

This policy applies only when Partners Personnel has five or more employees in the United States.

Partners Personnel provides family and medical leave in accordance with the California Family Rights Act (CFRA).

California employees are eligible for CFRA leave if they have worked for Partners Personnel for at least 12 months; and at least 1,250 hours during the 12-month period before the leave.

Eligible employees may take up to 12 weeks of unpaid CFRA leave within a 12-month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse (including same-sex spouse), registered domestic partner, designated person, child of any age, child of domestic partner, sibling, parent, parent-in-law, grandparent, or grandchild;
- For the employee's serious health condition (excluding pregnancy and childbirth) which makes the employee unable to perform the essential functions of the employee's position; or
- For qualifying military exigencies (related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child, or parent in the United States Armed Forces).

A "designated person" means any person related by blood or whose association with the employee is the equivalent of a familial relationship. Employees may designate a person at the time they request leave. Employees are limited to one designated person per 12-month period for family care and medical leave.

Eligible employees are entitled to up to four months of pregnancy-related disability leave ("PDL"), followed by 12 weeks of CFRA leave to bond with the newborn child. Please see the California Pregnancy Leave policy for more information.

Employees who have worked for Partners Personnel for at least 30 days are entitled to up to five days of bereavement leave upon the death of a family member. This leave is separate from the 12 weeks described above. Employees may take this leave for each death of a family member that occurs. The leave does not need to be taken consecutively, but the leave must be taken within three months of the date of death of the family member.

CFRA leave is unpaid. Employees in California may be eligible for partial wage reimbursement from California's State Disability Insurance ("SDI") or Paid Family Leave Insurance ("PFLI"). PFLI up to 8 weeks of paid leave in a 12-month period for bonding leave, family care leave, and military qualifying exigency leave. Employees will not be required to use their paid leave before being eligible for wage reimbursement. Visit <https://edd.ca.gov/claims.htm> for more information. Employees may substitute any available vacation for unpaid CFRA leave.

Employees may take CFRA leave intermittently. CFRA leave runs concurrently with FMLA leave, except for leave taken under the FMLA for a disability due to pregnancy, childbirth, or related medical condition. Employees must provide Partners Personnel with reasonable prior notice before taking CFRA leave, if foreseeable, and make a reasonable effort to schedule the treatment or supervision to avoid disruption of the Company's operations, subject to the approval of the patient's health care provider.

Partners Personnel may require employees to provide certification from a health care provider. For CFRA leave to care for a family member, the certification must include: (i) the start date of the serious health condition; (ii) the probable duration of the condition; (iii) the estimated amount of time the health care provider will provide services; and (iv) confirmation that the health condition warrants the employee's participation. CFRA leave certification for an employee's own serious health condition should state: (i) the start date of the serious

health condition; (ii) the probable duration of the condition; and (iii) a statement that the employee is unable to perform one or more of the essential functions of their position because of the serious health condition. If Partners Personnel has reason to doubt the validity of the medical certification, it may seek a second opinion. If the second opinion differs from the first opinion, Partners Personnel may require, at its expense, that employees obtain the opinion of a third health care provider selected by both parties. The opinion of the third health care provider will be final and binding.

Employees may continue participating in any health and welfare benefit plans in which they were enrolled before the first day of CFRA leave for up to 12 weeks. Employees must continue to pay their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, premium payments may be paid in one lump sum at the beginning of CFRA leave or monthly. Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following CFRA leave in certain situations.

Upon return from CFRA leave, employees will be reinstated to their original position, or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions as permitted by law. In addition, use of CFRA leave will not result in the loss of any employment benefit that an employee earned or was entitled to before CFRA leave.

Partners Personnel will not refuse to hire, discharge, fine, suspend, expel, or discriminate against employees for requesting or taking CFRA leave. Partners Personnel will also not interfere with, restrain, or deny any employee's exercise of, or attempts to exercise, any rights provided by the CFRA.

San Francisco Family Friendly Workplace Policy

This policy only applies when Partners Personnel has 20 or more employees total.

Employees may request a flexible or predictable work arrangement if:

1. They work within the geographic boundaries of San Francisco or are teleworking and assigned to a San Francisco office;
2. They work at least 8 hours per week regularly;
3. They have been employed by Partners Personnel for 6 months or more; and
4. They are the primary contributor to the ongoing care of:
 - A child or children they have parental responsibility over;
 - A person or persons with a serious health condition in a family relationship with the employee; or
 - A person who is age 65 or older and in a family relationship with the employee.

A flexible or predictable work arrangement can include changes to the number of hours worked, work schedule, work location, and work assignments or duties. Employees must submit a request for a flexible or predictable working arrangement in writing to Corporate Human Resources. The request must describe:

- the arrangement requested;
- the date the employee would like the arrangement to start;
- how long the employee expects the arrangement to last; and
- how the request is related to caregiving.

The Company will review submitted requests and respond within 21 days. Employees will receive written confirmation if their request is granted. If a request is not granted, Partners Personnel will set up a meeting with the employee to engage in an interactive process to discuss alternatives. After engaging in an interactive process to discuss alternatives, employees' requests may be denied if the request would cause an undue hardship. Employees will be provided with a written response that includes an explanation for the denial and notice of employees' right to request reconsideration within 30 days and file a complaint with the San Francisco Office of Labor Standards Enforcement (OLSE). Partners Personnel will hold a meeting with the employee to discuss any reconsideration request within 21 days of receiving it. Employees will receive a final written decision within 14 days after the meeting.

Colorado Family and Medical Leave

Employees who have earned at least \$2,500 in wages within the state may be eligible for up to 12 weeks of paid leave benefits under Colorado FAMLI. Employees may use up to 12 weeks of leave per year in order to:

- Care for a new child, including adopted and fostered children;
- Care for themselves, if they have a serious health condition;
- Care for a family member's serious health condition;
- Make arrangements for a family member's military deployment; or
- Address the immediate safety needs and impact of domestic violence and/or sexual assault.

Employees may also be eligible for up to four additional weeks of benefits if the leave is due to a serious health condition related to complications with pregnancy or childbirth. Leave taken under this policy runs concurrently with the FMLA, if applicable. If the need for leave is foreseeable, employees should provide notice of the need to take leave at least 30 days in advance. If leave is unforeseeable, employees should provide notice as soon as possible. Employees should schedule leave so as to not unduly disrupt Partners

Personnel operations when possible. FAMLI leave that also qualifies as leave under the federal Family and Medical Leave Act (FMLA) runs concurrently with FMLA leave.

Employees who take FAMLI leave are entitled to return to their same position or a position with the same pay, benefits, and seniority or status. Employees will not lose their health benefits during their leave and will be required to pay their portion of health insurance premiums while on leave. Employees will not receive disciplinary or retaliatory actions for requesting or using paid leave.

Paid benefits under this leave are managed by the state. Employees should visit <https://famli.colorado.gov/> to apply for paid benefits.

Connecticut Family and Medical Leave

Partners Personnel provides family and medical leave in accordance with the Connecticut Paid Leave Act (CTPL) and the Connecticut Family and Medical Leave Act (CFMLA). Partners Personnel will not discharge or otherwise discriminate against employees for requesting or taking leave under this policy. Partners Personnel will not interfere with, restrain, or deny employees' exercise of (or attempts to exercise) any rights provided by the CFMLA or CTPL.

Unpaid Family and Medical Leave

Connecticut employees are eligible for CFMLA leave if they have worked for Partners Personnel for at least three consecutive months. Eligible employees may take up to 12 weeks of unpaid CFMLA leave in any 12-month period for the following reasons:

- The birth of a child and care within the first year after birth;
- The placement of a child with employee for adoption or foster care and care for child within the first year after placement;
- To care for a family member with a serious health condition;
- Because of the employee's own serious health condition (and if the serious health condition results in incapacitation that occurs during a pregnancy, the employee may receive an additional 2 weeks of leave under this policy);
- To serve as an organ or bone marrow donor;
- To address qualifying exigencies arising from a spouse, son, daughter or parent's active-duty service in the armed forces; or
- To care or a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred on active duty in the armed forces.

Employees may take an additional two weeks of leave for pregnancy-related health conditions resulting in incapacitation. CTFMLA further allows eligible employees to take up to 26 weeks of leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. Employees may be required to substitute available vacation for CFMLA leave, but employees will retain at least two weeks of that leave.

Under this policy, “family member” means—whether through blood, marriage, adoption, or foster care placement—the employee’s spouse, sibling, son or daughter, grandparent, grandchild, parent, or individual related to the employee by blood or affinity whose close association is the equivalent of those family relationships. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves (i) inpatient care, or (ii) continuing treatment by a health care provider.

Leave for the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced leave schedule if Partners Personnel and the employee agree. Leave for the employee’s serious health condition, a family member’s serious health condition, or organ donation may be taken intermittently or on a reduced leave schedule when medically necessary, but Partners Personnel may require the employee to transfer temporarily to an available alternative position that has equivalent pay and benefits to better accommodate recurring periods of leave.

Employees must provide at least 30 days’ notice before taking CFMLA leave, if foreseeable. If not foreseeable, employees must provide as much notice as is practicable. If CFMLA leave is for a planned medical treatment, employees must make a reasonable effort to schedule the treatment to not unduly disrupt the Company’s operations, subject to the approval of the patient’s health care provider.

Partners Personnel may require certification from a health care provider containing (i) the date on which the serious health condition commenced, (ii) the probable duration of the condition, (iii) the appropriate medical facts within the knowledge of the health care provider regarding the condition; (iv) (if applicable) a statement that the employee needs to care for their family member and an estimate of the amount of time they need to care for the person; (v) a statement that the employee is unable to perform their job functions; and (vi) in the case of certification for intermittent leave or leave on a reduced leave schedule, the dates and duration of treatment.

Upon returning from CFMLA leave, employees will be restored to the position they held when leave commenced. If the original position is not available, the employee will be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If the employee is medically unable to perform their original job, they will be transferred to work suitable to their condition if, such work is available.

Employees can file a complaint directly in Superior Court or with the Connecticut Department of Labor if they believe that their CFMLA rights have been violated. To file a CFMLA complaint with the Connecticut Department of Labor, complete and submit the appropriate complaint form found on the [Department’s website](#) along with more information. Go to ctpaidleave.org for more information about CTPL.

Paid Family and Medical Leave Insurance

CTPL leave is paid by the Connecticut Paid Leave Authority and eligible employees must submit applications on its [website](#). See that website for eligibility requirements. This leave has the same uses as and run concurrently with CTFMLA leave. Employees can also receive paid benefits for leave taken under the Connecticut Family Violence Leave Act (CTFVLA). See the Domestic Violence Policy for more information about the CTFVLA. Employees may supplement the paid leave with compensation from the Office of Victim Services' victim compensation program (beginning October 1, 2024) and any available vacation, but the total amount cannot exceed the employee's usual weekly wages.

District of Columbia Family and Medical Leave

This policy applies only when Partners Personnel has 20 or more employees on the payroll for 20 or more weeks in the current or prior calendar year.

Partners Personnel provides family and medical leave in accordance with the District of Columbia Family and Medical Leave Act (DCFMLA).

Employees in the District of Columbia are eligible for DCFMLA leave if they have been continuously employed by Partners Personnel for at least one year and worked at least 1,000 hours within the 12-month period before the leave.

Eligible employees may take up to 16 weeks of unpaid leave in a 24-month period for their serious health condition.

Additionally, eligible employees may take up to 16 weeks of unpaid leave in a 24-month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- For placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility; or
- To care for the employee's family member with a serious health condition.

"Family member" for purposes of DCFMLA includes: any person to whom the employee is related by blood, legal custody, or marriage; any person with whom the employee has shared a committed relationship and a mutual residence in the last year; a foster child; and any child who lives with the employee and for whom the employee has permanently assumed parental responsibility or for whom the employee is the legal custodian.

Leave under this policy is unpaid. Employees may be eligible to receive partial wage replacement benefits from District of Columbia during all or part of DCFMLA leave. The amount of the benefit is determined by a sliding scale based on the employee's income and is subject to a weekly cap. Benefits determinations are made by the District of Columbia Office of Paid Family Leave. For more information, go to <https://dcpaidfamilyleave.dc.gov>.

Employees may substitute any available vacation for unpaid DCFMLA leave.

Employees may be able to take leave on an intermittent (in blocks of time, or by reducing their normal weekly or daily work schedule) or reduced work schedule basis. Such leave will be granted on a case-by-case basis.

Employees must provide Partners Personnel with reasonable prior notice, if foreseeable, and make a reasonable effort to schedule the medical treatment to not unduly disrupt the Company's operations, subject to the approval of the patient's health care provider.

Partners Personnel may require that employees provide a certification from a health care provider as to the date when the serious health condition began, its probable duration, appropriate medical facts that would entitle the employee to take leave, and an estimate of the amount of time that the employee will be unable to perform their job. If Partners Personnel has reason to doubt a certification's validity, Partners Personnel may require the employee to obtain a second opinion, approved and paid for by the Company. If the second opinion differs from the original certification, a third opinion may be obtained at the Company's expense from a mutually agreed-upon health care provider. This third opinion is final and binding. Partners Personnel may require subsequent recertification on a reasonable basis.

During DCFMLA leave, Partners Personnel will maintain the employee's coverage under any applicable group health plan, at the same level and under the same conditions that coverage would have been provided if the employee were not on DCFMLA leave. Employees must continue to pay the employee portion of the insurance premium. Employees on DCFMLA leave will be entitled to all employment benefits and seniority accrued before the leave began, but they will not accrue seniority or benefits during DCFMLA leave.

Upon return from DCFMLA leave, employees will be reinstated to their former position or an equivalent position with equivalent employment benefits, pay, seniority, and other terms and conditions of employment. However, if they are a salaried employee among the five highest paid employees (or ten highest paid employees if Partners Personnel has more than 50 employees), the employee may be denied reinstatement if Partners Personnel demonstrates a substantial economic injury to its operations not related to the leave and promptly notifies the employee of the denial and the reasons for it.

Partners Personnel will not discharge or in any other manner discriminate against employees for requesting or taking DCFMLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the DCFMLA.

Hawaii Family Leave

This policy applies only when Partners Personnel has 100 or more employees in Hawaii for each working day during 20 or more weeks in the current or prior calendar year.

Partners Personnel provides family leave in accordance with the Hawaii Family Leave Act (HFLA).

Hawaii employees are eligible for HFLA leave if they have worked for Partners Personnel for at least six consecutive months prior to the leave. Eligible employees may take up to four weeks of unpaid leave in a 12-month period for the following reasons:

- To care for the employee's child or placement for adoption; or
- To care for the employee's child, spouse or reciprocal beneficiary, or parent with a serious health condition.

For purposes of the HFLA, a “child” may be any age and includes a biological, adopted, or foster child, a stepchild, or a legal ward of the employee. “Parent” includes a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, a biological or adoptive grandparent, or a grandparent-in-law. A “sibling” includes a biological, adopted, or foster brother or sister, step-brother, or step-sister.

For purposes of the HFLA, a “reciprocal beneficiary” is defined as two adults who are parties to a valid reciprocal beneficiary relationship, which requires that: (i) each party is at least 18 years old; (ii) neither party is married or party to another reciprocal beneficiary relationship; (iii) the parties are legally prohibited from marrying each other; (iv) each party voluntarily consents to the relationship; and (v) each party signs a declaration acknowledging the reciprocal beneficiary relationship.

HFLA leave is unpaid. Employees may substitute any available vacation for unpaid HFLA leave.

HFLA leave may be taken intermittently. Employees taking HFLA leave must provide Partners Personnel with prior notice of the need for leave in a manner that is reasonable and practicable, if the leave is foreseeable.

Partners Personnel may require employees provide written certification for leave. For leave based upon the birth of a child, certification must be issued by a health care provider or family court. For leave pursuant to a child’s placement for adoption, certification must be issued by a recognized adoption agency, the attorney handling the adoption, or the person officially designated by the birth parent to select and approve the adoptive family. For leave to care for a child, spouse, or parent with a serious health condition, certification must be issued by the health care provider of the person requiring care.

Upon return from HFLA leave, employees will be restored to their previous position or restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. If Partners Personnel experiences a layoff or workforce reduction during an employee’s leave and the employee would have lost a position, had they not been on HFLA leave, the employee is not entitled to reinstatement in the former or equivalent position. Employees who take HFLA leave will not lose any employment benefit accrued before the date when leave began, except for any paid leave that may be used for the HFLA leave.

Partners Personnel will not discharge or discriminate against employees for requesting or taking HFLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee’s exercise of (or attempts to exercise) any rights provided by the HFLA.

Louisiana Medical Screening Leave

This policy applies only when Partners Personnel has 20 or more employees in Louisiana.

Employees may take one day of unpaid leave to obtain medically necessary genetic testing or preventative cancer screening. Employees must provide 15 days' notice prior to taking leave under this policy. Employees should work with the Company to schedule the leave so as to not disrupt normal operations. Employees may be required to provide documentation confirming the performance of testing or screening. Employees may choose to use available paid leave as a substitute for unpaid leave under this policy.

Maine Family and Medical Leave

This policy applies only when Partners Personnel has 15 or more employees in a single location in Maine.

Partners Personnel provides family and medical leave in accordance with the Maine Family Medical Leave Act (MFMLA).

Maine employees are eligible for MFMLA leave if they have worked for Partners Personnel for 12 consecutive months before leave begins. Eligible employees may take up to 10 weeks of unpaid MFMLA leave in any two years for the following reasons:

- To care for the employee's child or the employee's domestic partner's child after birth;
- To care for a child 16 years of age or younger who is placed with the employee or with the employee's domestic partner in connection with the adoption of the child by the employee or the employee's domestic partner;
- For an employee's serious health condition;
- To care for a domestic partner's child, or the employee's child, grandchild, parent, domestic partner, sibling, or spouse with a serious health condition;
- For the donation of an organ for a human organ transplant; or
- For the death or serious health condition of the employee's spouse, domestic partner, parent, sibling, or child if the spouse, domestic partner, parent, sibling, or child as a member of the state military forces or the United States Armed Forces, including the National Guard and Reserves, dies or incurs a serious health condition while on active duty.

MFMLA leave taken for the birth or adoption of a child may not be taken intermittently or on a reduced leave schedule unless the employee and Partners Personnel agree otherwise. MFMLA leave taken for organ donation, or the employee's serious health condition or that of their family member may be taken intermittently or on a reduced leave schedule when medically necessary, but Partners Personnel may require the employee to transfer temporarily to an available alternative position they are qualified for and that has equivalent pay and benefits.

Employees must provide at least 30 days' notice before taking and returning from leave, unless prevented by medical emergency. Partners Personnel may require physician certification to verify the amount of requested leave. An employee who in good faith relies on treatment by prayer or spiritual means in accordance with the tenets and practices of a recognized church or religious denomination may submit certification from an accredited practitioner.

Employees may maintain their employee benefits during MFMLA leave at their own expense. Employees must continue to pay the employee portion of their insurance premium during MFMLA leave. Employees returning from MFMLA leave will be restored to their old position or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. The Company is not required to restore the employee to the same or similar position if conditions unrelated to the employee's taking MFMLA leave make that impossible.

Partners Personnel will not discharge, fine, suspend, expel, discipline or otherwise discriminate against any employee for requesting or taking MFMLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the MFMLA.

Maryland Flexible Leave Act

This policy only applies when Partners Personnel 15 or more employees for each workday in at least 20 weeks in either the current or preceding calendar year.

Employees may use their available paid leave to care for their child, spouse, or parent with an illness as if the employee was taking leave for their own illness or bereavement leave. This policy does not create additional leave. For the purpose of this policy, child means an adopted, biological, or foster child, a stepchild, or a legal ward who is under the age of 18 years; or is incapable of taking care of themselves due to a mental or physical disability. Parent means an adoptive, biological, or foster parent, a stepparent, a legal guardian, or a person standing in loco parentis.

Massachusetts Paid Family and Medical Leave

Partners Personnel provides paid family and medical leave in accordance with Massachusetts Paid Family and Medical Leave (PFML).

Massachusetts employees or independent contractors are eligible for PFML if they have earned \$6,300 during the last four calendar quarters, and at least 30 times more than how much weekly PFML pay they would be eligible to receive. Eligible employees may take up to 26 weeks of PFML in a consecutive 52-week period for any combination of the following reasons:

- Up to 12 weeks to care for the employee's child after birth or placement for adoption or foster care;
- Up to 12 weeks to manage any needs that take place immediately after a family member is deployed in a foreign country or has been notified of an upcoming deployment in a foreign country;

- Up to 20 weeks for the employee's serious health condition which renders the employee unable to perform the functions of the employee's position;
- Up to 12 weeks to care for the employee's family member with a serious health condition; or
- Up to 26 weeks to care for the employee's family member who is a covered service member.

For purposes of PFML, "family member" means an employee's sibling, spouse, domestic partner, child, grandchild, parent, grandparent, parent of their spouse or domestic partner, or a person who stood in loco parentis to the employee when the employee was a minor child.

While on PFML, employees will receive wage replacement through the Family and Employment Security Trust Fund. PFML runs concurrently with leave taken under other applicable state and federal leave laws, including the Massachusetts Parental Leave Act and the federal Family and Medical Leave Act, when the leave is qualified under those acts. Employees may use available vacation to supplement partial wage replacement under this policy, up to 100% of their normal wage.

PFML taken for the birth or placement of a child, or when a family member is deployed may be taken intermittently or on a reduced leave schedule. PFML taken for other reasons may be taken intermittently or on a reduced leave schedule when medically necessary.

Employees must give at least 30 days' notice to Partners Personnel of the anticipated starting date, length, and return date from their PFML. If there is a delay resulting from reasons beyond the employees' control, they must provide notice as soon as practicable. Partners Personnel may require employees to provide certifications for PFML. Any medical or health information required to be produced in connection with an employee's PFML certification will be kept confidential and will not be disclosed except with the employee's permission unless disclosure is otherwise required by law.

During PFML, employees may maintain any employment-related health insurance benefits at the level and under the conditions the coverage would have been provided if the employee had continued working continuously during their taken. Employees must continue to pay their portion of the insurance premium.

Employees who have taken PFML will be restored to their old position or to an equivalent position with the same status, pay, employment benefits, length-of-service credit, and seniority, unless other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or other changes in operating conditions. If the economic conditions or changes occurred during their leave, the employee returning from PFML will be provided any preferential consideration for another position to which they were entitled upon beginning PFML.

Partners Personnel will not discharge, fire, suspend, expel, discipline, or otherwise discriminate against employees for requesting or taking PFML. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by PFML.

Massachusetts Small Necessities Leave

This policy applies only when Partners Personnel has 50 or more employees within 75 miles of a workplace in Massachusetts.

Massachusetts employees are eligible for leave under this policy if they (i) work within 75 miles of a workplace in Massachusetts with at least 50 employees, (ii) have worked for Partners Personnel for at least 12 months prior to the date on which leave is to commence, and (iii) have worked at least 1,250 hours during the 12-month period preceding the leave.

Eligible employees may take up to 24 hours of unpaid leave during a 12-month period to (i) participate in school activities directly related to the educational advancement of their child, including parent-teacher conferences or interviews for a new school, (ii) accompany their child to routine medical or dental appointments, such as check-ups or vaccinations, or (iii) accompany their elderly relative to routine medical or dental appointments or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.

For purposes of this policy, "school" means a public or private elementary or secondary school, a Head Start program assisted under the Head Start Act, and a licensed childcare facility. "Elderly relative" means an individual of at least 60 years of age who is related by blood or marriage to the employee, including a parent.

Employees must provide at least seven days advance notice of the need for leave under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Leave under this policy may be taken intermittently or on a reduced leave schedule. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees who take time off under this policy must utilize any existing vacation for the absence. Otherwise, leave under this policy is generally unpaid.

New Jersey Family and Medical Leave

This policy applies only when Partners Personnel has 30 or more employees and at least one employee in New Jersey during each of any 20 or more calendar weeks in the current or prior calendar year.

Partners Personnel provides family and medical leave in accordance with the New Jersey Family Leave Act (NJFLA).

New Jersey employees are eligible for NJFLA leave if they have worked for Partners Personnel for 12 months and worked 1,000 hours in the 12 months before the leave. Partners Personnel may deny NJFLA leave to salaried employees who are among the highest paid 5% of all employees or the seven highest paid employees (whichever is greater) if granting leave will cause substantial and grievous injury to the operations of the Company. Eligible employees may take up to 12 weeks of unpaid leave during a 24-month period for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;

- To care for the employee’s family member with a serious health condition;
- In the event of state of emergency declared by the Governor, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease which requires the employee:
 - - To provide in-home care or treatment to the employee’s child due to the closure of the school or place of childcare, by order of a public official;
 - To care for a family member subject to a mandatory quarantine as a result of an illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease where the presence of that family member in the community would jeopardize the health of others; or
 - To care for a family member subject to the recommendation of a health care provider or public health authority to undergo self-quarantine as the result of suspected exposure to a communicable disease where the presence of that family member in the community would jeopardize the health of others.

For purposes of the NJFLA, a “family member” is a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner or partner in a civil union, any other individual related by blood to the employee, and any other individual with whom the employee shows a close association which is the equivalent of a family relationship.

Eligible employees may be entitled up to 12 weeks of family leave insurance benefits under the New Jersey Temporary Disability Benefits Program. For more information, visit <https://www.myleavebenefits.nj.gov/labor/myleavebenefits/worker/>.

Leave under the NJFLA will run concurrently with any FMLA leave. NJFLA leave may be taken on an intermittent basis in intervals of at least one week if: (i) intermittent leave is medically necessary or it is taken to care for or bond with a newborn, foster, or adopted child; (ii) the leave is taken within 12-months of each health condition or within the 12-month period following the birth or placement of a foster or adopted child; (iii) the employee gives the required notice of the leave; and (iv) the employee makes a reasonable effort to schedule their leave so as not to unduly disrupt the Company’s operations. NJFLA leave may also be taken intermittently in the case of a leave taken due to an epidemic of a communicable disease. Employees may take reduced schedule leave to care for a family member with a serious health condition over 12 consecutive months. Employees must provide at least 15 days’ notice before taking intermittent leave.

Employees must provide Partners Personnel at least 30 days’ advance notice of their need for NJFLA leave. Partners Personnel may require employees to provide certification of the leave issued by a health care provider, a school, a place of childcare, a public health authority, or a public official.

During NJFLA leave, employees may maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if they had continued their employment. Employees must continue to pay their portion of the insurance premium.

Employees returning from NJFLA leave will be restored to their old position or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment. If Partners Personnel experiences a reduction in force or layoff during NJFLA leave and the employee would have lost their position, they may not be reinstated to their former or equivalent position.

Partners Personnel will not discriminate against employees for requesting or taking NJFLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the NJFLA.

New York Family and Medical Leave

New York employees may be eligible for wage replacement under New York's Disability Benefits Law and Paid Family Leave Benefits if they are unable to work due to a non-work-related injury or illness, during pregnancy and/or childbirth, to bond with a new child, care for a sick family member, or need to address a qualifying military exigency.

For more information, see the New York Paid Family Leave policy below or visit: <https://paidfamilyleave.ny.gov/>.

New York Paid Family Leave

New York employees may be eligible for paid family leave ("PFL") if they: (i) regularly work 20 or more hours per week and have been employed for at least 26 consecutive workweeks before their first full day of PFL, or (ii) regularly work less than 20 hours per week and have been employed for at least 175 days before their first full day of PFL.

Eligible employees will be entitled to paid time away from work, to be taken in full-day increments: (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) or any qualifying exigency arising from the employee's spouse's, domestic partner's, child's, or parent's status as military active duty (or they have been notified of an impending call or order to active duty). Eligible employees may take up to 12 weeks of leave during a 52-week period and receive the lower of 67% of their average weekly wage or the state's average weekly wage.

"Family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. Employees must provide at least 30 days' advance notice before PFL is to begin if the qualifying reason for leave is foreseeable. If not foreseeable, employees must provide notice as soon as practicable and within the time prescribed by the Company's usual and customary notice requirements. Failure to provide timely notice may result in PFL being delayed or denied.

Eligible employees who wish to take PFL must comply with applicable certification requirements and may be required to provide additional documentation (such as copies of military orders), as permitted by law.

To the extent permitted by law, employees may elect to charge all or part of their PFL to available vacation days and receive full pay. In such cases, Partners Personnel may seek reimbursement from the Company's disability insurance carrier out of any PFL benefits due prior to Partners Personnel disability insurance carrier's payment of such PFL benefits to employees.

If an employee requests PFL for reasons that also qualify for FMLA Leave, their PFL will run concurrently with their FMLA Leave.

Disability leave and PFL may not be used at the same time. Employees will not be entitled to PFL if their family leave combined with disability leave exceeds 26 weeks during the same 52 consecutive calendar weeks.

Partners Personnel will generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. Employees may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if they fail to pay their portion of the premium in a timely fashion.

Oregon Family and Medical Leave

This policy applies only when Partners Personnel has 25 or more employees in Oregon for each working day during 20 or more weeks in the current or prior calendar year.

Partners Personnel provides family and medical leave in accordance with the Oregon Family Leave Act (OFLA).

Oregon employees are eligible for OLFA leave if they have been employed by Partners Personnel for at least 180 days and have worked an average of at least 25 hours per week during the 180 days immediately preceding the leave. Eligible employees may take up to 12 weeks of unpaid leave within a one-year period for the following reasons:

- to care for a child's illness, injury, or condition that requires home care;
- to care for an employee's child whose school or childcare provider is closed because of a public health emergency;
- for bereavement leave after the death of a family member (limited to 2 weeks for each death and a total of 4 weeks within any one-year period, to be taken within 60 days after the employee is notified of the death); or
- the employee's own illness, injury, or condition related to pregnancy or childbirth that disables the employee such that they can't perform their job.

Eligible employees may take up to 10 days of unpaid bereavement leave for each family member who dies, up to a maximum of 4 weeks in a 12-month period which will be counted toward the total 12 weeks of family leave that the employee may take under this policy. This leave may be taken to make arrangements necessitated by the death of the family member, to attend funeral or memorial services of the family member, and to grieve the death of the family member. Leave used for these reasons must be taken within 60 days of receiving notification of a family member's death.

Employees are eligible for **paid** time off for qualifying family, medical, or safe leave. Qualifying family leave includes: the birth of a child; bonding with a child in the first year after birth, through adoption, or when they're placed in the employee's home through foster care; or to care for a family member with a serious illness or injury. Medical Leave is reserved for employees to care for themselves if they suffer a serious illness or injury. Safe leave is meant for survivors of sexual assaults, domestic violence, harassment, or stalking. Employees can apply for benefits through paidleave.oregon.gov or through the Company's equivalent plan, if applicable.

OFLA leave may be taken on an intermittent basis. Employees must provide notice of at least 30 days before taking OFLA leave, unless prevented by medical emergency. If the employee cannot provide 30 days' notice, they must give notice to Partners Personnel within 24 hours of their leave. Employees may designate a personal representative to give notice on their behalf, if necessary. Partners Personnel will provide written notification regarding an employee's eligibility or reason for ineligibility for any OFLA leave within five business days after the employee's request for OFLA leave. If OFLA leave is due to a planned medical treatment, employees must make a reasonable effort to schedule treatment to minimize disruption to the Company's operations.

Partners Personnel may require an explanation of the need for OFLA leave. Partners Personnel may require medical verification of the need for OFLA leave. Partners Personnel may require employees to obtain the opinion of a second health care provider designated by Partners Personnel, at the Company's expense.

Employees may maintain any group health insurance during OFLA leave on the same terms as if they had continued to work. Employees must continue to pay their portion of the insurance premium. If the employee does not return to work from OFLA leave, Partners Personnel may deduct amounts paid for their health insurance coverage from any amounts owed to the employee or recover the amounts from the employee directly.

Upon return from OFLA leave, employees will be restored to their old position. If the position no longer exists, employees will be restored to an available, equivalent position with equivalent employment benefits, pay, and other employment terms and conditions. If an equivalent position is not available at the old job site, the employee may be offered an equivalent position at a job site located within 20 miles of the old job site.

Partners Personnel will not discriminate against employees or applicants for requesting or taking OFLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the OFLA.

Paid Leave Oregon

Employees who have earned at least \$1,000 in the previous year may be eligible for paid leave under the Paid Leave Oregon program. Employees may take up to 12 weeks of paid leave per year for the following reasons:

- To care for a family member with a serious illness or injury;
- To bond with a new child after birth, adoption, or foster care placement;
- to go through the legal process required for placement of a foster child or the adoption of a child;
- Medical leave during an employee's own serious health condition; and
- Safe leave for survivors of sexual assault, domestic violence, harassment, or stalking.

Employees may take an additional 2 weeks of paid leave for pregnancy-related medical leave.

The amount of pay will be based on an employee's average wages from the previous year. Employees can apply for leave with Paid Leave Oregon online at or request a paper application from the Oregon Employment Department by email at or by phone at 833-854-0166. If an employee has worked for Partners Personnel for more than 90 days, then this leave is protected.

Employees must provide at least 30 days' notice before taking leave under this policy if the leave is expected. If leave must be taken unexpectedly, employees must provide verbal notice within 24 hours of starting their leave and provide written notice within three days after the start of their leave. If the reason an employee uses paid leave also qualifies for leave under the Family Medical Leave Act, then employees must take the available leave concurrently.

Rhode Island Parental and Family Leave

This policy applies only when Partners Personnel has 50 or more employees.

Partners Personnel provides family and medical leave in accordance with the Rhode Island Parental and Family Medical Leave Act (RIPFMLA).

Rhode Island employees are eligible for RIPFMLA leave if they work an average of 30 or more hours per week and have worked for Partners Personnel for 12 consecutive months before the leave. Eligible employees may take up to 13 consecutive weeks of unpaid RIPFMLA leave to be used within two calendar years for the following reasons:

- For an employee's serious illness;
- To care for the employee's parent, spouse, child, mother-in-law, or father-in-law with a serious illness;
or
- To care for the employee's child (age 16 or younger) after birth or adoption.

Employees may take up to ten hours of unpaid leave during any twelve-month period to attend school conferences or other school-related activities for a child if they are the parent, foster parent or guardian of that child. Employees must provide at least 24 hours' advance notice of the need for this leave use.

RIPFMLA may not be taken on an intermittent basis. Employees taking leave under the RIPFMLA must provide notice of at least 30 days before taking and returning from leave, unless prevented by medical emergency. Partners Personnel may require written physician certification specifying the probable duration of the employee's leave.

Employees may be eligible for up to 7 weeks of partial wage replacement under Rhode Island Temporary Disability Insurance (TDI) or Temporary Caregiver Insurance Program (TCI). Both TDI and TCI run concurrently with state and federal family and medical leave. For more information or to file a claim visit <https://dlt.ri.gov/individuals/temporary-disability-caregiver-insurance>.

Employees may continue participating in any health benefits programs in which they were enrolled before the first day of the leave for the duration of the leave. Prior to starting RIPFMLA leave, employees must pay the premium required to maintain their health benefits in force during their leave. Partners Personnel will return the payment to the employee within ten days following their return from leave.

Upon return from RIPFMLA leave, employees will be restored to their original position or to a position with equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment, including fringe benefits and service credits to which the employee had been entitled when their leave began.

Partners Personnel will not discharge, fine, suspend, expel, discipline, or discriminate against employees for requesting or taking RIPFMLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by RIPFMLA.

Vermont Parental and Family Leave

The parental leave provisions of this policy apply only when Partners Personnel has 10 or more employees who work an average of at least 30 hours per week during a year. The family leave provisions of this policy apply only when Partners Personnel has 15 or more employees who work an average of at least 30 hours per week during a year.

Partners Personnel provides parental and family leave in accordance with the Vermont Parental and Family Leave Act (VPFLA).

Vermont employees are eligible for VPFLA leave if they have worked an average of at least 30 hours per week for 12 months before the leave. Eligible employees may take up to 12 weeks of unpaid time off in any 12-month period for the following reasons ("Eligible Reasons"):

- For the employee's serious illness;

- To care for the employee's child, stepchild, ward who lives with the employee, foster child, parent, spouse, or parent with a serious illness;
- To care for the employee's child after birth; or
- For the initial placement of a child (age 16 and younger) with the employee for the purpose of adoption.

Additionally, Vermont employees may take up to four hours of unpaid time off in a 30-day period, not to exceed 24 hours in any 12-month period for the following reasons:

- To attend or to accompany the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law to routine medical or dental appointments;
- To accompany the employee's parent, spouse, or parent-in-law to other appointments for professional services related to their care and well-being;
- To respond to a medical emergency involving the employee's child, stepchild, foster child, or ward who lives with the employee or the employee's parent, spouse, or parent-in-law; or
- To participate in preschool or school activities directly related to the academic educational advancement of their child, stepchild, foster child, or ward who lives with them, such as a parent-teacher conference.

To be eligible for these additional types of leave, employees must make a reasonable attempt to schedule such appointments for outside of regular work hours. Employees must provide notice of the need for leave under this policy at the earliest opportunity, and not less than seven days before the requested leave is set to occur. In the case of an emergency in which a seven-day notice requirement would have a severe adverse impact, notice should be provided at the earliest opportunity. Partners Personnel may request reasonable documentation reflecting the need for such leave.

VPFLA leave is unpaid. Employees may substitute up to six weeks of available vacation for unpaid VPFLA leave.

Employees may take VPFLA leave on an intermittent basis. Employees taking leave under the VPFLA must provide reasonable written notice of intent to take VPFLA leave, including the date the leave is expected to commence and its estimated duration. If the event necessitating the leave is the birth or adoption of a child, no more than six weeks' notice is required. Employees may return from leave earlier than estimated upon approval of the Company. Employees must provide reasonable notice of the need to extend leave. If VPFLA leave is requested because of the employee's serious illness or that of a family member, Partners Personnel may require certification from a physician to verify the condition, the necessity for leave, and the amount of leave requested.

Employees will continue to receive employment benefits for the duration of the leave at the level and under the conditions that coverage would be provided if they had continued in employment for the duration of the leave. Employees must continue to pay their portion of their insurance premium.

Upon return from VPFLA leave, employees will be offered the same or a comparable job at the same level of compensation, employment benefits, seniority, and any other term or condition of the employment existing when their leave began. However, this does not apply if the employee was given notice or had given notice that employment would terminate during VPFLA leave. Employees will also not be offered the same position if their job would have been terminated or the employee would have been laid off for reasons unrelated to their leave, or if the employee performed unique services and hiring a permanent replacement during the leave (after giving reasonable notice to the employee of intent to do so) was the only alternative available.

Partners Personnel will not discriminate against employees for requesting or taking VPFLA leave. Partners Personnel will not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the VPFLA.

Washington Paid Family & Medical Leave

Partners Personnel provides family and medical leave in accordance with the Washington Paid Family & Medical Leave Act (WA-PFMLA).

Washington employees are eligible for WA-PFMLA leave if they have worked at least 820 hours in Washington during either the first four of the last five completed calendar quarters or the last four completed calendar quarters immediately before applying for leave. Eligible employees may take up to 12 weeks of leave in a 52-week period for the following reasons:

- For the employee's serious health condition;
- To care, including physical or psychological care, for the employee's child, grandchild, grandparent, parent, sibling, or spouse with a serious health condition;
- To care for the employee's child after birth or placement (age 18 and younger);
- Because of the postnatal death or stillbirth of an employee's child; or
- Because of certain qualifying military exigencies, including preparing for a family member's military pre- and post-deployment activities, or to attend to childcare issues related to a family member's military deployment.

If an eligible employee faces multiple qualifying events in a single year, they may take up to 16 weeks of WA-PFMLA leave. If an eligible employee experiences a serious health condition during pregnancy that results in incapacity, they may take up to 18 weeks of WA-PFMLA leave. WA-PFMLA leave runs concurrently with FMLA leave. Employees who are taking leave due to the postnatal death or stillbirth of a child may take paid leave for the seven calendar days following the death.

Employees may receive partial wage benefits during WA-PFMLA leave through Washington’s Paid Family and Medical Leave program, which is administered by the Washington Employment Security Department (the “ESD”). The amount of partial wage replacement is subject to a weekly cap. Except for WA-PFMLA leave taken for the birth or placement of a child, the ESD may impose a seven-calendar-day waiting period before providing partial wage replacement benefits. This waiting period does not reduce the maximum duration of WAP-FMLA leave and does not apply to medical leave taken upon the birth of a child. More information about calculating the amount of partial wage replacement benefit may be found at <https://www.paidleave.wa.gov/>.

Partial wage replacement benefits will be paid by ESD, not the Company. Employees will not receive pay from Partners Personnel while on WA-PFMLA leave unless they choose to use any available vacation to “top up” the partial wage replacement from the ESD to receive their full wages. Employees do not continue to accrue vacation while on WA-PFMLA leave.

Employees may take WA-PFMLA leave on an intermittent basis. Employees taking leave under the WA-PFMLA must provide at least 30 days’ notice to Partners Personnel, if foreseeable. If leave is not foreseeable, employees taking leave under the WA-PFMLA must provide as much notice as practicable. For WA-PFMLA leave for planned medical treatment, employees must make reasonable efforts to schedule treatment so that it does not unduly disrupt the Company’s operations, subject to the approval of the patient’s health care provider.

Employees requesting WA-PFMLA leave for their own or a family member’s serious health condition will be required to submit paperwork from a healthcare provider certifying the serious health condition. Employees requesting WA-PFMLA leave for a qualifying military exigency will be required to submit active-duty authorization or other formal military documentation.

While Partners Personnel has 50 or more employees WA-PFMLA leave is job protected. This means that when an employee returns from leave, they will be restored to the same or an equivalent position. Employees may continue participating in any health and welfare benefit plans in which they were enrolled before WA-PFMLA leave. Employees must continue to pay their portion of the insurance premium. In some instances, Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following WA-PFMLA leave.

Partners Personnel will not discriminate against employees for requesting or taking WA-PFMLA leave. Partners Personnel will not interfere with, restrain, or deny an employee’s exercise of (or attempts to exercise) any rights provided by the WA-PFMLA.

Washington Family Care Act Leave

Under the Washington Family Care Act (FCA), employees are entitled to use their earned vacation to care for their:

- biological, adopted, or foster child, stepchild, legal ward, or person over whom the employee stands *in loco parentis* who has a health condition that requires treatment or supervision; or

- spouse, biological or adoptive parent, parent-in-law, or grandparent who has an emergency or serious health condition.

Employees may not take this leave until it has been earned and the employee is otherwise entitled to use it. Employees may not take FCA leave for their own personal medical conditions; it is only available for the care of employee family members.

Partners Personnel will not discriminate against employees for requesting or taking FCA leave. Partners Personnel will not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the FCA.

Wisconsin Family and Medical Leave

This policy applies only when Partners Personnel has fifty or more permanent employees in Wisconsin.

Partners Personnel provides family and medical leave in accordance with the Wisconsin Family and Medical Leave Act (WFMLA).

Wisconsin employees are eligible for WFMLA leave if they have worked for Partners Personnel for at least 52 consecutive weeks before the leave and have worked at least 1,000 hours during the 52-week period before the leave. Eligible employees may take the following amounts of unpaid leave in a calendar year for the following reasons:

- 6 weeks of WFMLA leave to care for the employee's child after birth or placement for adoption or as a precondition to adoption, if the leave begins within 16 weeks of the child's birth or placement;
- 2 weeks of WFMLA leave to care for the employee's child, spouse, domestic partner, or parent with a serious health condition; or
- 2 weeks of WFMLA leave for the employee's serious health condition which renders the employee unable to perform the employee's employment duties.

No employee may take more than eight weeks of family leave in a calendar year period. WFMLA leave runs concurrently with FMLA leave. Employees may take WFMLA leave on an intermittent basis.

WFMLA leave is unpaid. Employees may substitute any available vacation for unpaid WFMLA leave.

Employees taking leave under the WFMLA must provide advance notice to Partners Personnel in a reasonable and practicable manner of the expected birth of their child or the placement of a child for adoption or as a precondition to adoption. Employees taking leave under the WFMLA must provide advance notice to Partners Personnel in a reasonable and practicable manner of any planned medical treatment for themselves or their child, spouse, domestic partner, or parent and make reasonable efforts to schedule the medical treatment or supervision so that it does not unduly disrupt the Company's operations, subject to the approval of the patient's health care provider.

For leave due to the employee's serious health condition or for the care of their child, spouse, domestic partner, or parent with a serious health condition, Partners Personnel may request certification issued by the health care provider or Christian Science practitioner of the person containing the following:

- That the child, spouse, domestic partner, parent, or employee has a serious health condition;
- The date the serious health condition commenced and its probable duration;
- Within the knowledge of the health care provider or Christian Science practitioner, the medical facts regarding the serious health condition; and
- If the employee requests medical leave, an explanation of the extent to which the employee is unable to perform his or her employment duties.

Partners Personnel may require the employee to obtain the opinion of a second health care provider, chosen and paid for by Partners Personnel, concerning any information certified above.

Under the WFMLA, Partners Personnel will maintain group health insurance coverage under the conditions that applied immediately before the WFMLA leave began if the employee continues making any contribution required for participation in the group health insurance plan. If health insurance coverage is provided, Partners Personnel may require that the employee pay the full employee premium for eight (8) weeks of coverage into an interest-bearing escrow account in a financial institution. Employees may pay the expense in equal installments at regular intervals over at least a 12-month period. Partners Personnel will return to the employee any payments, plus interest, when the employee ends their employment with Partners Personnel. If an employee ends their employment with Partners Personnel during or within 30 days after a period of WFMLA leave, Partners Personnel may deduct from the escrow account any premium or expense paid by Partners Personnel for the employee's group health insurance coverage while they were on WFMLA leave.

Employees returning from WFMLA leave do not have the right to an employment benefit or position, or to seniority accrual to which they would not have been entitled had they not taken WFMLA leave.

Upon their return from WFMLA leave, employees will be restored to their old position if the position is vacant. If the position is not vacant, Partners Personnel will place the employee in an equivalent position with equivalent compensation, benefits, working shifts, hours, and other terms and conditions of employment. Partners Personnel will not reduce or deny an employment benefit which the employee accrued before their WFMLA leave began.

Partners Personnel will not discriminate against employees or applicants for request or taking WFMLA leave. Partners Personnel will also not interfere with, restrain, or deny an employee's exercise of (or attempts to exercise) any rights provided by the WFMLA.

Parental Leave

Parental or pregnancy leave in the following policies are provided in addition to any federal or state family or medical leave.

California Pregnancy Leave

This policy applies to California employees only when Partners Personnel has five or more total employees.

California employees who are disabled by pregnancy, childbirth, or related medical conditions are eligible to take an unpaid pregnancy disability leave ("PDL") of up to four months. PDL may include time off for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth.

PDL is separate and distinct from the Company's FMLA and CFRA policies. Employees who are eligible for PDL may also be eligible to take a leave under the Company's FMLA and CFRA policies. Leave taken under PDL runs concurrently with FMLA but not the CFRA. The maximum combined leave that employees may take under this PDL policy and the FMLA and CFRA policies is four months (for PDL-qualifying reasons), plus 12 weeks (for CFRA-qualifying reasons), totaling 7 months. PDL leave need not be taken in one continuous period.

Employees should notify Partners Personnel of their intent to take PDL leave as soon as possible. The notice should include the anticipated timing and duration. If the need for leave or transfer is foreseeable, employees must provide at least 30 days' advance notice before the PDL or transfer is to begin. Employees must consult Partners Personnel regarding the scheduling of any planned medical treatment or supervision to minimize disruption to the Company's operations. Any such scheduling is subject to the approval of the employee's health care provider. If 30 days' advance notice is not possible, notice must be given as soon as practicable. Failure to comply with these rules may result in deferral of the leave until the employee complies with this notice requirement.

Employees may request either a medically advisable transfer to a less strenuous position or less strenuous duties. Transfer requests will be granted to the extent Partners Personnel can reasonably accommodate them. Employees requesting an intermittent leave or reduced schedule leave may be transferred, at the Company's discretion, to a position more suited to such a leave and for which the employee is qualified. The position an employee is transferred to will have the same pay and benefits as their former position.

Pregnancy disability leave will usually begin when ordered by the employee's physician. Employees must provide Partners Personnel with a certification from a health care provider certifying the need to take PDL. The certification should include: (i) the date the employee became disabled due to pregnancy; (ii) the probable duration of the disability; and (iii) a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of their position without undue risk to the them, the pregnancy, or other people. Recertification is required if PDL is sought after expiration of the time estimated by the health care provider. Failure to submit required recertification can result in termination of the leave. Partners Personnel will require certification by the employee's health care provider that the employee is fit to return to work. Failure to provide this certification will result in denial of reinstatement until such time as the certificate is obtained. If an employee fails to return to work immediately after their approved PDL expires or

fails to provide the certification stating that they are fit to return to work within three days after returning to work, they will be considered to have voluntarily resigned.

Leave may be taken intermittently or on a reduced work schedule when medically advisable. The smallest increment of time that can be used for such leave is the smallest increment used for time-keeping purposes and other leaves. In no event will the increment of leave be greater than one hour. These increments are not meant to restrict employees from taking more than one hour for leave, only to determine how time off is counted.

Employees on PDL are not permitted to take on any other employment, even on a temporary basis, without written authorization from Partners Personnel.

Authorized PDL leave is unpaid by Partners Personnel, but employees may be eligible for partial wage reimbursement from California's State Disability Insurance ("SDI"). See Corporate Human Resources at HR@Espererholdings.com or 805-880-9404 for more information. {Any accrued sick leave may be used during PDL. No vacation or holiday hours are accrued during PDL, but employees may elect to use already-accrued vacation during such leave. If employees choose to use vacation during PDL, it is their responsibility to notify Corporate Human Resources at HR@Espererholdings.com or 805-880-9404 in writing.

Employees who take PDL will be allowed to continue participating in any health and welfare benefit plans they were enrolled in before their first day of the leave. The continued participation in health benefits begins on the date unpaid time off first begins under PDL. Employees remain responsible for their portion of the insurance premium. Payment is due at the same time as it would be if made by payroll deduction. Alternatively, at the employee's request, the premium payments may be paid in one lump-sum at the beginning of the leave period or on a monthly basis. In some instances, Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following PDL. Employees will be allowed to continue to participate in life insurance benefit plans for the same period.

Employees returning from PDL will be offered the same position they held at the time of leaving unless the job no longer exists or preserving the job would substantially undermine the Company's ability to operate safely and efficiently. If the employee's former position is not available, an equivalent position will be offered unless there is not an equivalent position available or filling the available position with the employee would substantially undermine the Company's ability to operate safely and efficiently.

Partners Personnel will not discriminate against employees or applicants for approved use of PDL or for making a proper request for such leave.

San Francisco, California Paid Parental Leave

This policy applies only when Partners Personnel has 20 or more employees worldwide.

Eligible San Francisco employees may take up to eight weeks off to bond with a new child. To be eligible for this leave an employee must have worked for the Company for at least 6 months (180 days) before taking this leave, work for a minimum of eight hours per week and work at least 40% of their hours in San Francisco, and receive California Paid Family Leave benefits to bond with their new child.

California Paid Family Leave (PFL) benefits are 60% or 70% of weekly wages (up to a cap). Eligible San Francisco employees are entitled to the difference between their weekly benefit from the California PFL program and 100% of their normal gross weekly wages (up to the maximum). For more information, visit <http://www.sfgov.org/pplo> or call (415) 554- 4190.

Connecticut Pregnancy Leave

Connecticut employees may take a reasonable amount of unpaid time off for a pregnancy-related disability and may request a reasonable accommodation for it. Partners Personnel will not discriminate against employees for any reasons relating to pregnancy, childbirth, or other related conditions, and will provide reasonable accommodations for known limitations related to pregnancy.

DC Paid Family Leave

The following employees are eligible for Paid Family Leave:

- Employees who spend more than 50% of their work time for Partners Personnel in the District; or
- Employees who do not spend more than 50% of their work time in any other single jurisdiction if their employment is based in the district.

Eligible employees are entitled to the following amount of paid leave:

- 12 weeks of paid medical leave to care for their own serious health condition;
- 12 weeks of paid family leave to take care of a family member with a serious health condition;
- 12 weeks of paid parental leave to bond with a new child; and
- 2 weeks of paid prenatal leave to receive medical care related to their pregnancy.

The maximum amount of leave that can be taken within a 52-workweek period is 12 weeks, except that when an employee takes both prenatal and parental leave, the employee can stack the leave for a total of up to 14 weeks. Leave must be taken in increments of no less than one day.

Eligible employees may take paid leave for the following reasons:

- A “qualifying parental leave event,” meaning events, including bonding, associated with:
 - The birth of a child within the past year;
 - The placement of a child for adoption or foster care within the past year; or

- The placement of a child for whom the eligible individual legally assumes and discharges parental responsibility within the last year.
- A "qualifying family leave event," means the diagnosis or occurrence of a serious health condition of family member. "Family member" means: a biological, adopted, step or foster child, legal ward, child of a domestic partner, or a person to whom an employee stands in loco parentis; a biological, foster, or adoptive parent, parent-in-law, stepparent, legal guardian, or other person who stood in loco parentis to an employee when they were a child; a spouse or domestic partner; a grandparent; or a sibling.
- A "qualifying medical leave event," means the diagnosis or occurrence of a serious health condition, as defined in D.C. Code § 32-541.01(20). Eligible health conditions include but are not limited to: (i) conditions that cause an overnight stay at a hospital; (ii) conditions that cause an extended period of incapacity and a need for treatment; and (iii) chronic serious health conditions, incurable conditions, restorative surgeries, pregnancy or prenatal care appointments, and preventative treatments.
- A "qualifying pre-natal leave event," means the diagnosis of pregnancy by a health care provider. Prenatal leave can be taken to: (i) attend prenatal check-up appointments with a doctor; (ii) receive any kind of medical treatment related to a pregnancy; (iii) visit a doctor for a diagnosis of a condition related to a pregnancy; or (iv) stay on bedrest due to pregnancy-related conditions, if ordered by a doctor.

DC Paid Family Leave provides wage replacement of 90% of wages up to 1.5 times DC's minimum wage and 50% of wages above 1.5 times DC's minimum wage. To determine your benefits, DC Paid Family leave uses wages report by employers to the DC Department of Employment Services (DOES). For more information and to apply, visit <https://does.dc.gov/page/dc-paid-family-leave>.

Employees must provide at least 10 days' (or as many as possible) written notice to Partners Personnel of their intent to take paid leave. If the need for paid leave is unforeseeable, some notice, either written or oral, must be provided before the start of the work shift for which the paid leave is being used. In the case of an emergency, employees, or someone on behalf of the employee, must notify Partners Personnel, either orally or in writing, within 48 hours of the emergency occurring.

Employees will not be retaliated against for requesting, applying for, or using paid-leave benefits. Paid leave runs concurrently with any leave taken under the FMLA or DCFMLA. Employees may continue participating in any group health plans in which they were enrolled before their parental leave.

Hawaii Pregnancy Leave

Hawaii employees may take unpaid time off for a reasonable period due to pregnancy, childbirth, or related medical conditions. A reasonable period will be determined by the employee's physician, with regard for their physical condition and the job requirements. Partners Personnel may request a doctor's certificate estimating the length of leave and the estimated commencement and termination dates of leave required.

Upon returning from leave, employees will be reinstated to their original job or to a position of comparable status and pay, without loss of accumulated service credits and privileges. Partners Personnel may request, prior to the employee's return, a medical certificate from their physician attesting to the employee's physical condition and approving them to return to work.

Illinois Pregnancy, Childbirth, and Childrearing Leave

Illinois employees are entitled to the same time off for pregnancy-related disabilities as they are for any other temporary disability (to the extent Partners Personnel offers time off for temporary disabilities) and in accordance with any policy granting leave for temporary disability (if any).

To the extent that Partners Personnel offers non-disability leaves of absence, Illinois employees are entitled to time off for childrearing purposes under the same terms and conditions applicable to such leaves of absence.

Iowa Pregnancy Leave

This policy applies only when Partners Personnel has four or more employees.

Iowa employees will be given the necessary unpaid leave for the period that an employee is disabled, up to eight weeks, due to pregnancy, miscarriage, childbirth, abortion, and recovery from each. Employees should give timely notice to Partners Personnel to request such leave. Partners Personnel may request a doctor's certificate stating that the employee is not able to reasonably perform the duties of their employment.

Kansas Pregnancy Leave

This policy applies only when Partners Personnel has four or more employees.

Kansas employees may take a reasonable amount of unpaid time off for pregnancy. Upon return from a pregnancy-related leave of absence, the employee will be reinstated to their original job or to a position of like status and pay without loss of service, credits, seniority or other benefits.

Kentucky Adoption Leave

Kentucky employees who make a written request for leave under this policy may take a reasonable amount of unpaid time off, not to exceed six weeks, for the purpose of receiving an adoptive child under the age of seven. Partners Personnel may choose to provide additional time at its discretion. Requests for such leave should be made in writing a reasonable amount of time before the leave is needed.

Kentucky Pregnancy Leave

Partners Personnel will make reasonable accommodations for Kentucky employees who request an accommodation related to pregnancy, childbirth, or a related medical condition. Such accommodations may include, but are not limited to, time off to recover from childbirth. Partners Personnel will not discriminate against employees due to pregnancy, childbirth, and related medical conditions, including the right to reasonable accommodations.

Louisiana Pregnancy Leave

This policy applies only when Partners Personnel has more than 25 employees in Louisiana for each work day in at least 20 calendar weeks in either the current or preceding calendar year.

Partners Personnel will temporarily transfer a pregnant employee to a less strenuous or hazardous position for the duration of her pregnancy upon request, if she has the advice of her physician and such a transfer can be reasonably accommodated. Partners Personnel is not required to create additional employment that would not otherwise have created, discharge any employee, transfer any employee with more seniority, or promote any employee who is not qualified to perform the job.

Louisiana employees may take unpaid time off for a reasonable period during which they are disabled due to pregnancy, childbirth, or related medical conditions, not to exceed four months. Employees may opt to use vacation as a substitute for parental leave, in which case their vacation and parental leave entitlements will run concurrently. Employees must provide notice to Partners Personnel of their intent to take parental leave and the estimated duration of such leave a reasonable amount of time in advance.

Maryland Parental Leave

This policy applies only when Partners Personnel has between 15 and 49 employees for each workday in at least 20 weeks in either the current or preceding calendar year.

Maryland employees are eligible to take leave under this policy if they: (i) requested parental leave, (ii) have been employed for at least 12 months and for 1,250 hours during the 12 months prior to their parental leave request, and (iii) work at a site where Partners Personnel employs at least 15 employees within a 75-mile radius. This leave is included under Maryland FMLA leave and does not create additional leave.

Eligible employees may take six workweeks of unpaid parental leave in a 12-month period for the birth of their child or the placement of a child with the employee for adoption or foster care. Employees may use available vacation as a substitute for parental leave, in which case their vacation and parental leave entitlements run concurrently.

Employees must provide at least 30 days' written notice to Partners Personnel of their intent to take parental leave, except in the case of a premature birth, an unexpected adoption, or unexpected foster placement, in which cases notice should be provided as soon as is practical. Partners Personnel may deny an employee's request for parental leave in accordance with applicable law.

Upon return from parental leave, employees will be restored to their original position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. The Company may deny restoration of the employee's position if the denial is necessary to prevent substantial and grievous economic injury to the Company's operations, Partners Personnel notifies the employee at the time it determines that economic injury would occur; and in a case of parental leave that has already begun, the employee elects not to return to employment after receiving notice of the Company's intention to deny restoration of the previous position.

Employees may continue participating in any group health plans they were enrolled in before parental leave. Partners Personnel may recover premiums paid to maintain health coverage for employees who fail to return to work following parental leave by deducting the amount of the premium from the wages paid to the employee upon their termination.

Massachusetts Parental Leave

This policy applies only when Partners Personnel has six or more employees.

For employees who have completed the Company's initial probationary period (not to exceed three months) or, if not subject to any such probationary period, they have been employed full-time by Partners Personnel for three consecutive months, Partners Personnel provides Massachusetts employees with up to eight weeks of unpaid time off for giving birth or for the placement of a child under 18 (or under 23 if the child is mentally or physically disabled) for adoption.

Parental leave will run concurrently with any other leave an employee is eligible for—like FMLA (if applicable) or Massachusetts Paid Family and Medical Leave—to the extent not prohibited by law. Employees must provide at least two weeks' notice of a request for leave, which should include the dates the employee expects to begin and return from leave. If two weeks' notice is not possible for reasons beyond the employee's control, they should provide as much advance notice as possible. Employees suffering from a pregnancy-related disability who require reasonable accommodation (which may include leave) should contact Corporate Human Resources at HR@Espererholdings.com or 805-880-9404 to discuss a reasonable accommodation. Employees may be required to submit medical certification of their disability.

Employees on parental leave are still eligible to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit, benefits, and plans or programs for which they were eligible prior to the leave. However, the leave will not be included in the computation of the benefits, rights, and advantages. The Company will not pay for the cost of any benefits, plans, or programs during the parental leave unless Partners Personnel provides it to all employees who are on a leave of absence. Employees' jobs will be held for them in accordance with applicable law while they are on leave under this policy. Upon returning from leave, employees will be restored to their same or like position with the same status, pay, seniority, and leave they had prior to the leave. If an employee is on pregnancy-related disability leave, they must submit a doctor's certification stating that they are medically able to return to their normal duties. An employee's continued absence from work beyond the disability leave period (as determined by the employee's physician) and exhaustion of all other available leave may be deemed a voluntary abandonment of their job. Nothing in this policy requires Partners Personnel to reemploy individuals who are not eligible for reemployment rights under applicable law.

Partners Personnel will not discriminate; retaliate; deny employment, reemployment, promotion, or any other benefit of employment; subject to any adverse employment action; discipline, intimidate, or retaliate against any employee or applicant for requesting or taking parental leave.

Minnesota Pregnancy and Parental Leave

In accordance with Minnesota's Pregnancy and Parenting Leave Act (MPPA), Partners Personnel provides leave to Minnesota employees for a pregnancy-related condition, or to care for a newborn child, newly adopted child, or child placed with them for foster care. Employees are eligible for up to 12 weeks of unpaid time off under the MPPA.

Eligible employees may take leave for the birth or adoption of a child, prenatal care, or incapacity caused by pregnancy, childbirth, or related health conditions. Leave taken for prenatal medical care will not count against their 12 weeks of leave. Leave for the birth or adoption of a child may begin at any time chosen by the employee but must begin within 12 months of the birth or adoption. In cases where the child must remain in the hospital longer than the mother, leave must begin within 12 months after the child is discharged. All leave provided under this policy or the MPPA will run concurrently with the FMLA (as applicable).

Employees who would like to take leave for the birth of a child, or to care for a new adopted or foster child should provide advance notice to their supervisor or Corporate Human Resources at HR@Espererholdings.com or 805-880-9404. When possible, employees should provide at least 30 days' notice of their leave. If 30 days' notice is not possible due to medical necessity or other reasons, employees should provide as much advance notice as possible to Corporate Human Resources.

Employees suffering from a pregnancy-related disability who require reasonable accommodation (which may include leave) for this purpose should contact Corporate Human Resources. Employees may be entitled to the following accommodations: more frequent or longer restroom, food, and water breaks; temporary leaves of absence; modification in work schedule or job assignments; and more frequent or longer break periods. Employees may be required to submit a medical certification of their disability.

Employees must use any available paid time off during this leave. Any available vacation will be applied to and run concurrently with employees' MPPA leave, and the remainder of the leave will be unpaid. During any unpaid portion of employees' MPPA leave (that is, when vacation is not being used), employees will not accrue vacation, but they will retain all benefits accrued before and not used during leave. Employees will continue to be eligible for benefits, in accordance with the terms and conditions of applicable benefit plans.

At the end of the leave, employees will be reinstated to their same position, or, if that position is unavailable, to a comparable position except as allowed by applicable law. For example, if a reduction in force occurs during the time employees are on leave and they are included in the reduction, their employment may be terminated at the same time as the other employees even if they are on leave at that time. Employees will be eligible for coverage under any Company group insurance policy, group subscriber contract, or health care plan for the employee and any dependents.

Partners Personnel will not discriminate; retaliate; deny employment, reemployment, promotion, or any other benefit of employment; subject to any adverse employment action; or discipline, intimidate, or retaliate against any employee or applicant for requesting or taking parental leave.

Montana Pregnancy Leave

Montana employees may take a reasonable amount of unpaid time off for pregnancy and pregnancy-related temporary disabilities. The Company will not terminate an employee's employment because of their

pregnancy, deny an employee who is disabled due to pregnancy any compensation to which they are entitled as a result of accrued disability or leave benefits or require them to take mandatory maternity leave for an unreasonable length of time.

Upon return from a pregnancy-related leave of absence, the employee will be reinstated to their original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless the Company's circumstances have so changed as to make it impossible or unreasonable to do so.

New Hampshire Pregnancy and Parental Leave

This policy applies only when Partners Personnel has more than 5 employees.

New Hampshire employees may take an unpaid leave of absence for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions. Employees who return from their leave of absence will be assigned to their original position or a comparable position unless business necessity makes this impossible or unreasonable.

New Jersey Pregnancy Leave

New Jersey employees whose doctor certifies that they are disabled and unable to work due to pregnancy may be eligible for temporary disability insurance for up to four weeks before their expected date of delivery. For more information, visit: <https://www.myleavebenefits.nj.gov/labor/myleavebenefits/>.

New York Paid Family Leave

New York employees may be eligible for paid family leave ("PFL") if they: (i) regularly work 20 or more hours per week and have been employed for at least 26 consecutive workweeks before their first full day PFL; or (ii) regularly work less than 20 hours per week and have been employed for at least 175 days preceding the first full day of PFL.

Eligible employees will be entitled to paid time away from work, to be taken in full-day increments: (i) to care for a family member with a serious health condition, (ii) to bond with a child after birth or placement for adoption or foster care within the first 12 months after the birth or placement, or (iii) for any qualifying exigency arising from an employee's spouse's, domestic partner's, child's, or parent's status as military active duty (or they have been notified of an impending call or order to active duty). Eligible employees may take up to 12 weeks of leave during a 52-week period and receive the lower of 67% of their average weekly wage or the state's average weekly wage.

"Family member" means a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner. Employees must provide at least 30 days' advance notice before PFL is to begin if the qualifying reason for leave is foreseeable. When not foreseeable, employees must provide notice as soon as practicable and within the time prescribed by the Company's usual and customary notice requirements. Failure to provide timely notice may result in PFL being delayed or denied.

Eligible employees who wish to take PFL must comply with applicable certification requirements and may be required to provide additional documentation (such as copies of military orders), as permitted by law.

To the extent permitted by law, employees may elect to charge all or part of their PFL to available vacation days and receive full pay. In such cases, Partners Personnel may seek reimbursement from the Company's disability insurance carrier out of any PFL benefits due prior to Partners Personnel disability insurance carrier's payment of such PFL benefits to employees.

If an employee requests PFL for reasons that also qualify for FMLA Leave, their PFL will run concurrently with their FMLA Leave.

Disability leave and PFL may not be used at the same time. Employees will not be entitled to PFL if their family leave combined with disability leave exceeds 26 weeks during the same 52 consecutive calendar weeks.

Partners Personnel will generally restore an employee who returns from leave to the same or a comparable position. While on leave, employees will continue to receive existing health insurance coverage, provided that they continue to pay their share of health insurance premiums. Employees may lose coverage retroactively to the date an unpaid premium was due (upon proper notice from our carrier) if they fail to pay their portion of the premium in a timely fashion.

Ohio Pregnancy Disability Leave

This policy applies only when Partners Personnel has four or more employees in Ohio.

If Ohio employees do not qualify for leave under any of the Company's leave policies, employees may take a reasonable period of unpaid time off for purposes related to pregnancy, giving birth, or recovering from birth.

Rhode Island Pregnancy Leave

Rhode Island employees who are unable to work due to medical complications relating to pregnancy may be eligible for Temporary Disability Insurance ("TDI") to cover a portion of their wages for up to 30 weeks. For more information, visit: <https://dltweb.dlt.ri.gov/TDIReserve/Common/Welcome>.

Tennessee Pregnancy Leave

This policy applies only when Partners Personnel has 100 employees at a workplace.

Tennessee employees are eligible to take leave under this policy if they (i) have worked for Partners Personnel for at least 12 months prior to requesting leave; (ii) work full-time as defined by the Company's personnel practices and policies; and (iii) are employed at a job site or location with 100 or more regular, full-time employees. Employees must provide at least three months' advance notice of the need for leave to the Company. In cases of medical emergency or where the date of adoption is unknown until less than three months in advance of the leave, employees should provide notice as soon as the need becomes known.

Eligible employees may take up to four months of unpaid time off for adopting a child, pregnancy-related reasons, childbirth, and nursing an infant. Such leave will run concurrently with FMLA leave (as applicable).

Taking leave under this policy will not affect any of an employee's right to benefits that they were eligible for as of the start of the leave, but Partners Personnel may require employees to continue to pay premiums for benefits (as applicable).

Employees taking leave for childbirth or adoption should provide advance notice to the Company. When possible, employees must provide at least three months' notice of their leave. If such notice is not possible, employees should provide as much advance notice to Corporate Human Resources at HR@Espererholdings.com or 805-880-9404 as soon as possible.

At the end of the leave, employees will be reinstated to their same position, or, if that position is unavailable, to a comparable position except as allowed by applicable law. For example, if a reduction in force occurs during the time employees are on leave and they are included in the reduction, their employment may be terminated at the same time as the other employees even if they are on leave at that time.

Partners Personnel will not discriminate or retaliate against; deny employment, reemployment, promotion, or any other benefit of employment; or subject any employee or applicant to any adverse employment action based on that person's pregnancy or parental leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

Vermont Pregnancy Leave

This policy applies only when Partners Personnel has 10 or more employees who work an average of at least 30 hours per week during a year.

Vermont employees who are pregnant and have worked an average of at least 30 hours per week for 12 months are eligible for up to 12 weeks of unpaid time off in any 12-month period under the Vermont Parental and Family Leave Act (VPFLA).

VPFLA leave is unpaid. Employees may substitute up to six weeks of available vacation for unpaid VPFLA leave.

Washington Pregnancy Disability Leave

This policy applies only when Partners Personnel has eight or more employees.

Washington employees who are disabled by pregnancy may take an unpaid, job-protected leave in addition to any leave that may be provided under federal and state law for family/medical leave for the period she is sick or temporarily disabled due to pregnancy or childbirth. Employees may be required to provide a certification from a health care provider documenting the necessity for and estimated length of a pregnancy disability leave.

Bereavement Leave

California Bereavement Leave

This policy applies while Partners Personnel has 5 or more employees.

California employees are eligible for leave under this policy if they have worked for Partners Personnel for at least 30 days prior to the commencement of leave. Eligible employees are entitled to up to five days of unpaid bereavement leave upon the death of a family member. Employees may take this leave for each death of a family member that occurs. The leave does not need to be taken consecutively, but the leave must be taken within three months of the date of death of the family member. "Family member" in this policy means an employee's spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Employees may be required to provide documentation of the death of a family member within 30 days of the first day of bereavement leave. An employee's use of leave under this policy and any documentation provided will remain confidential, except as required by law. This leave falls under the California Family Rights Act (CFRA) and is also covered in the California Family and Medical Leave policy. If an employee uses Pregnancy Disability Leave (PDL), CFRA leave, or other leave entitlements before or immediately following a loss, this leave must be completed within 3 months from the end of the other leave.

Eligible employees are also entitled to up to five days of unpaid bereavement leave within 3 months after a reproductive loss event, including a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. This leave cannot exceed 20 days within a 12-month period. Employees will not be required to provide documentation related to reproductive loss events. This leave is separate from the CFRA and Pregnancy Disability Leave (PDL). If an employee uses PDL or CFRA leave before or immediately following a reproductive loss, this leave must commence within 3 months from the end of that leave.

Employees may use available vacation during unpaid time off under this policy.

Colorado Bereavement Leave

Employees may use available sick leave to grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member. Under this policy, "family member" means an employee's immediate family member (a person who is related by blood, marriage, civil union, or adoption); a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health- or safety-related care. For more information see the Colorado Sick Leave policy.

Illinois Bereavement Leave

This policy applies when Partners Personnel has 50 or more employees during 20 or more calendar weeks in the current calendar year or the preceding calendar year.

This policy applies to Illinois employees who: (i) have worked for Partners Personnel for at least 12 months prior to the date on which the leave starts; (ii) have worked at least 1,250 hours during the 12-month period preceding the leave; and (iii) are eligible for leave under the Family and Medical Leave Act (FMLA).

Eligible employees may take up to 10 days of unpaid bereavement leave for: (1) the death of a covered family member; (2) make arrangements because of the death of a covered family member; (3) grieve the death of a covered family member; (4) a miscarriage; (5) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); (6) a failed adoption match or an adoption that is not finalized because it is contested by another party; (7) a diagnosis

that negatively impacts pregnancy or fertility; or (8) a stillbirth. Leave can be used to attend the funeral or alternative to a funeral of the child, to make arrangements necessitated by the death of the child, and to grieve the death of a child. Leave need not be taken consecutively but must be completed within 60 days of the date of death of the child. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 30 working days of bereavement leave during the 12-month period. Child bereavement leave may not be taken in addition to unpaid time off permitted under the FMLA and may not exceed unpaid time off allowed under the FMLA. If an employee has exhausted the employee's 12 weeks of FMLA in a 12-month leave year period, the employee will not be able to take bereavement leave under this policy during that 12-month period. If, however, an employee first takes time off under this policy for bereavement leave, he or she will still have a full 12 weeks of FMLA leave, if the employee is otherwise eligible.

For the purpose of this policy "covered family member" means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

In addition to the leave above, full-time employees who have worked for the Company for at least 2 weeks may take unpaid leave if they experience the loss of a child by suicide or homicide. While the Partners Personnel has 250 or more employees in Illinois this leave cannot exceed 12 weeks. While the Partners Personnel has fewer 250 employees in Illinois this leave cannot exceed 6 weeks. This leave must be completed within one year of the employee notifying Partners Personnel of the loss. Employees who are entitled to take paid or unpaid leave (including family, medical, sick, annual, personal, or similar leave) may choose to substitute any period of that leave for an equal amount of this leave.

Employees must provide Partners Personnel at least 48 hours of advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a death certificate, published obituary, written verification of death, burial, or memorial services from the mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency. Employees may use available vacation during unpaid time off taken under this policy.

Maryland Bereavement Leave

This policy applies only when Partners Personnel has 15 or more employees for each working day in each of 20 or more weeks in the current or preceding calendar year.

Maryland employees may use available vacation upon the death of an employee's immediate family member.

For purposes of this policy, an immediate family member means an employee's spouse, child (including an adopted, biological, or foster child, stepchild, or legal ward) or parent (including an adoptive, biological, or foster parent, stepparent, legal guardian, or person standing in loco parentis to the employee).

Massachusetts Bereavement Leave

Employees can use their earned sick leave to address their own or their spouses' physical and mental health needs if they experience pregnancy loss or a failed assisted reproduction, adoption, or surrogacy. See the Massachusetts Sick Leave policy for more information.

Minnesota Bereavement Leave

Employees can use their paid sick and safe to make arrangements for or attend funeral services or a memorial or address financial or legal matters that arise after the death of a family member. See the Sick Leave policy for more information.

Minnesota Military Death/Injury Leave

Pursuant to the Families of Mobilized Military Members Law, Minnesota employees may take up to 10 days of unpaid bereavement leave when their immediate family member (e.g. parent, child, grandparents, siblings, or spouse) has been injured or killed while engaged in active military service.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, to the extent authorized by law. Employees may use available vacation during unpaid time off taken under this policy, however, the length of unpaid time off provided herein will not be reduced by any period of paid leave provided by Partners Personnel, if any.

Oregon Bereavement Leave

This policy applies only when Partners Personnel has 25 or more employees in Oregon during each working day of 20 or more weeks in the current or preceding year.

Eligible employees may take up to 10 days of unpaid bereavement leave for each family member who dies, up to a maximum of 4 weeks in a 12-month period (which will be counted toward the total 12 weeks of family leave that the employee may take under Oregon's Family Leave Act). Leave under this policy may be taken to make arrangements necessitated by the death of the family member, to attend funeral or memorial services of the family member, and to grieve the death of the family member. Leave taken under this policy must be taken within 60 days of receiving notification of a family member's death. See the Oregon Family and Medical Leave policy for more information.

Washington Bereavement Leave

Under Washington Paid Family and Medical Leave (WA-PFML), employees who have worked for at least 820 hours in Washington may take unpaid bereavement leave for the postnatal death or stillbirth of their child. This leave must be taken during the 7 days following the event. WA-PFMLA provides up to 12 weeks of leave within a 52-week period. See the Washington Family and Medical Leave policy for more information.

Organ, Bone Marrow, and Blood Donor Leave

Arkansas Organ and Bone Marrow Donor Leave

This policy applies to employees in Arkansas who are not eligible for FMLA leave.

Employees may take up to 90 days of unpaid leave to serve as an organ or bone marrow donor. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, documentation from a physician of the purpose and length of each leave to donate bone marrow or an organ.

California Organ and Bone Marrow Donor Leave

This policy applies only when Partners Personnel has 15 or more employees.

This policy applies to California employees who have worked for Partners Personnel for at least 90 days at the time leave is requested. Eligible employees may take up to 30 days of paid leave and an additional 30 days of unpaid leave in a 12-month period to serve as an organ donor. Eligible employees may also take up to five days of paid leave in a 12-month period to serve as a bone marrow donor. Partners Personnel may require that employees use up to two weeks of available vacation during paid organ donor or bone marrow donor leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Employees must provide Partners Personnel notice as soon as possible that leave under this policy is needed. Partners Personnel may request reasonable documentation of the need for leave, which should state both that the employee taking the leave is a bone marrow or organ donor and that the donation is medically necessary.

District of Columbia Organ & Bone Marrow Donation Leave

District of Columbia employees may take up to 7 days of paid leave to serve as a bone marrow donor and up to 30 days of paid leave to serve as an organ donor. Employees must provide Partners Personnel notice as soon as possible that leave under this policy is needed. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to verification from a physician of the purpose and length of each leave.

Hawaii Organ, Bone Marrow, or Peripheral Blood Stem Cell Donation Leave

This policy applies only when Partners Personnel has 50 or more employees.

Hawaii employees who have worked for Partners Personnel for at least one year may take up to 7 days of unpaid leave per year to serve as a bone marrow or peripheral blood stem cell donor and up to 30 days of leave to serve as an organ donor.

Partners Personnel can require that employees use up to three days of available vacation for bone marrow or peripheral blood stem cell donor leave and up to two weeks of accrued but unused vacation for organ donor leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including written verification of the need for the leave stating that the employee is a bone marrow, peripheral blood stem cell, or organ donor and that the donation is medically necessary.

Upon return from leave, Partners Personnel will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. Partners Personnel will not discharge, fine, suspend, expel, discipline, or discriminate against an employee for taking leave under this policy.

Louisiana Bone Marrow Donor Leave

This policy applies only when Partners Personnel has 20 or more employees at a single workplace.

Louisiana employees who work for an average of at least 20 hours per week may take up to 40 work hours of unpaid leave to donate bone marrow. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of the purpose and duration of the leave. Partners Personnel will not retaliate against an employee for requesting or taking leave under this policy.

Maryland Organ & Bone Marrow Donation Leave

This policy applies only when Partners Personnel has 15 or more employees in Maryland.

This policy applies to Maryland employees who (i) have been employed by Partners Personnel for at least a 12-month period and (ii) have worked at least 1,250 hours during the previous 12 months.

Maryland employees may take up to 60 days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 days of unpaid leave in a 12-month period to serve as a bone marrow donor.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of employees' status as an organ or bone marrow donor and of the medical necessity for the donation of the organ or bone marrow.

Minnesota Bone Marrow Donation Leave

This policy applies only when Partners Personnel has 20 or more employees in a single workplace.

Minnesota employees who work for an average of at least 20 hours per week may take up to 40 hours of paid leave to donate bone marrow. Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, verification from a physician of the purpose and length of each leave requested by employees to donate bone marrow. Partners Personnel will not retaliate against employees for requesting or taking leave in compliance with this policy.

New Jersey Organ and Bone Marrow Policy

New Jersey employees who take a “period of disability” under New Jersey’s Temporary Disability Benefits Law to donate an organ or bone marrow will be restored to their former position at the time the disability commenced or to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment.

New York Organ and Bone Marrow Donation Leave

This policy applies only when Partners Personnel has 20 or more employees at a single workplace.

New York employees who work for an average of at least 20 hours a week may take up to 24 hours of unpaid leave in a 12-month period to serve as a bone marrow donor, including time for recovery and follow-up medical care.

Eligible employees may also take up to three hours of unpaid leave in any 12-month period to donate blood. If Partners Personnel conducts at least two blood drives per year on its premises at least sixty days apart, employees will not be entitled to blood donation leave but may take time off to donate blood at the blood drives.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, verification from a physician of the purpose and length of each leave or proof of blood donation.

Oregon Bone Marrow Donation Leave

Oregon employees who work for an average of at least 20 hours per week may determine the amount of unpaid time off they need to donate bone marrow. Employees may use available vacation for up to 40 hours of otherwise unpaid time off taken under this policy.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, verification from a physician or naturopathic physician of the purpose and length of each leave.

Pennsylvania Organ and Bone Marrow Donation Leave

This policy applies when Partners Personnel has 50 or more employees during 20 or more calendar weeks in either the current or preceding calendar year.

This policy applies to Pennsylvania employees who: (i) have worked for Partners Personnel for at least 12 months prior to the start of leave; (ii) have worked at least 1,250 hours during the 12-month period preceding the leave; and (iii) are eligible for leave under the Family and Medical Leave Act (FMLA).

Eligible employees may take up to five days of unpaid leave to prepare for and recover from surgery related to organ or tissue donation by or for the eligible employee or their spouse, child, or parent. Employees must

provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request written documentation regarding the preparation and recovery necessary for surgery.

Virginia Organ & Bone Marrow Donation Leave

This policy applies only when Partners Personnel has 50 or more employees.

This policy applies to Virginia employees who (i) have been employed by Partners Personnel for at least 12 months and (ii) have worked at least 1,250 hours during the previous 12 months.

Virginia employees may take up to 60 business days of unpaid leave in a 12-month period to serve as an organ donor and up to 30 business days of unpaid leave in a 12-month period to serve as a bone marrow donor. This leave does not run concurrently with leave taken under the FMLA.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, written verification from a physician of employees' status as an organ or bone marrow donor and of the medical necessity for the donation of the organ or bone marrow.

Leave taken under this policy will not constitute a break in the employee's continuous service for the purpose of salary adjustments, sick leave, paid leave, or other employee benefits. Upon return from leave, Partners Personnel will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. Partners Personnel will not discharge, fine, suspend, expel, discipline, or discriminate against an employee for taking leave under this policy.

Wisconsin Bone Marrow and Organ Donation Leave

This policy applies only when Partners Personnel has 50 or more permanent employees in Wisconsin.

Wisconsin employees who (i) have worked for Partners Personnel for more than 52 consecutive weeks and (ii) have worked at least 1,000 hours during the preceding 52-week period may take unpaid time off only for the period necessary to undergo and recover from bone marrow or organ donation procedures, up to six weeks per 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take leave under this policy. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the Company's operations, subject to the approval of the health care provider of the donee.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, certification issued by the health care provider of the donee or of the employee, whichever is appropriate, of any of the following:

- That the donee has a serious health condition that necessitates a bone marrow or organ transplant;
- That the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee; and/or
- The amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

Upon return from leave under this policy, Partners Personnel will restore the employee to the position they held when the leave began or to an equivalent position with equivalent compensation, benefits, working period, hours of employment, and other terms and conditions of employment. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Domestic Violence Leave

California Domestic Violence, Sexual Assault, and Stalking Leave

Partners Personnel will not discharge or in any manner discriminate or retaliate against an employee who is a victim of domestic violence, sexual assault, or stalking for taking time off to obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the victim or the victim's child. The relief here includes, but is not limited to, obtaining a temporary restraining order, restraining order, or other injunctive relief.

Partners Personnel will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking, if the employee has disclosed their status as a victim to Partners Personnel; the employee requests a reasonable accommodation for their safety while at work; and the accommodation is reasonable and would not pose an undue hardship on Partners Personnel.

This portion of this Policy applies only when the Company has 25 or more employees.

Additionally, employees or employees with family members who have been the victim of qualifying act of violence may take up to 12 weeks of unpaid time off per year to:

- Ensure their own or a family member's safety and well-being by seeking restraining orders or other legal protections;
- Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;
- Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;

- Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;
- Participate in safety planning to prevent future incidents of violence;
- Relocate or find new housing or enroll children in new schools due to the act of violence (maximum of 5 days);
- Provide care to a family member recovering from injuries caused by the act of violence;
- Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;
- Prepare for, attend, or participate in legal proceedings related to the act of violence; or
- Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence.

If an employee is assisting a family member who was the victim of a nonlethal act of violence, the amount of leave available is capped at 10 days. A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another, someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. If use of this leave overlaps with the FMLA or CFRA, the leave runs concurrently.

Under this policy, family member includes a child, parent, grandparent, grandchild, sibling, spouse or domestic partner, or designated person. A designated person is any individual related by blood or whose association with the employee is the equivalent of a family relationship. This individual can be designated at the time an employee requests leave, but employees are limited to one designated person per 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees who take leave due to domestic violence, sexual assault, or stalking will be required to provide, within a reasonable time, certification verifying the need for the absence, including, but not limited to, a police report, a court order, a doctor's note, or some other form of documentation.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Although leave under this policy is unpaid, employees may use available vacation during otherwise unpaid time off taken under this policy.

Colorado Domestic Violence, Sexual Assault, and Stalking Victim Protection Leave

This policy applies only when Partners Personnel has 50 or more employees.

Employees in Colorado who have been employed by Partners Personnel for 12 months or more, and who are victims of domestic abuse, sexual assault, stalking, or any crime (the underlying factual basis of which has been found by the court to include an act of domestic violence), may take up to three days of unpaid time off in any 12-month period for the following reasons:

- To seek a civil protection order to prevent domestic abuse under applicable Colorado law;
- To obtain medical care, mental health counseling, or for the employee or their children to address physical or psychological injuries resulting from the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence;
- To make the employee's home secure from the perpetrator of the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence, or to seek new housing to escape the perpetrator; or
- To seek legal assistance to address issues arising from the act of domestic abuse, stalking, or sexual assault or other crime involving domestic violence and to attend and prepare for court related proceedings arising from the act or crime.

Except in cases of imminent danger to the health or safety of the employee, an employee seeking leave from work pursuant to this policy is required to provide Partners Personnel with reasonable advance notice of such leave. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to a police report, a court order, a doctor's note, or some other form of documentation.

Employees seeking to take leave under this policy must first exhaust any available vacation.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Connecticut Family Violence Leave

This policy applies only when Partners Personnel has three or more employees.

Employees in Connecticut who are victims of family violence (an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury, or assault between family or household members) may take up to 12 days of unpaid time off during any calendar year to:

- Seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim;

- Obtain services from a victim services organization on behalf of the victim;
- Relocate due to such family violence; or
- Attend or participate in any civil or criminal proceeding related to or resulting from such family violence.

For purposes of this policy, “family member or household member” means current and former spouses; parents and children; individuals who are at least 18 years old and related by blood or marriage; individuals that currently reside or formerly resided together and are at least 16 years old; individuals that have a child in common; and individuals that are in, or have recently been in, a dating relationship.

Employees must provide Partners Personnel seven days advance notice of the need to take time off under this policy, if foreseeable. If the need for leave is not foreseeable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, a court order, a doctor’s note, or some other form of documentation.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave under this policy. Leave taken under this policy will not affect any other leave provided to employees under state or federal law.

District of Columbia Domestic Violence Leave

District of Columbia employees who are victims, or whose family members are victims of domestic violence, sexual assault, or stalking may take unpaid time off under this policy (as long as the employee is not the alleged perpetrator) to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or their family members including, but not limited to, preparing for or participating in any civil, administrative, or criminal legal proceeding related to domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or the employee's family member

was a victim of domestic violence, sexual assault, or stalking; or

- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, or stalking.

For purposes of this policy, “family member” means the employee’s child, spouse, domestic partner, parent, parent-in-law, child-in-law, sibling, sibling-in-law, grandparent, or person with whom the employee shares or has shared, for not less than the preceding 12 months, a mutual residence with whom the individual maintains a committed relationship.

Partners Personnel will provide reasonable safety accommodations to an employee who is or has a family member who is a victim of domestic violence, sexual assault or stalking if the employee has disclosed the employee’s or their family member’s status as a victim to Partners Personnel; the employee requests a reasonable accommodation for their safety while at work; and the accommodation is reasonable and would not pose an undue hardship on Partners Personnel. A reasonable safety accommodation may include, but is not limited to, a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation (typically for employees who are not remote), or any other reasonable adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Partners Personnel may request reasonable documentation of the need for such leave or reasonable accommodation, including, but not limited to:

- A copy of a police report;
- A court order protecting or separating the employee or employee's family member from the perpetrator of the act;
- Other evidence from the court or the prosecuting attorney that the employee or their family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- Documentation from any of the following people from whom the employee or employee's family member sought assistance in addressing domestic violence, sexual assault, or stalking: an advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional; or

- An employee's written statement that the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking and that the leave taken, or accommodation sought, was for one of the purposes described above.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure of such information is:

- Requested or consented to in writing by the employee;
- Required by applicable federal, state or local law;
- Necessary to protect other employees from imminent harm; and/or
- Necessary to provide reasonable accommodation.

Partners Personnel will notify the employee of any necessary disclosure.

Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or seeking reasonable accommodation under this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Delaware Domestic Violence, Sexual Assault, and Stalking Leave

This policy applies only when Partners Personnel has four or more employees in Delaware.

Delaware employees who are victims of domestic violence, sexual assault, or stalking, may take unpaid time off to obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the employee or the employee's child. Partners Personnel will also provide reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking if the employee has disclosed to Partners Personnel the employee's status as a victim of domestic violence, sexual assault, or stalking; the employee requests a reasonable accommodation for the safety of the employee while at work; and the accommodation is reasonable and would not pose an undue hardship on the Company.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off, if practicable. Partners Personnel may request reasonable documentation of the need for such leave, including a police report, court order, doctor's note, or some other form of documentation.

Partners Personnel will treat all information related to an employee's leave or reasonable accommodation pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or reasonable accommodation in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Florida Domestic Violence Leave

This policy applies only when Partners Personnel has 50 or more employees.

Florida employees who have worked for Partners Personnel for at least three months may take up to 3 days of unpaid time off in any 12-month period if the employee or their family or household member is a victim of domestic violence or sexual assault. Employees may use this leave to:

- Seek an injunction for protection against domestic violence, repeat violence, dating violence, or sexual violence, or to otherwise attend court hearings;
- Obtain medical care, mental health counseling, or both, for the employee or their family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;
- Obtain services from a victim services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic or sexual violence;
- Make the employee's home secure from the perpetrator of the domestic violence or sexual violence or to seek new housing to escape the perpetrator; or
- Seek legal assistance to address issues arising from the act of domestic violence or sexual violence, or to attend and prepare for court related proceedings arising from the act of domestic violence or sexual violence.

For purposes of this policy, "family or household member" means the employee's spouse, former spouse, person related by blood or marriage, person with whom the employee currently resides as if a family (or with whom the employee resided in the past as if a family), and people who are parents of a child in common regardless of whether they have been married. Except for people who have a child in common, the family or household members must be currently residing in the same single dwelling unit or have done so in the past.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, court order, doctor's note, or some other form of documentation.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees seeking to take leave under this policy must first use and exhaust any available accrued vacation for the absence.

Hawaii Domestic Violence and Sexual Assault Leave

Hawaii employees may take a reasonable period of unpaid time off, not to exceed five days in any 12-month period if the employee or their minor child is a victim of domestic or sexual violence. Employees may use this leave to:

- Seek medical attention for the employee or their minor child;
- Recover from physical or psychological injury or disability caused by domestic or sexual violence;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling;
- Temporarily or permanently relocate;
- Take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic or sexual violence; or
- Take other actions to enhance the physical, psychological, or economic health or safety of the employee or their minor children (or to enhance the safety of those who associate with or work with the employee).

A reasonable period of time means:

- If leave is taken due to physical or psychological injury or disability to the employee or the employee's minor child, the period of time the attending healthcare provider determines to be necessary, considering the condition of the employee or their minor child and the job requirements; or
- If leave is taken due an employee's need to take legal or other actions (including preparing for or participating in a civil or criminal proceeding, obtaining services from a victim services organization, or permanently or temporarily relocating), the period of time necessary to complete the activity as determined by (i) the employee's or their minor child's attorney or advocate, (ii) a court, or (iii) personnel of the relevant victim services organization.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A certificate from a healthcare provider estimating the amount of leave the employee requires and when that leave should commence and terminate;

- A medical certificate from the employee's attending healthcare provider attesting to the employee's condition and approving their return to work; or
- A signed statement (executed within a reasonable period after the Company's request), that the employee or their minor child is a victim of domestic or sexual violence and leave is needed for one of the purposes in this policy.

If the leave exceeds five days in a calendar year, the documentation should be provided by one of the following methods:

- A signed written statement from (i) an employee, agent, or volunteer of a victim services organization; (ii) the employee's attorney or advocate; or (iii) a medical or other professional from whom the employee or their minor child has sought assistance related to the domestic or sexual violence; or
- A police record related to the domestic or sexual violence.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential except to the extent that disclosure is: (i) requested or consented to by the employee; (ii) ordered by a court or administrative agency; or (iii) otherwise required by applicable federal or state law.

Upon return from leave under this policy, the employee will return to their original job or to a position of comparable status and pay, without the loss of accumulated service credits and privileges.

Employees seeking to take leave under this policy must first exhaust any available vacation and/or sick leave and any paid or unpaid leave that is available under federal, state, or local law (such as leave under the federal Family and Medical Leave Act).

Partners Personnel will make reasonable accommodations in the workplace for an employee who is a victim of domestic or sexual violence. These accommodations may include, but are not limited to:

- Changing the employee's telephone, fax, or email contact information;
- Screening the employee's telephone calls;
- Restructuring the employee's job functions;
- Changing the employee's work location;
- Installing locks and other security devices; or
- Allowing the employee to work flexible hours, if it does not cause an undue hardship to the Company's operations.

Illinois Domestic Violence and Crime Victim Leave

Illinois employees who are victims of, or have a family or household member who is a victim of domestic, gender, or sexual violence, or any other crime of violence may take up to 8 weeks of unpaid time off during any 12-month period, provided the employee is not the alleged perpetrator. Eligible employees may use this leave to:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, gender, or sexual violence to the employee or their family or household member;
- Obtain services from a victim services organization for the employee or their family or household member;
- Obtain psychological or other counseling for the employee or their family or household member;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or their family or household member from future violence or ensure economic security; or
- Seek legal assistance to ensure the health and safety of the employee or their family or household member, including preparing for or participating in any civil or criminal legal proceeding related to an incident of domestic, gender, or sexual violence.

Eligible employees may use a total of 10 days of unpaid leave for the following purposes:

- attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
- making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- grieving the death of a family or household member who is killed in a crime of violence.

Leave taken for these reasons will be deducted from an employee's available domestic violence and crime victim leave. This leave must be completed within 60 days after an employee receives notice of the death.

For purposes of this policy, "family or household member" means a spouse, parent, son, daughter, party to a civil union, grandparents, grandchildren, sibling, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and a person jointly residing in the same household, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee.

This policy does not create a right for an employee to take unpaid time off that exceeds the unpaid time off time allowed under FMLA. Any leave taken under this policy is not in addition to the unpaid time off allowed under the FMLA.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or family or household member has sought assistance; a police report or court record; or other corroborating evidence.

While on leave under this policy, employees must provide Partners Personnel with periodic reports (at least every 30 days) about the status of the employee's leave and any change in their plans to return to work. During the leave period, Partners Personnel will maintain an employee's health benefits as if they continued to be actively employed. If an employee chooses not to return to work at the end of the leave period, the employee must reimburse Partners Personnel for any health benefit premiums paid to maintain the employee's coverage during the leave, unless the employee cannot return to work because of continuation, reoccurrence, or onset of domestic or sexual violence or other circumstances beyond the employee's control.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Kansas Domestic Violence Leave

Kansas employees who are victims of domestic violence may take up to eight days of unpaid time off each year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's child or children;
- Seek medical attention for injuries caused by domestic violence;
- Obtain services from a domestic violence shelter, domestic violence program, or rape crisis center as a result of domestic violence; or
- Make court appearances in the aftermath of domestic violence.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as

practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A police report indicating that the employee was a victim of domestic violence;
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Time off under this policy shall run concurrently with time taken under the Company's Crime Victim Leave Policy, to the extent permitted under applicable law.

Maine Domestic Violence Leave

Maine employees who are victims of or whose children, parents, or spouses are victims of violence, assault, sexual assaults or stalking may take unpaid time off to:

- Prepare for and attend court proceedings;
- Receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse; or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. The Company may request reasonable documentation of the family relationship, which may include a statement from the employee, a birth certificate, a court document, or similar documents.

Partners Personnel will not discipline or discriminate against employees (in terms of loss of pay, job security, or benefits) for taking leave in compliance with this policy.

Maryland Domestic Violence Leave

Maryland employees (i) who work at least 12 hours per week and (ii) whose primary work location is in Maryland are eligible for sick leave. Eligible employees may use sick leave to obtain relief in response to a domestic or sexual assault of the employee or a family member. Under this policy, “family member” includes a spouse, child, parent, grandparent, grandchild, sibling or legal guardian.

Partners Personnel will not retaliate against an employee for the employee’s use or attempted use of leave under this policy. Time off under this policy will run concurrently with time taken under the Company’s Sick Leave Policy, to the extent permitted under applicable law.

Employees must follow the eligibility, notice, and other terms and conditions of the Company’s sick leave policy when using sick leave for domestic violence purposes.

Massachusetts Domestic Violence Leave

This policy applies only when Partners Personnel has 50 or more employees in Massachusetts.

Massachusetts employees may take up to 15 days of unpaid time off in any 12-month period if they, or their family member, are a victim of abusive behavior (any behavior constituting domestic violence, stalking, sexual assault, or kidnapping). Eligible employees may use this leave to:

- Seek or obtain medical attention, counseling, victim services, or legal assistance;
- Secure housing;
- Obtain a protective order from a court;
- Appear in court or before a grand jury;
- Meet with a district attorney or other law enforcement officer;
- Attend child custody proceedings; or
- Address other issues directly related to the abusive behavior against the employee or their family member.

To qualify for leave, the employee cannot be the perpetrator of the abusive behavior against their family member. For purposes of this policy, “family member” means people who are married to one another; people in a substantive dating or engagement relationship and who reside together; people having a child in common regardless of whether they have ever married or resided together; a parent, stepparent, child, step-child, sibling, grandparent or grandchild; people in a guardianship relationship; or people having a child in common.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical, but no later than three days after the leave was taken. Such notification may be communicated to Partners

Personnel by the employee, a family member of the employee, or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate, or other professional who has assisted the employee in addressing the effects of the abusive behavior on the employee or their family member.

Partners Personnel may request reasonable documentation showing that the employee or their family member has been a victim of abusive behavior and that the leave taken was for one or more of the permissible reasons set forth above, including, but not limited to:

- A protective order, order of equitable relief, or other documentation issued by a court as a result of the abusive behavior against the employee or employee's family member;
- A document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to abusive behavior against the employee or their family member;
- A police report or statement that a victim or witness provided to police;
- Medical documentation of treatment received as a result of the abusive behavior;
- Documentation that the perpetrator of the abusive behavior against the employee or family member of the employee has: admitted to sufficient facts to support a finding of guilt of abusive behavior; or has been convicted of any offense constituting abusive behavior and which is related to the abusive behavior that necessitated the leave;
- A sworn statement signed under penalty of perjury of a counselor, social worker, healthcare worker, clergy member, legal advocate, or shelter worker who has assisted the employee or employee's family member in addressing the effects of the abusive behavior; or
- A sworn statement signed under penalty of perjury from the employee attesting that the employee has been the victim of abusive behavior or is the family member of a victim of abusive behavior.

Partners Personnel will not require an employee to provide (i) evidence of an arrest, conviction, or other law enforcement documentation of abusive behavior, or (ii) any documentation explaining the details of the domestic violence or abusive behavior.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure is: (i) requested or consented to, in writing, by the employee; (ii) ordered to be released by a court of competent jurisdiction; (iii) otherwise required by applicable federal or state law; (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general; or (v) necessary to protect the safety of the employee or others employed at the workplace. Any documentation that employees provide to Partners Personnel will be

maintained in the employee's employment record only as long as required for Partners Personnel to determine whether the employee is eligible for leave under this policy.

Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees seeking to take leave under this policy must first use and exhaust any available vacation for the absence.

Michigan Domestic Violence Leave

This policy only applies when Partners Personnel has 50 or more employees.

Michigan employees (i) who work at least 25 hours per week and (ii) whose primary work location is in Michigan are eligible to take domestic violence leave under the Company's paid sick leave policy. If an employee or their family member is a victim of domestic violence, the employee may use paid sick leave to obtain services from a victim services organization; relocate due to domestic violence or sexual assault; obtain legal services; or participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.

Under the paid sick leave policy, "family member" means a biological, adopted or foster child; a stepchild, legal ward, or child to whom the eligible employee stands in loco parentis; a biological parent, foster parent, stepparent, adoptive parent, or legal guardian of an eligible employee or an their spouse; an individual who stood in loco parentis to the eligible employee when they were a minor child; an individual to whom the eligible employee is legally married under the laws of any state; a grandparent; a grandchild; or a biological, foster, or adopted sibling.

Employees must follow the eligibility, notice, and other terms and conditions of the Company's sick leave policy for purposes of domestic violence leave.

Minnesota Harassment and Domestic Abuse Leave

Minnesota employees who are victims of domestic abuse, sexual assault, stalking or harassment, may take unpaid time off from work to seek a harassment or domestic violence restraining order, receive an order for protection from a court, or obtain other related assistance.

Employees must provide Partners Personnel at least 48 hours advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Missouri Domestic or Sexual Violence Leave

This policy applies only when Partners Personnel has 20 or more employees.

Employees in Missouri who are victims of domestic or sexual violence, or who have family or household members who are victims of such violence, may take up to 7 days of unpaid leave during any calendar year. Eligible employees may take up to 14 days of unpaid leave if Partners Personnel has more than 50 employees. Leave may be used to:

- Seek medical attention or recover from physical or psychological injuries caused by domestic or sexual violence to the employee or their family or household member;
- Obtain services from a victim services organization;
- Obtaining psychological or other counseling for the employee or their family or household member;
- Participate in safety planning; temporarily or permanently relocate to a safer living space, or take other actions to increase the safety of the employee (or their family or household member); and/or
- Pursue legal remedies to ensure the health and safety of the employee (or their family or household member), including preparing for civil and criminal actions resulting from the violence.

For purposes of this policy, “family member or household member” includes individuals who reside in the same household as the employee, immediate family members (by blood or marriage), and people who share a relationship through a son or daughter.

Employees must provide Partners Personnel at least 48 hours of advance notice of the need to take time off under this policy, if foreseeable. If the need for leave is not foreseeable, employees must provide notice as soon as practical. Partners Personnel may request certification that the employee or their family or household member is a victim of domestic or sexual violence and that the leave is for one of the purposes set forth in this policy, including documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or their family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence; a police or court record; or other corroborating evidence.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential unless voluntarily requested and authorized in writing by the employee or required by state or federal law.

In addition, employees who require reasonable safety accommodations due to domestic or sexual violence should submit a written request.

Upon return from leave, employees will be restored to the position of employment they held when the leave commenced or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees will maintain coverage for themselves and any family or household member(s) under any group health plan for the duration of the leave. This coverage will be maintained at the

level and under the conditions coverage would have been provided if the employee had remained in employment continuously for the duration of the leave. The employee may be required to repay the premium that the Company paid for maintaining coverage if the employee does not return from leave after it expires for a reason other than the continuation, recurrence, or onset of domestic violence, sexual violence, abuse, a sexual assault, human trafficking, or other circumstances beyond the employee's control.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Leave taken under this policy will not affect any other leave provided to employees under state or federal law.

Nevada Domestic Violence Leave

Nevada employees who have been employed by Partners Personnel for at least 90 days and are victims of domestic violence or sexual assault, or whose family or household members are victims of domestic violence or sexual assault (if the employee is not the alleged perpetrator), may take up to 160 hours of unpaid time off in the 12-month period immediately after the date of the act of domestic violence or sexual assault. Eligible employees may use this leave to:

- Attend the diagnosis, care, or treatment of a health condition related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member;
- Obtain counseling or assistance related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member;
- Participate in court proceedings related to an act that constitutes domestic violence or sexual assault committed against the employee or their family or household member; and/or
- Establish a safety plan, including any action to increase the safety of the employee or their family or household member from a future act that constitutes domestic violence or sexual assault.

For purposes of this policy, "family or household member" means a spouse, domestic partner, minor child, or parent or other adult person who is related within the first degree of consanguinity or affinity to the employee, or other adult person who is or was actually residing with the employee at the time of the act that constitutes domestic violence or sexual assault.

Employees must provide Partners Personnel at least 48 hours advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Employees will not be required to find a replacement worker as a condition of taking leave under this policy.

Partners Personnel may request reasonable documentation of the need for such leave, including a police report, a copy of an application for an order of protection, an affidavit from an organization that provides services to victims of domestic violence or sexual assault, or documents from a physician.

If the FMLA applies to a given employee, leave taken under this policy runs concurrently with leave under the FMLA in that, if an employee takes leave under this policy for a reason that also entitles the employee to leave under the FMLA, Partners Personnel will deduct the amount of leave taken under this policy from the leave available to the employee under the FMLA. Leave under this policy may also be taken intermittently.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New Jersey Domestic Violence and Sexual Assault Leave

This policy applies only when Partners Personnel has 25 or more employees in each workday during 12 or more weeks in the current or preceding calendar year.

New Jersey employees who are victims of domestic violence or sexual assault (or whose family member is a victim of domestic violence or sexual assault) may take up to 20 days of unpaid time off in a 12-month period if they (i) have been employed by Partners Personnel for at least 12 months, and (ii) have worked at least 1,000 hours during the 12-month period immediately preceding the qualifying event. Eligible employees may take this leave to:

- Seek or receive medical treatment for, or recover from, physical or psychological injuries caused by domestic violence, sexual violence, or assault;
- Obtain services from a victim services organization;
- Obtain psychological or other counseling for the employee or their family member;
- Participate in safety planning, move, or take other actions to increase the safety of the employee or their family member from future domestic or sexual violence or to ensure economic security;
- Seek legal assistance or remedies to ensure the health and safety of the employee or their family member, including preparing for or participating in any civil or criminal legal proceeding related to domestic or sexual violence; or
- Attend, participate in, or prepare for criminal or civil court proceedings relating to an incident of domestic or sexual violence of which the employee or their family member was a victim.

For purposes of this policy, “family member” means the employee’s child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, blood-related individual, or individual with a family-equivalent relationship. Eligible employees must take leave within 12 months of the qualifying event. Each incident of domestic violence or sexual violence is a separate qualifying event which entitles the employee to leave if the employee has not exhausted the 20 days of unpaid time off available for a given 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A domestic violence restraining order or other court issued documentation of equitable relief;
- A letter or other written documentation from the county or municipal prosecutor documenting the domestic or sexual violence;
- Documentation of the aggressor’s conviction for the domestic or sexual violence;
- Medical documentation of the domestic violence or sexually violent offense;
- Certification from a certified domestic violence specialist or the director of a designated domestic violence agency or rape crisis center that the employee or related individual is a victim of domestic or sexual violence; or
- Other documentation or certification by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or related individual in coping with the domestic or sexual violence.

Leave taken under this policy runs concurrently with leave under the FMLA and the New Jersey Family Leave Act, if applicable. If an employee takes leave under this policy for a reason that also entitles them to leave under the FMLA and/or the New Jersey Family Leave Act, Partners Personnel will deduct the amount of leave taken under this policy from the leave available to the employee under those laws, as applicable. Leave under this policy may also be taken intermittently in intervals of no less than one full day.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential unless voluntarily authorized in writing by the employee or required by law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New Mexico Domestic Abuse Leave

New Mexico employees who are victims of domestic violence may take up to 14 days, continuous or intermittent, of unpaid time off each year to:

- Obtain or attempt to obtain an order of protection or other judicial relief from domestic abuse;
- Meet with law enforcement officials;
- Consult with attorneys or District Attorney Victim Advocates; or
- Attend court proceedings related to the domestic abuse of the employee or their family member. “Family member” means a minor child of the employee or a person for whom the employee is a legal guardian.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. When domestic leave is taken in an emergency, an employee or an employee’s designee must provide notice to Partners Personnel within twenty-four hours of commencing the leave.

Partners Personnel may request reasonable documentation reflecting the need for such leave, including, but not limited to:

- 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 (providing the document does not constitute a waiver of confidentiality or privilege between the employee and the employee's advocate or attorney); or
- The written statement of an attorney representing the employee, a District Attorney's Victim Advocate, a law enforcement official or a prosecuting attorney that the employee or their family member appeared or is scheduled to appear in court in connection with an incident of domestic abuse.

To the extent permitted under law, Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for taking or requesting leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New York Domestic Violence Reasonable Accommodations

Partners Personnel will provide reasonable accommodations to New York employees who are victims of domestic violence unless the accommodation would pose an undue hardship on the Company. Additionally, Partners Personnel will provide employees in Westchester County and New York City who are victims of

domestic violence, sexual abuse, or stalking with reasonable accommodations if requested, unless the accommodation would pose an undue hardship on the Company.

Reasonable accommodations may include a reasonable amount of unpaid time off for the employee to:

- Seek medical attention for injuries caused by domestic violence, including for a child who is the victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence;
- Obtain psychological counseling related to an incident or incidents of domestic violence, including for a child who is the victim of domestic violence, provided the employee is not the perpetrator of the domestic violence against the child;
- Participate in safety planning or other action taken to increase safety from future incidents of domestic violence (e.g., temporary or permanent relocation); or
- Obtain legal services, assist in the prosecution of an offense, or appear in court related to an incident of domestic violence.

For purposes of this policy, “victims of domestic violence” means any person over the age of 16, any married person, or any parent accompanied by his or her minor child in a situation where the person or their minor child is the victim of an act committed by a family or household member that violates the penal law.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report, court order, or other documentation from a medical professional, advocate, or counselor.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

North Carolina Domestic Violence Leave

North Carolina employees who are victims of domestic violence may take unpaid time off to seek judicial protection from domestic violence.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Oregon Domestic Violence, Sexual Assault, and Stalking Leave

This policy applies only when Partners Personnel has six or more employees in Oregon for each working day during each of 20 or more weeks in the year.

Oregon employees who are victims of domestic violence, harassment, sexual assault, bias crimes, or stalking, or who are the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias crimes, or stalking are eligible for this leave. Eligible employees may take unpaid time off to address the domestic violence, harassment, sexual assault, bias crimes, or stalking, so long as the leave would be a reasonable workplace safety accommodation and not create an undue hardship for the Company. Leave may be taken to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or their minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal proceedings related to domestic violence, harassment, sexual assault, bias crimes, or stalking;
- Seek medical treatment for, or to recover from, injuries caused by the domestic violence, sexual assault, harassment, bias crimes, or stalking;
- Obtain, or assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, bias crimes, or stalking;
- Obtain services from a victim services provider for the eligible employee or their minor child or dependent; or
- Relocate or secure a home or take steps to secure an existing home to ensure the health and safety of the eligible employee or their minor child or dependent.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Notice may be given by a third party on behalf of the employee.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report indicating that the employee or their minor child or dependent was a victim of domestic violence, harassment, sexual assault, bias crimes, or stalking; a copy of a protective order or other evidence from a court, administrative agency, or attorney that the eligible employee appeared in or is preparing for a civil, criminal, or administrative proceeding; or documentation indicating that the employee or their minor child or dependent is relocating, obtaining treatment or counseling, or obtaining services from an attorney, law enforcement officer, health care professional, member of the clergy, or victim services provider. Leave under this policy can be taken intermittently.

Partners Personnel will provide reasonable safety accommodations to employees who are victims domestic violence, harassment, sexual assault, bias crimes, or stalking, or who are the parent or guardian of a minor child or dependent who is a victim of domestic violence, harassment, sexual assault, bias crimes, or stalking, if (i) the employee has disclosed their status as a victim of domestic violence, sexual assault, bias crimes, or stalking to Partners Personnel, (ii) the employee requests a reasonable accommodation for their safety while at work, and (iii) the accommodation is reasonable and would not pose an undue hardship on the Company.

Partners Personnel will treat all information related to an employee's leave or reasonable accommodation pursuant to this policy as confidential. Such information will not be disclosed without the express permission of the employee, unless otherwise required by law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or reasonable accommodations in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Washington Domestic Violence Leave

Washington employees who are victims, or whose family member is a victim, of domestic violence, sexual assault, or stalking (provided the employee is not the alleged perpetrator) may take unpaid time off to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or their family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to domestic violence, sexual assault, or stalking;
- Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking (or to attend to health care treatment for a victim who is the employee's family member);
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking;
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident of domestic violence, sexual assault, or stalking, in which the employee or their family member was a

victim of domestic violence, sexual assault, or stalking; or

- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or their family members from future domestic violence, sexual assault, or stalking.

For purposes of this policy, “family member” means the employee’s child, spouse, registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship. Leave under this policy can be taken intermittently or on a reduced leave schedule.

Partners Personnel will provide reasonable safety accommodations to employees who are victims or whose family member is a victim of domestic violence, sexual assault, or stalking, if (i) the employee has disclosed to Partners Personnel the employee’s or their family member’s status as a victim of domestic violence, sexual assault, or stalking; (ii) the employee requests a reasonable accommodation for the safety of the employee while at work; and (iii) the accommodation is reasonable and would not pose an undue hardship on the Company. A reasonable safety accommodation may include a transfer, reassignment, modified schedule, changed work telephone number, changed work email address, changed workstation (typically for employees who are not remote), or any other reasonable adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

Employees or their designees must provide reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical, but no later than the end of the first day that the employee takes leave.

Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to:

- A copy of a police report indicating that the employee or their family member was a victim of domestic violence, sexual assault, or stalking;
- A court order protecting or separating the employee or their family member from the perpetrator of the act of domestic violence, sexual assault, or stalking, or other evidence from the court or the prosecuting attorney that the employee or their family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual assault, or stalking;
- Documentation that the employee or their family member is a victim of domestic violence, sexual assault, or stalking, from any of the following people from whom the employee or their family member sought assistance in addressing the domestic violence, sexual assault, or stalking: an advocate for victims of domestic violence, sexual assault, or stalking; an attorney; a member of the clergy; or a medical or other professional; or

- An employee's written statement that the employee or their family member is a victim of domestic violence, sexual assault, or stalking, and that the leave or accommodation taken was for one of the purposes described above.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except to the extent that disclosure is requested or consented to in writing by the employee; or otherwise required by applicable federal, state, or local law. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave or seeking reasonable accommodation in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Crime Victim Leave

Alabama Crime Victim Leave

Alabama employees who are the victim of a crime may take unpaid time off to testify in a criminal proceeding or participate in the reasonable preparation of criminal proceedings without the loss of employment or the intimidation, threats, or fear of the loss of employment.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical.

Alaska Crime Victim Leave

Partners Personnel will not discipline or otherwise take any adverse action against employees who are victims of an offense and must take time off work because they (i) are subpoenaed or requested by a prosecuting attorney to provide testimony at a court proceeding, or (ii) report the offense or otherwise participate in the investigation.

Arizona Crime Victim Leave

This policy applies only when Partners Personnel has 50 or more employees for 20 or more weeks in the current or preceding year.

Arizona employees who are victims of a crime or juvenile offense may take unpaid time off (i) to exercise their rights as a victim under applicable law; (ii) to obtain or attempt to obtain an order of protection, an injunction against harassment, or any other injunctive relief; (iii) to help ensure the health, safety, or welfare of the themselves or their child; and (iv) to attend certain criminal proceedings. Partners Personnel may limit the amount of leave provided under this policy if the leave would create an undue hardship to the Company's business.

For purposes of this policy, a "victim of a crime or juvenile offense" is a person against whom a delinquent act or criminal offense was committed. If that person is killed or incapacitated, their spouse, parent, child, grandparent, or sibling can also be considered "victims of a crime or juvenile offense" for the purpose of this

policy, as can any of the original victim's lawful representatives, or any other person related to the original victim by consanguinity or affinity to the second degree. A person cannot be considered a "victim of a crime or juvenile offense" if they are in custody for an offense or are accused of having committed the delinquent act or criminal offense that created the need for this leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, the form the employee received from law enforcement related to victims' rights, and/or notices of any scheduled legal proceeding given to the employee.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees seeking to take leave under this policy must first exhaust any available vacation.

Arkansas Crime Victim Leave

Arkansas employees who are victims of a crime or representatives of a victim of a crime may take necessary unpaid time off for: (i) participation in preparation for a criminal justice proceeding (only at the prosecuting attorney's request); or (ii) attendance at a criminal justice proceeding if reasonably necessary to protect the interest of the victim. Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

California Crime Victim Leave

California employees who are victims, or whose immediate family members are victims of a violent felony, serious felony, felony theft, or felony embezzlement may take unpaid time off to appear in court or otherwise attend judicial proceedings related to the crime.

Employees who have suffered direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of vehicular manslaughter while intoxicated, felony child abuse likely to produce great bodily harm or death, assault resulting in the death of a child under eight years of age, felony domestic violence, felony physical abuse of an elder or dependent adult, felony stalking, solicitation for murder, a serious felony (e.g. kidnapping, rape, assault), hit-and-run causing injury or death, felony driving under the influence causing injury, or specified sexual assault, may also take unpaid time off to attend any proceedings related to that crime or delinquent act.

For purposes of this policy, "immediate family" includes a person's spouse, registered domestic partner, child, stepchild, child of registered domestic partner or spouse, sibling, step-sibling, parent, or step-parent.

This portion of this Policy applies only when the Company has 25 or more employees.

Additionally, employees or employees with family members who have been the victim of qualifying act of violence may take up to 12 weeks of unpaid time off per year to:

- Ensure their own or a family member's safety and well-being by seeking restraining orders or other legal protections;
- Obtain for themselves or a family member medical attention or assist in recovering from injuries caused by the act of violence;
- Access or help a family member access support services, such as domestic violence shelters, rape crisis centers, or victim services agencies;
- Seek or help a family member seek psychological counseling or mental health services related to trauma from the act of violence;
- Participate in safety planning to prevent future incidents of violence;
- Relocate or find new housing or enroll children in new schools due to the act of violence;
- Provide care to a family member recovering from injuries caused by the act of violence;
- Obtain or help a family member obtain legal services for civil or criminal matters connected to the act of violence;
- Prepare for, attend, or participate in legal proceedings related to the act of violence; or
- Arrange childcare or care for dependent adults to ensure their safety as a result of the act of violence.

If an employee is assisting a family member who was the victim of a nonlethal act of violence to relocate, the amount of leave available is capped at 5 days. If an employee is assisting a family member who was the victim of a nonlethal act of violence, the amount of leave available is capped at 10 days. A qualifying act of violence includes domestic violence, sexual assault, stalking, or an act, conduct, or pattern of conduct where: someone causes bodily injury or death to another, someone makes a threat with or uses a dangerous weapon, or someone threatens to cause physical injury or death to another. If use of this leave overlaps with the FMLA or CFRA, the leave runs concurrently.

Under this policy, family member includes a child, parent, grandparent, grandchild, sibling, spouse or domestic partner, or designated person. A designated person is any individual related by blood or whose association with the employee is the equivalent of a family relationship. This individual can be designated at the time an employee requests leave, but employees are limited to one designated pers per 12-month period.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, a police report indicating that an employee was the victim of one of the above-specified offenses; a court order protecting or separating and employee from the perpetrator of one of the above

offenses; or documentation verifying that an employee was undergoing treatment for physical or mental injuries or abuse as a result of being a victim of one of the above-listed offenses. Such documentation can come from a medical professional, domestic violence advocate, sexual assault victim advocate, health care provider, or counselor.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Connecticut Crime Victim Leave

Connecticut employees who are victims of crime may take unpaid time off to (i) attend court proceedings related to the crime (including to obtain a restraining order or protective order), (ii) participate in a police investigation related to the crime, or (iii) attend or participate in a court proceeding related to a civil case in which the employee is a victim of family violence or sexual assault. Employees may also take leave to attend criminal court proceedings related to the homicide of their spouse, parent, child, sibling, or any other person for whom the employee is the homicide victim's official designee.

For purposes of this policy, a "victim of a crime" includes an employee who either (i) suffers direct or threatened physical, emotional, or financial harm as a result of a crime, or (ii) is an immediate family member or guardian of a person who suffers direct or threatened physical, emotional, or financial harm as a result of a crime, provided that person is a minor, physically disabled, incompetent, or a homicide victim.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Delaware Crime Victim Leave

Delaware employees who are victims of crime, or who are legal representatives of a victim of crime, may take unpaid time off to (i) participate, at the prosecutor's request, in preparation for a criminal justice proceeding; (ii) attend a criminal justice proceeding if the attendance is reasonably necessary to protect the interests of the victim; or (iii) attend a criminal justice proceeding in response to a subpoena.

For purposes of this policy, a "victim of a crime" means the person identified as the victim of a crime in a police report, a criminal complaint or warrant, an indictment or other charging instrument. The phrase also includes a parent, guardian, or custodian of a victim who is unable to meaningfully understand or participate in the legal process due to physical, psychological or mental impairment. The following relatives of a deceased victim are also "victims" under this policy so long as they are not alleged to have committed or conspired to

commit the crime at issue: spouse, adult child, stepchild, parent, or sibling. A “legal representative of a victim” is a member of the victim's family or an individual designated to represent the victim’s interests by the victim themselves or a court in which the crime is being or could be prosecuted.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Kansas Crime Victims Leave

Kansas employees who are victims of sexual assault may take up to eight days of unpaid time off each year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or their child or children;
- Seek medical attention for injuries caused by sexual assault;
- Obtain services from a rape crisis center as a result of sexual assault; or
- Make court appearances in the aftermath of sexual assault.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including:

- A police report indicating that the employee was a victim of sexual assault;
- A court order protecting or separating the employee from the perpetrator of an act of sexual assault (or other evidence from the court or prosecuting attorney that the employee has appeared in court); or
- Documentation from a medical professional, advocate for victims of sexual assault, health care provider or counselor showing that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of sexual assault.

To the extent permitted under law, Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against

employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Time off under this policy shall run concurrently with time taken under the Company's Domestic Violence Leave Policy, to the extent permitted under applicable law.

Maine Crime Victim Leave

Maine employees who are victims of or whose children, parents, or spouses are victims of violence, assault, sexual assaults, or stalking may take unpaid time off to:

- Prepare for and attend court proceedings;
- Receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent, or spouse; or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. The Company may request reasonable documentation of the family relationship, which may include a statement from the employee, a birth certificate, a court document, or similar documents.

Partners Personnel will not discipline or discriminate against employees (in terms of loss of pay, job security, or benefits) for taking leave in compliance with this policy.

Maryland Court Proceedings Leave

Maryland employees may take unpaid time off to attend criminal or civil proceedings they have a legal right to attend under applicable law, such as proceedings involving minors, or proceedings that the employee, as the victim, has the right to attend.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Michigan Crime Victim Leave

Michigan employees who are victims of crime may take unpaid time off to appear in court to comply with a subpoena, court order, or a prosecutor's request to attend or testify in criminal proceedings related to a crime

committed against the employee. Employees who are victim representatives may also take unpaid time off to attend court proceedings while the victim is testifying.

For purposes of this policy, a “victim representative” is (i) the guardian or custodian of a child of a deceased victim if the child is under 18 years of age; (ii) the parent, guardian, or custodian of a victim of an assaultive crime if the victim is under 18 years of age; or (iii) a person designated to act in place of a victim of an assaultive crime while the victim is physically or emotionally disabled.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Minnesota Crime Victim Leave

Minnesota employees who are victims of crimes may take unpaid time off to comply with a subpoena or a prosecutor’s request to attend court for the purpose of giving testimony or attending criminal proceedings related to the victim’s case. Employees who are the spouse or immediate family member of a victim of a violent crime (as defined in the Minnesota statutes) may also take unpaid time off to attend criminal proceedings related to the victim’s case.

Employees must provide Partners Personnel at least 48 hours advance notice of the need to take time off under this policy, unless impracticable or an emergency prevents the employee from doing so. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Missouri Crime Victim Leave

Missouri employees who are victims of a crime or whose family members are victims of a crime may take unpaid time off to (i) testify in a criminal proceeding, (ii) attend a criminal proceeding, or (iii) participate in the preparation of a criminal proceeding.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Montana Crime Victim Leave

Montana employees who are the victim of a crime or whose family member is the victim of a crime may take unpaid time off, at the prosecuting attorney's request, to prepare for or attend a criminal justice proceeding. For purposes of this policy, a "family member" includes the employee's spouse, child by birth or adoption, stepchild, parent, stepparent, or sibling. "Family member" does not include a person who is accountable for the crime or accountable for a crime arising from the same transaction.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discharge or discipline any employee for requesting or taking leave in compliance with this policy.

Nebraska Crime Victim Leave

Nebraska employees who are the victim of a crime may take unpaid time off to cooperate with the criminal justice process without the loss of employment or the intimidation, threats, or fear of the loss of employment.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation of the need for such leave.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New Hampshire Crime Victim Leave

This policy applies only when Partners Personnel has 25 or more employees for each working day in each of 20 or more calendar weeks during any year.

New Hampshire employees who are victims of a crime may take unpaid time off to attend court or other legal or investigative proceedings associated with the prosecution of the crime. This leave is also available for employees who are immediate family members of (i) a homicide victim, or (ii) a victim of any crime who is a minor or who is incompetent. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent undue hardship to the Company's business. Partners Personnel may require that crime victim leave be taken concurrently with any accrued paid time off.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including, but not limited to, the form the employee received from law enforcement related to victims' rights or notices of each scheduled legal proceeding given to the employee. An employee who uses crime victim leave will be returned to the same level of seniority he or she had prior to the leave.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

New York Crime Victim Leave

New York employees who are victims or witnesses of crimes may take unpaid time off to (i) comply with a subpoena or court order requiring their attendance at a criminal proceeding; (ii) consult with the district attorney regarding the underlying crime; or (iii) exercise the employee's rights as provided by applicable law. Employees in New York City who are exempt from overtime and take leave to respond to a subpoena as a witness will be paid during their time off for any period(s) of less than a workweek.

For purposes of leave under this policy, "victims" also include the victim's next of kin (if the victim died as a result of the crime), the victim's representative (for example, an attorney, guardian, or parent of a minor), good Samaritans as defined by N.Y. Exec. Law Section 621(7), and any person applying for or seeking to enforce an order of protection in court on behalf of the victim.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Ohio Crime Victim Leave

Ohio employees who are victims of crime, whose family members are victims of crime, or who are representatives of a victim of crime may take unpaid time off to:

- Participate, at a prosecutor's request, in preparation for a criminal or delinquency proceeding;
- Attend a criminal or delinquency proceeding if their attendance is reasonably necessary to protect the interests of the victim;
- Attend a criminal or delinquency proceeding if necessary to comply with a subpoena; and
- Attend a criminal or delinquency proceeding that the employee, as the victim, has a legal right to attend.

For purposes of this policy, a "victim" is a person who is identified as the victim of a crime or delinquent act in a police report, complaint, indictment, or other document that charges the commission of a crime and provides the basis for a criminal prosecution or delinquency proceeding. A "victim" also includes any person who receives injuries and medical treatment as a result of an accident involving a motor vehicle, streetcar, trolley, boat, or aircraft operated by a person under the influence of alcohol or drugs.

For purposes of this policy, “family members of a victim” include spouses, children, stepchildren, siblings, parents, stepparents, grandparents, and other relatives of a victim, but that phrase does not include a person who is charged with, convicted of, or adjudicated to be a delinquent child or perpetrator of the crime against the victim, or another crime or specified delinquent act arising from the same conduct as the crime against the victim. For purposes of this policy, a victim’s representative is a member of the victim’s family or another person who exercises the rights of the victim, pursuant to Section 2930.02 of the Ohio Revised Code.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, notice should be given as soon as possible. Partners Personnel may request reasonable documentation of the need for the absence.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Oregon Crime Victim Leave

This policy applies only when Partners Personnel has six or more employees in Oregon for each day during 20 or more weeks in the current or immediately preceding year.

Oregon employees who have worked for Partners Personnel an average at least 25 hours per week during the immediately preceding 180 days and who are victims of a felony or who are immediate family members of a victim of a felony may take unpaid time off to attend criminal proceedings. To qualify for this leave, the underlying crime must have been a felony against the person, or the victim must have suffered financial, social, psychological, or physical harm as a result of the felony. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company’s business.

For purposes of this policy, “immediate family” includes a spouse, domestic partner, parent, sibling, child, stepchild, or grandparent.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for the absence, including, but not limited to, copies of the notices of scheduled criminal proceedings received from law enforcement.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Pennsylvania Crime Victim Leave

Pennsylvania employees may take unpaid time off to attend court proceedings if they are a victim of a crime or their family member is the victim of a crime.

For purposes of this policy, “family members” include the employees’ spouse as well as the employees’ or their spouse’s parents, children, siblings, grandparents, grandchildren, aunts, uncles, nieces, nephews, great grandparents, great grandchildren, stepparents, stepchildren, siblings-in-law, children-in law, and domestic partners. For purposes of this policy, a “victim of a crime” includes an individual against whom a crime has been committed or attempted and who, as a direct result of the crime or attempted crime, suffered physical or mental injury, death, or the loss of earnings. The alleged offender cannot be considered a “victim” under this policy.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not deprive an employee of employment, seniority position or benefits, or threaten or otherwise coerce employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Rhode Island Crime Victim Leave

This policy applies only when Partners Personnel has 50 or more employees.

Rhode Island employees who are victims of a crime may take unpaid time off to attend court proceedings related to the crime. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company’s business.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including a copy of the notification of court proceedings.

To the extent permitted under law, Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees will not lose seniority or precedence while on leave under this policy.

Employees seeking to take leave under this policy must use any available vacation.

Texas Crime Victim Leave

Texas employees who are victims of crime may take unpaid time off if the prosecuting attorney of the crime notifies Partners Personnel that the victim’s cooperation is needed in a proceeding that requires an absence from work.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation of the need for such leave.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking

leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Vermont Crime Victim Leave

Vermont employees who have been employed by Partners Personnel for at least six months for an average of at least 20 hours per week and are victims of a crime may take unpaid time off to:

- Attend a criminal proceeding where the employee or their family member is a victim and has a right or obligation to appear at the proceeding;
- Attend a deposition or court proceeding in response to a family member's subpoena to testify as a victim of a crime;
- Attend a hearing concerning an order against stalking or sexual assault in which the employee is the plaintiff seeking the order; or
- Attend a relief from abuse, neglect, or exploitation hearing in which the employee is the plaintiff seeking the order.

Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company's business.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practicable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave.

To the extent permitted under law, Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees will continue to receive their benefits for the duration of the leave under this section. After returning from leave under this section, employees will be offered the same or comparable job at the same level of compensation, employment benefits, seniority, or any other term or condition of the employment existing on the day leave began.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Virginia Crime Victim Leave

Virginia employees who are victims of crime, or whose family members are the victims of crimes may take unpaid time off to attend all criminal proceedings relating to the crime, unless the employee or their family member committed the criminal offense. Partners Personnel may limit the amount of leave provided under this policy if necessary to prevent an undue hardship to the Company's business.

For purposes of this policy, “family member” includes a spouse, child, or parent or legal guardian of a victim who is a minor or physically or mentally incapacitated. “Victims of crime” include individuals who have suffered physical, psychological, or economic harm as a result of certain crimes, including, but not limited to, assault and battery, stalking, violation of a protective order, sexual battery, attempted sexual battery, maiming, and driving while intoxicated.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy, if practicable. If advance notice is not practicable, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation of the need for such leave, including a copy of the form provided to the employee by the applicable law-enforcement agency pursuant to subsection A of Section 19.2-11.01 of the Virginia Code, and, if applicable, a copy of the notice of each scheduled criminal proceeding that is provided to the employee.

Partners Personnel will treat all information related to an employee’s leave pursuant to this policy as confidential. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Wyoming Crime Victim Leave

Wyoming employees who are victims of a crime may take unpaid time off to respond to a subpoena from either the prosecution or defense in a criminal case. Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Military Service Leave

General Applicability

Partners Personnel provides military leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), the Family and Medical Leave Act (FMLA) (to the extent Partners Personnel is required to provide leave under the FMLA), and any applicable state laws.

Employee Eligibility

Under USERRA, full-time, part-time, and probationary employees absent from work because of service in the uniformed services are covered by USERRA’s military leave and reemployment provisions. USERRA does not cover employees whose employment before military service was for a brief, non-recurrent period, or when there was no reasonable expectation that the employment would have continued for a significant period.

All employees who are members of state uniformed services, including, but not limited to, the National Guard, Space Force, any State Militia, or any State Defense Force are eligible for leave under this policy. Specific rules and exceptions are as follows:

- **Alabama** employees may take military leave if they are called to state active duty for at least 30 consecutive days in a state uniformed service.
- **Illinois** employees may take leave under the Illinois Military Family Leave Act (IMFLA) if the employee has been continuously employed by Partners Personnel for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately before any military leave begins. Military leave under the IMFLA extends to service members called to active military duty for more than 30 days, as well as their spouses, parents, children, or grandparents.
- **Ohio:** If Partners Personnel has **fifty (50) or more employees**, Ohio employees are eligible for leave under the Ohio Military Family Leave Act (OMFLA) if they have worked for Partners Personnel for 12 consecutive months before the leave and they have worked at least 1,250 hours during those 12 months. OMFLA leave is limited to (i) employees who are members of the uniformed services and (ii) employees that are parents, spouses, or current or former legal guardians of a person in uniformed service who has been called to active duty for more than 30 days or has been injured, wounded, or hospitalized while serving on active duty. “Uniformed services” includes: (a) the armed forces; (b) the Ohio organized militia when engaged in full-time National Guard duty; (c) commissioned corps of the public health service; and (d) any other categories of people designated by the U.S. President in a time of war or emergency. Partners Personnel may require an employee to provide certification from the appropriate military authority to verify that the leave requested qualifies for leave under the OMFLA.
- **Oregon:** If Partners Personnel has **twenty five (25) or more employees in Oregon**, employees may be eligible for leave under the Oregon Military Family Leave Act (OMFLA) if, during a military conflict, the employee’s spouse or registered domestic partner is (i) called to active military duty, (ii) notified of an impending call to active military duty, or (iii) deployed and on leave for active military duty. Eligible military services include active-duty training for Air National Guard and inactive duty training for full-time for National Guard duty, in addition to any other category of people designated by the U.S. President in time of war or national emergency.
- **Rhode Island** employees who have worked for Partners Personnel for 12 months are eligible for leave under the Military Family Relief Act (MFRA) if they are the parent or spouse of a member of the military who is called into service for longer than 30 days. Before taking leave under the MFRA, employees must have exhausted all other forms of compensatory leave.
- **Washington** employees who work an average of 20 or more hours per week and have a spouse or state-registered domestic partner in the military service are eligible for military family leave. Eligible military services include any voluntary or involuntary service, whether active duty or training, in the Washington National Guard or the U.S. Public Health Service Commissioned Corps.

The federal FMLA requires covered employers to provide eligible employees with unpaid, job-protected leave for family or medical reasons, including to care for a family member (parent, child, spouse, or next of kin) who is a qualifying covered service member with a serious injury or illness, or for a qualifying exigency due to the employee's spouse, child, or parent being on or called to covered active duty. The FMLA defines "serious injury or illness" as one that was incurred while on active duty or an injury that was aggravated by service while on active duty and that may render the service member medically unfit to perform the duties of the service member's office, grade, rank, or rating. Exigency leave includes, as provided pursuant to CFRA, leave related to short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, temporary rest and recuperation, post-deployment activities, and mutually agreed leave.

All military leave is unpaid except as noted below. If Partners Personnel provides other paid leave benefits that are comparable to the unpaid military leave benefits under this policy, the employee may be entitled to similar paid leave benefits for military leave.

Leave Entitlements

Employees eligible for leave under USERRA may take leave to serve in the uniformed services. Employees who are members of state uniformed services are eligible for leave for as long as they are on active duty. This leave may not exceed five years for employees in Alabama, Arkansas, Connecticut, Delaware, Idaho, Indiana, Maryland, Massachusetts, Michigan, Nebraska, New Hampshire, Ohio, Oklahoma, South Dakota, Virginia, West Virginia, Wisconsin, and Wyoming. The amount of leave is uncapped for all other employees. Employees in **North Dakota** will only receive unlimited military leave for state uniformed services if the service is involuntary. If the service is voluntary, then the amount of leave cannot exceed 20 days.

Employees may take military leave for training and other non-active-duty activities in accordance with applicable law.

- **Alabama** employees who are active members of the Alabama National Guard, Alabama State Guard, Naval Militia, Civil Air Patrol, National Disaster Medical System, or reserve components of the U.S. Armed Forces may take up to 21 days of military leave per year. If called by the governor to duty in the active service of the state, employees may be entitled to an additional 21 days of military leave per year.
- **California** employees who are members of the state uniformed services may take up to 17 days of military leave per year.
- While the Company has 100 or more employees, **San Francisco** employees who are members of the reserve corps of the United States Armed Forces, National Guard, or other U.S. uniformed service organizations may take up to 30 days of leave per calendar year for military duty. While using this leave, employees are entitled to supplemental compensation, which is the difference between the employee's gross military pay and gross pay they would have received at the Company if they had worked their regularly scheduled hours. This amount may be offset by other pay from legal requirements or company

policies that apply during the leave. Leave must be taken in increments of at least one day.

- **Colorado** employees who are members of the state uniformed services or reserve forces of the United States may take up to the equivalent of three weeks of work on the employee's regular work schedule of annual military leave. Employees are entitled to use any paid leave available during military service leave.
- **Georgia** employees may take military leave to participate in assemblies or annual training and they may take up to six months to attend service school conducted by the U.S. armed forces per four-year period.
- **Idaho** employees who are members of the state uniformed services may take up to 15 days of military leave per year.
- **Indiana** employees who are members of the state uniformed services may take up to 15 days of military leave per year.
- **Kansas** employees who are members of the state uniformed services may take up to 10 days of military leave per year.
- **Nebraska** employees may take military leave under applicable state law as follows: (1) employees that normally work 159 hours or more in 3 consecutive weeks and are scheduled to work 24-hour shifts are entitled to 168 hours of military leave each calendar year; (2) employees that normally work 120 hours or more but less than 159 hours in 3 consecutive weeks are entitled to 120 hours of military leave each calendar year; (3) employees that normally work less than 120 hours in 3 consecutive weeks are entitled to military leave equal to the number of hours they normally work or would normally be scheduled to work in three consecutive weeks, whichever is greater.
- **New Jersey** employees may take military leave to participate in assemblies or annual training, and they may take up to three months per four-year period to attend service school. Any non-temporary employee who has successfully returned from military service, remains qualified for their former position, and applies for reemployment within 90 days, will be restored to their prior position or to a position of like seniority, status, and pay, unless Partners Personnel's circumstances have so changed as to make it impossible or unreasonable to do so. If the circumstances of Partners Personnel have so changed as to make it impossible or unreasonable to restore the serviceperson, Partners Personnel will restore the person to any available position, if requested by the person, for which the person is able or qualified to perform the duties.
- **Vermont** employees who are members of the U.S. Armed Forces reserves, an organized unit of the National Guard, or the ready reserves may take up to 15 days of unpaid leave per year for military drills, training, or other temporary duty. Employees may use available vacation during their military absence.

Once an employee has completed their military training or temporary duty, the employee is entitled to be reinstated to their former position, with the same status, pay, and seniority (including seniority that accrued during the leave).

- **Virginia** employees who are members of the Virginia National Guard, Virginia State Defense Force or naval militia called to state active duty are entitled to take unpaid leave from their position with Partners Personnel. Employees taking leave under this policy may use available vacation during a period of active service, but Partners Personnel will not request or require them to do so. The choice is solely within the discretion of the employee.

FMLA Leave

Employees may take leave under the FMLA or applicable law.

- **California:** When Partners Personnel has at least 25 employees, California employees who work an average of 20 or more hours per week may take up to 10 days of unpaid leave per deployment after their military spouse or partner has notified they will be on leave from deployment. Notice must be provided within two days of receiving official notice that the employee's spouse will be on leave, or at least two days from the time the employee intends to take leave. Employees must submit written documentation certifying that their spouse will be on leave during the time leave is requested.
- **Illinois** employees eligible for military leave under the IFMLA may take up to 15 days of unpaid military leave. Before taking this leave, employees must first exhaust any available paid vacation or personal days, but not sick days.
- **Indiana:** When Partners Personnel has 50 more employees for at least 20 calendar workweek, employees who are the spouse, parent, grandparent, child, or sibling of an active duty servicemember may take up to 10 days of unpaid time off 30 days before, during, and 30 days after the servicemember's active duty. To be eligible for this leave an employee must have worked for Partners Personnel for at least 12 months and worked at least 1,500 hours during that time. Employees must provide at least 30 days advance notice of the need to take this leave. Employees may be asked to provide a copy of the active duty orders. Employees may not substitute paid medical or sick leave for this unpaid leave. Employees can substitute their other paid leave for unpaid leave under this policy and may be required to do so by Partners Personnel.
- **Maine:** When Partners Personnel has at least 15 employees, Maine employees who are the spouse, domestic partner, or parent of Maine resident and is deployed for military service for a period lasting longer than 180 days, may be eligible for up to 15 days of family military leave. To be eligible, an employee must have worked for Partners Personnel for at least 12 months and have worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the employee's

family military leave.

- **Maryland** employees may take leave from work on the day that an immediate family member is leaving for or returning from active duty outside the United States as a member of the United States armed forces.
- **Nebraska:** If Partners Personnel has 15 or more employees, Nebraska employees who are the spouse or parent of a person called to military service lasting 179 days or longer are eligible for 15 days of family military leave during the service if they (1) have been employed by Partners Personnel for at least 12 months and (2) have worked for at least 1,250 hours during the 12-month period immediately before the leave begins.
- **New York:** While Partners Personnel has at least 20 employees at one worksite, Partners Personnel provides up to 10 days unpaid time off to employees in New York who are the spouse of a member of the armed forces of the United States, National Guard, or reserves who has been deployed during a period of military conflict to a combat theater or combat zone of operations. This leave may only be used when the employee's spouse is on leave from the armed forces of the United States, National Guard, or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations.
- **Ohio** employees eligible for military leave under the OMFLA may take up to ten days or 80 hours of unpaid time off, whichever is less. This leave may be taken for any reason when the employee's child, spouse, or current or former ward who is in the uniformed services has been called to active duty for more than 30 days or was injured, wounded, or hospitalized while serving on active duty.
- **Oregon** employees who are eligible may take up to 14 days of military leave, either continuous or intermittent, for each qualifying reason under the OMFLA. Any such leave runs concurrently with leave under the Oregon Family Leave Act (OFLA) and the FMLA, if applicable.
- **Rhode Island** employees whose military orders are in effect are entitled to 15 days of unpaid leave at any time the Company has 15-50 employees and 30 days of unpaid leave at any time the Company has over 50 employees. Employees using this leave will, upon reinstatement, be restored to their same or similar position with the same rights, pay, seniority, and other benefits intact. Employees may only take leave under this policy after they have exhausted all other accrued leave except sick and disability leave.
- **Washington** employees eligible for military leave under the Washington Military Family Leave Act (WMFLA) may take up to 15 days of unpaid leave per deployment after their military spouse or partner has been notified of an impending call or order to active duty, but before they have been deployed. Eligible employees may also use this leave when their military spouse or partner is on leave from deployment. Upon return from leave taken under this policy, employees are entitled to reinstatement

to their previous position or one of equivalent benefits, pay, and other terms of employment at a workplace within 20 miles of the employee's workplace prior to leave.

Procedure

When the need for military leave is foreseeable, employees must notify their supervisor as far in advance as possible. If employees have written authorization from their military branch for the leave, they should provide it when they request leave. An employee is generally only entitled to rights and benefits under USERRA if Partners Personnel receives advance notice of the employee's intent to take military leave unless giving advance notice is impossible or unreasonable.

- **Idaho** employees must give at least 90 days' notice to be eligible for leave as a member of a state uniformed service.
- **Illinois** employees that are eligible for leave under the IMFLA must give at least 14 days' notice of the intended start of the leave if the leave will consist of five or more consecutive workdays.
- **Indiana** employees must give at least 90 days' notice to be eligible for leave as a member of a state uniformed service.
- **Maine** employees must give at least 14 days' notice of the intended start of family military leave if the leave will consist of five or more consecutive work days. An employee taking family military leave for fewer than five consecutive workdays must give Partners Personnel as much advance notice as is practicable. The employee must also consult with Partners Personnel to attempt to schedule the leave such that it does not unduly disrupt the Company's operations.
- **Nebraska** employees taking family military leave that will consist of 5 or more consecutive work days must provide Partners Personnel with at least 14 days' notice of the intended start of leave.
- **Ohio** employees that are eligible for leave under the OMFLA must give at least 14 days' notice before taking leave related to an active-duty deployment or at least two days' notice before taking leave because a service member is injured, wounded, or hospitalized. No notice is required if the injury to the service member is critical or life-threatening.
- **Oregon** employees who are eligible for leave under the OMFLA must provide notice of their intent to take leave within either (i) five business days of receiving official notice of an impending call to military service, an order to active duty, or a leave from deployment; or (ii) as soon as is practicable if official notice is provided less than five days before taking leave.
- **Rhode Island** employees who seek to take leave under the MFRA must provide at least 14 days' notice to Partners Personnel of the intended start of leave if the leave will consist of 5 or more consecutive

workdays. If the leave will be less than 5 consecutive workdays, employees must provide advance notice as is practicable. Partners Personnel may require certification from the proper military authority to verify employees' eligibility to take the requested leave.

- **Washington** employees who seek to take leave under the WMFLA must notify Partners Personnel of their intent to take such leave within 5 business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Benefits

Employees on military leave whose service period is 30 days or less may continue their health insurance benefits and will only be required to pay their normal share of the premium. If employees must serve for longer than 30 days, they may elect to continue their health insurance benefits for a period of 24 months after the absence begins or the length of the time of the service, whichever is shorter. In the event of such longer service, employees will be required to pay the entire employer (and employee) premium. Employees will not be deprived of any accrued leave due to taking leave under this policy. Employees may choose to use any available paid leave concurrently with military leave.

While performing uniformed service, employees are entitled to accrue any sick leave, vacation leave, military leave, holiday leave, and any paid leave offered by the Company pursuant to the Company's stated leave of absence policy, to the extent the employee would have been entitled to such leave had they been continuously employed. Additionally, employees are entitled to up to four years of creditable service vesting in a retirement system, pension fund, or employee benefit plan.

Reinstatement

Upon completion of duties, unless the Company's circumstances have changed so as to make it unreasonable, a returning employee will be reinstated into their former position or another position of equal seniority, status, pay, and benefits. Employees who are no longer qualified for their jobs will be placed in another position with appropriate seniority, status, pay, and benefits. Employees may be reinstated to the seniority, status, pay, and benefits that they would have had if they had not taken leave under this policy. Employees should report back to work within a reasonable amount of time after returning from their duties or recovering from injuries sustained in the line of duty.

Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides employees with unpaid time off for jury duty service, unless paid time off is required by applicable law. Employees should contact the branch that assigned them to work, Corporate Human Resources at HR@Espererholdings.com or 805-880-9404 when they receive notice to serve on a jury or attend jury selection to determine whether they will be entitled to paid time off. Exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees. Partners Personnel will not require or request that employees use vacation or sick leave for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Alabama Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides full-time Alabama employees with paid time off for jury duty service. Employees will be paid for all days that they are involved in jury duty.

Employees must provide Partners Personnel advance notice within one business day after receiving a notice or summons for jury duty. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law.

Partners Personnel will not require or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Alaska Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Alaska employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Arizona Jury Duty Leave

Partners Personnel encourages all employees to serve on jury selection or jury duty when called and provides Arizona employees with unpaid time off for these purposes. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent

permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees will not lose seniority or precedence while absent from employment to serve as a member of a grand or trial jury.

Partners Personnel will not require or request that employees use vacation for time spent responding to jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request. Upon return to employment from jury duty, employees will be returned to their previous position or to a higher position commensurate with their ability and experience based on their seniority or precedence.

Arkansas Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Arkansas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, otherwise penalize or reduce the vacation time of employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use vacation for time spent jury duty summons, participating in jury selection, or serving on a jury.

California Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides California employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of their work schedule.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Colorado Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Partners Personnel will pay Colorado employees \$50.00 per day, less applicable withholdings, for the first three days of jury service. Any additional days will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Connecticut Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Connecticut employees who (i) work at least 30 hours per week and (ii) were scheduled to work more than one-half of their normal hours on each day they take time off for jury service will be paid their regular wages for the first five days of jury service. Any additional days will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

Employees who work less than 30 hours per week may take unpaid leave under this policy, but they may receive certain limited reimbursements directly from the state of Connecticut during the first five days of jury service.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to summons for jury duty.

Any employee who has served eight hours of jury duty in any one day will be deemed to have worked a full day, and Partners Personnel will not require them to work in excess of those eight hours. Employees may use available vacation during otherwise unpaid time off taken under this policy.

District of Columbia Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty.

Leave under this policy is unpaid. However, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Delaware Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Delaware employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty. Employees will not have their jury service fee deducted from their regular pay.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Florida Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Florida employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Georgia Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. All Georgia employees (exempt and non-exempt) will be paid their regular wages while on jury duty, to the extent required by applicable law, less any amounts the employee receives from the court or state.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Hawaii Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Hawaii employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Idaho Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Idaho employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Illinois Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Illinois employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees. Employees who regularly work a night shift will not be required to work the night shift if they are performing jury duty during the day.

Employees must provide Partners Personnel reasonable advance notice of jury duty service as soon as possible, but no later than ten days after receiving a notice or summons. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Upon returning from jury duty leave, employees will be reinstated to their position without loss of seniority and will be entitled to participate in insurance or other benefits offered by Partners Personnel under its established rules and practices.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Indiana Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Indiana employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

If Partners Personnel has 10 or fewer full-time employees, and one employee is already serving jury duty, the court will postpone and reschedule the service of a summoned juror upon request.

Iowa Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Iowa employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Kansas Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Kansas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent

permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Upon return to employment from jury duty, the employee will be returned to their position of employment without loss of seniority and will be entitled to participate in insurance or other benefits Partners Personnel pursuant to its established rules and practices.

Kentucky Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Kentucky employees with unpaid time off to respond to a summons, serve as a juror, or attend court for prospective juror service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced, except to offset amounts employees receive as jury duty or witness fees, for any week in which they work and also miss time to respond to a summons, serve as a juror, or attend court for prospective juror service.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Louisiana Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and Louisiana provides employees with up to one day of paid time off to serve on any grand jury or on any jury at any criminal or civil trial. While leave to serve on a jury beyond the first day is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

Maine Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides employees in Maine with unpaid time off to respond to a summons for jury service, serve as a juror, or attend court for prospective jury service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

Employees must notify Partners Personnel they have been called for jury duty as soon as possible after receiving a notice or summons. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Maryland Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Maryland employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require or request that employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury. An employee who appears for jury duty for four or more hours, including travel time, will not be required to work a shift that begins on or after 5:00 p.m. on the day of jury service, or before 3:00 a.m. the following day.

Massachusetts Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty. Massachusetts employees, including part-time, full-time, temporary, and casual employees in Massachusetts will be paid their regular wages for the first three days of state jury duty service. For part-time, temporary, and casual employees to be eligible for leave under this policy, their schedule three months prior to jury service must reasonably show that they would have worked on the days on which they have jury duty. Any additional days of leave to serve on a jury will be unpaid, except that exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Michigan Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Michigan employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel requires that time not spent performing jury duty must be spent at work. However, the total number of combined hours for jury duty and work should not exceed the employee's normal daily work hours or extend beyond normal quitting times.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Minnesota Jury Duty Leave

Partners Personnel encourages all employees to serve on jury selection or jury duty when called and provides Minnesota employees with unpaid time off to serve on a jury. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees. Employees will not be required to work an alternative shift on any day they report to for jury service. Employees may voluntarily request to work an alternative work schedule, but they will not be encouraged, prompted, or asked to do so.

Employees should notify their supervisor of the need for time off for jury duty as soon as possible after receiving a notice or summons from the court. Partners Personnel may require employees to provide proof of jury duty service to the extent authorized by law. Partners Personnel will not deprive employees of employment or threaten or otherwise coerce employees because the employee receives a summons, responds to such summons, or serves as a juror or attends court for prospective jury service.

Mississippi Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Mississippi employees with unpaid time off to respond to a summons for jury duty, participate in the jury selection process, or actually serve on a jury. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

Employees must notify Partners Personnel within a reasonable period of time after receiving jury duty summons. Partners Personnel will not persuade or attempt to persuade any juror to avoid jury service; intimidate or to threaten any juror; or remove or otherwise subject an employee to adverse employment action as a result of jury service.

Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Missouri Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and Missouri provides employees with unpaid time off to respond to a summons for jury duty, participate in the jury selection process, or serve on a jury. Employees will be excused from work for all days that they are involved in jury duty. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury. Employees may use available paid time off during otherwise unpaid time off taken under this policy.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Nebraska Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Nebraska employees with paid time off for jury duty service. Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel may reduce the pay of an employee by an amount equal to the compensation, other than compensation for expenses, which is paid by the court for jury duty.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Nevada Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Nevada employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees that take leave pursuant to this policy will not be required to work within eight hours before the time when the employee must appear for jury duty, or between 5:00 p.m. on the day of the employee's jury service and 3:00 a.m. on the following day if the employee's jury service (including travel time) lasted more than four hours.

Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

New Hampshire Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Hampshire employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

New Jersey Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Jersey employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they employee work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New Mexico Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New Mexico employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees

will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

New York Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides New York employees with unpaid time off for jury duty service. Partners Personnel will pay employees their first \$40.00 of daily wages during the first three days of jury service. All remaining leave under this policy will be unpaid. However, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

North Carolina Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides North Carolina employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (and/or log back on to work, if working remotely) for the remainder of the employee's work schedule.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

North Dakota Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides North Dakota employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time for jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Ohio Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Ohio employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of the employee's work schedule.

Employees who take unpaid time off pursuant to this policy will not be required or requested to use any accrued annual vacation for time spent responding to a summons for jury duty, time spent participating in the jury selection process, or for time spent serving on a jury.

Oklahoma Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Oklahoma employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must notify Partners Personnel as soon as reasonably possible. Partners Personnel may request reasonable documentation of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees will be excused from work for all days that they are involved in jury duty. Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

If Partners Personnel has five or fewer full-time employees, and one employee is already serving jury duty, the court will automatically postpone and reschedule the service of a summoned juror upon request.

Oregon Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Oregon employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or serving on a jury.

Pennsylvania Jury Duty Leave

This policy does not apply if Partners Personnel is in the retail or service industry and has fewer than fifteen employees or is in the manufacturing industry and has fewer than 40 employees.

Partners Personnel encourages all employees to report for jury duty and provides Pennsylvania employees with unpaid time off to respond to a summons, serve as a juror, or attend court for prospective jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not deprive employees of employment, seniority position or benefits, or threaten or otherwise coerce employees who are absent to respond to a summons, serve as a juror, or attend court for prospective jury duty service.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of their work schedule.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Rhode Island Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Rhode Island employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

South Carolina Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides South Carolina employees with unpaid time off for jury duty service. While on leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

South Dakota Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides South Dakota employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Any employee serving on a jury will maintain the same job status, pay, and seniority as they had prior to performing jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Tennessee Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty.

If Partners Personnel has fewer than five employees, Partners Personnel provides Tennessee employees with unpaid time off to serve on a jury. However, the salaries of exempt salaried employees will not be reduced, except to offset amounts employees receive as jury duty or witness fees, for any week in which they work and also misses work time for jury duty, regardless of tenure.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If employees serve 3 hours or fewer on any day of jury selection or jury duty, they must return to work (or log back on to work, if working remotely) for the remainder of their work schedule. However, if an employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, they will be excused from work for the shift immediately preceding their first day of jury service. After the first day of service, when the employee's responsibility for jury duty exceeds three hours during a day, if they work the night shift or works during hours preceding those in which court is normally held, they will also be excused from their next scheduled work period occurring within 24 hours of that day of jury service.

Texas Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Texas employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

If work time remains after any day of jury selection or jury duty, employees must return to work (or log back on to work, if working remotely) for the remainder of their work schedule.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Utah Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Utah employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Vermont Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Vermont employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees serving on a jury will maintain the same job status, pay, and seniority as they had prior to performing jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Virginia Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Virginia employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees who are summoned for jury duty and take unpaid time off pursuant to this policy and appear for four or more hours (including travel time) for jury duty in one day will not be required to work on a shift beginning on or after 5 p.m. that same day, or before 3 a.m. the following day.

Partners Personnel will not require, or request employees use vacation for time spent responding to a jury duty summons, participating in jury selection, or actually serving on a jury.

Washington Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Washington employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

West Virginia Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides West Virginia employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees' time in service and status for purposes of seniority or pay advancement will not be interrupted for the period of jury service.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Wisconsin Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Wisconsin employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty. Employees' time in service and status for purposes of seniority or pay advancement will not be interrupted for the period of jury service.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Wyoming Jury Duty Leave

Partners Personnel encourages all employees to report for jury duty and provides Wyoming employees with unpaid time off for jury duty service. While leave to serve on a jury is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss time to serve on jury duty, except to offset amounts employees receive as jury duty fees.

After receiving a summons for jury duty, employees must provide Partners Personnel with advance notice of the summons as soon as reasonably possible. Partners Personnel may request reasonable documentation providing proof of jury duty service to the extent permitted by law. Partners Personnel will not discharge, discipline, retaliate against, coerce, or otherwise penalize employees who are absent to attend judicial proceedings in response to a summons for jury duty.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Witness Duty Leave

California Witness Duty Leave

California employees, including crime victims, may take unpaid time off to appear in court in compliance with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Colorado Witness Duty Leave

Colorado employees who are witnesses may take unpaid time off to appear in court to testify before a court of law or the Colorado state general assembly. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for

requesting or taking leave in compliance with this policy or for speaking to a member of the general assembly at the request of a committee, court, or member about any action, policy, rule, regulation, practice, or procedure of any person or any related grievance.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Connecticut Witness Duty Leave

Connecticut employees may take unpaid time off to appear in court to comply with a subpoena or court order as a witness in a criminal case. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Florida Witness Duty Leave

Florida employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including for discovery proceedings. Employees may also take leave under this policy to appear in a juvenile proceeding involving their child or ward. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Georgia Witness Duty Leave

Georgia employees who are obligated to appear in court in response to a subpoena or other court order or process may take unpaid time off to attend judicial proceedings unless they are charged with a crime. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Hawaii Witness Duty Leave

Hawaii employees may take unpaid time off to appear in court to serve as a witness or prospective witness. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy receiving or receiving or responding to a summons.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Illinois Witness Duty Leave

Illinois employees may take unpaid time off to appear in court to comply with a subpoena or court order to attend a criminal proceeding relative to the crime, as a witness or victim. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Indiana Witness Duty Leave

Indiana employees may take unpaid time off to appear in court to comply with a subpoena or court order as a witness in a criminal case. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Iowa Witness Duty Leave

Iowa employees who are witnesses in a criminal proceeding or a plaintiff, defendant, or witness in a civil proceeding may take unpaid time off to serve as a witness in such proceeding. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discharge, discriminate, or retaliate against any employee or take or fail to take action regarding an employee's promotion or proposed promotion or reduce an employee's wages or benefits for actual time worked for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Kentucky Witness Duty Leave

Kentucky employees may take unpaid time off to appear in any local, state, or federal court or administrative tribunal or hearing. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a copy of the court order or administrative certificate. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Maryland Witness Duty Leave

Maryland employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Massachusetts Witness Duty Leave

Massachusetts employees may take unpaid time off to appear in court to comply with a subpoena or court order to attend a criminal proceeding relative to the crime, as a witness or victim. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Minnesota Witness Duty Leave

Minnesota employees who are the witness of a crime may take unpaid time off if subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony and attending criminal proceedings. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice at least 48 hours prior to the leave of the need to take time off under this policy unless impracticable or an emergency prevents them from doing so. If advance notice is not practical, employees must provide notice as soon as practical. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding their compensation, terms, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Missouri Witness Duty Leave

Missouri employees who are witnesses of a crime may take unpaid time off to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of a criminal proceeding. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Montana Witness Duty Leave

Montana employees who are the witnesses of a crime may take unpaid time off to participate, at the prosecuting attorney's request, in preparation for or attendance at a criminal justice proceeding. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee. Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel will not discharge or discipline any employee for requesting or taking leave in compliance with this policy.

Nebraska Witness Duty Leave

Nebraska employees who are witnesses of crimes may take unpaid time off to cooperate with the criminal justice process. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Nevada Witness Duty Leave

Nevada employees may take unpaid time off to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness in a judicial or administrative proceeding, including discovery proceedings. Employees may also take unpaid time off to attend a juvenile court hearing relating to a juvenile. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New Jersey Witness Duty Leave

New Jersey employees may take time off to provide information to, or testify before any public body conducting an investigation, hearing, or inquiry into any violation of law, including to appear in court to comply with a subpoena, court order, or summons as a witness or prospective witness, including for discovery proceedings. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

North Carolina Parent Compliance with Juvenile Court Orders Leave

North Carolina employees whose child(ren) is/are under the jurisdiction of the juvenile court may take unpaid time off to attend a court appearance, a parental responsibility class, or a child's medical, surgical, psychiatric, or psychological evaluation or treatment, if the employee is required by court order. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

North Dakota Witness Duty Leave

North Dakota employees may take unpaid time off: (i) to participate in an investigation, hearing, or inquiry as requested by a public body or official, or (ii) if subpoenaed or summoned, to attend court to give testimony. Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discharge, discipline, threaten, discriminate against, or penalize an employee regarding their compensation, conditions, location, or privileges of employment for requesting or taking leave in compliance with this policy. While leave to serve as a witness is unpaid, exempt

salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Ohio Witness Duty Leave

Ohio employees may take unpaid time off to appear in court in compliance with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings. If the underlying matter to which they are subpoenaed relates to Partners Personnel or involves the employee during the course of employment, Partners Personnel may provide paid leave for their attendance in response to such subpoena. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Oregon Witness Duty Leave

Oregon employees may take unpaid time off to appear in court in compliance with a subpoena, court order, or summons as a witness or prospective witness, including in discovery proceedings. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Pennsylvania Witness Duty Leave

Pennsylvania employees may take unpaid time off to attend court proceedings as a witness to a crime. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a subpoena. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not deprive employees of their employment, seniority position or benefits, or threaten or otherwise coerce employees for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Rhode Island Witness Duty Leave

Rhode Island employees may take unpaid time off to comply with a valid subpoena to testify in a court proceeding or administrative proceeding. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

South Carolina Witness Duty Leave

South Carolina employees may take unpaid time off to comply with a valid subpoena to testify in a court proceeding or administrative proceeding. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Texas Witness Duty and Court Appearance Leave

Texas employees may take unpaid time off to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding or hearing, including to appear as a witness in court proceedings, or to attend juvenile court proceedings when required as a parent or legal guardian. While leave to serve as a

witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Utah Witness Duty and Subpoena Leave

Utah employees may take unpaid time off to attend a deposition or other hearing in response to a subpoena. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Vermont Witness Duty Leave

Vermont employees may take unpaid leave to respond to a summons to appear as a witness in a civil, criminal, or administrative proceeding. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, as permitted by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Employees who take leave to serve as a witness will maintain the same job status, pay, and seniority as they had prior to such leave.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Virginia Witness Duty and Court Attendance Leave

Virginia employees may take unpaid time off to appear in court to comply with a subpoena, summons, or court order requiring their appearance, including their appearance as a witness unless they are a defendant in a criminal case. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay

reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Partners Personnel will not require it, but employees may use available vacation during otherwise unpaid time off taken under this policy.

Washington Witness Duty Leave

Washington employees may take unpaid time off to participate in the criminal justice process, such as to comply with a subpoena, court order, or summons as a witness or prospective witness in criminal matters, or, in the case of a crime victim, to appear in court. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Wisconsin Witness Duty Leave

Wisconsin employees may take unpaid time off when subpoenaed to testify in an action or proceeding pertaining to a crime or juvenile justice proceeding. An employee will be entitled to paid time off if they are subpoenaed to testify in an action or proceeding as a result of a crime against Partners Personnel or about an incident involving the employee during the course of their employment. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice within the first business day after receipt of a subpoena to testify of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will treat all information related to an employee's leave pursuant to this policy as confidential, except as required by law. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Wyoming Witness Duty Leave

Wyoming employees who are witnesses to a crime may take unpaid time off to respond to a subpoena from either the prosecution or defense in a criminal case. While leave to serve as a witness is unpaid, exempt salaried employees will not have their pay reduced for any week in which they work and also miss to serve as a witness, except to offset amounts employees receive as a witness fee.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Voting and Election Official Leave

Alabama Voting Leave

Alabama employees who are qualified and registered to vote may take up to one hour of unpaid time off to vote on election day in any municipal, county, state, or federal primary or election if they do not have at least two consecutive hours off work before the polls open or one hour off of work before the polls close.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Alabama Election Official Leave

If Partners Personnel has more than 25 employees, then any employees who are precinct election officials may take unpaid time off to perform their duties as an election official. Employees must provide Partners Personnel reasonable advance notice of at least seven days and provide written proof of the appointment and the dates of required service to take time off under this policy.

Alaska Voting Leave

Alaska employees who are eligible to vote in any state election, including a primary or general election, may take as much paid time off as will enable voting on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Arizona Voting Leave

Arizona employees who are eligible to vote in a primary or general election, including a special primary election or special general election called pursuant to a governor's proclamation, held in Arizona may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Arkansas Voting Leave

Arkansas employees who do not already have time available in their existing work schedule may take sufficient unpaid time off to vote on election day, or Partners Personnel will adjust their schedule to ensure they have an opportunity to vote.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off or for an adjustment of their schedule under this policy. Time off should be taken when specified by Partners Personnel.

California Voting Leave

California employees who are eligible to vote in a statewide election may take up to two hours of paid time off to vote on election day if they do not have sufficient time outside of working hours to vote.

Employees must provide Partners Personnel at least two days of advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Colorado Voting Leave

Colorado employees who are eligible to vote in either a municipal, county, state, or federal political party primary or general election, may take up to two hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Delaware Election Officer Leave

Delaware employees who are not in a critical need position may take time off work to serve as an election officer on an election day. Employees must have vacation available to use to take time off under this policy.

A "critical need position" is a position in the fields of public safety, corrections, transportation, health care, or utilities; a position in a company that has 20 or fewer employees; or a position in a business or industry for which it is necessary to be in service or operation on election days.

District of Columbia Voting Policy

D.C. employees who are eligible to vote (either in D.C. or another jurisdiction where they are eligible) may take up to two hours of paid time off to vote if they would have been scheduled to work during the time requested.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel. Partners Personnel reserves the right to determine which hours employees may take off to vote, including during early voting.

Florida Voting Policy

Partners Personnel will not discharge or threaten to discharge any employee for voting or not voting in any election, state, county, or municipal, for any candidate or measure submitted to a vote of the people.

Georgia Voting Leave

Georgia employees who are eligible to vote in any municipal, county, statewide, or federal political party primary or election may take up to two hours of unpaid time off to vote either on election day or one of the days designated for advanced in-person voting.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Illinois Voting Leave

Illinois employees who are eligible to vote in any primary, general, special election, or any Illinois election where propositions are submitted to a popular vote may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Illinois Election Judge Leave

This policy applies only when Partners Personnel has 25 or more employees.

Illinois employees who are appointed to serve as an election judge may take unpaid time off to serve as election judges.

Employees must provide Partners Personnel with at least 20 days' advance notice of their need to take time off under this policy. Employees may use available vacation during otherwise unpaid time off taken under this policy.

Iowa Voting Leave

Iowa employees who are eligible to vote in any state election, including a primary or general election, may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel with prior written notice of their need to take time off under this policy prior to election day. Time off should be taken when specified by Partners Personnel.

Kansas Voting Leave

Kansas employees who are eligible to vote at an election conducted by a county election officer in Kansas may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel but will not be during an employee's regular lunch period.

Kentucky Voting Leave

Kentucky employees who are qualified and registered to vote may take at least four hours of unpaid time off to vote on election day in any municipal, county, state, or federal election or to appear before a county clerk to request an application for or to execute an absentee ballot.

Employees who are election officers may take unpaid time off for an entire day to attend training or to serve as an election officer.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel. Employees will not be discharged, threatened, or penalized for requesting or taking leave under this policy.

Maryland Voting Leave

Maryland employees who claim to be registered to vote may take up to two hours of paid time off to vote on election day if they do not have two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel. Partners Personnel may request that employees provide a form prescribed by the State Board as proof that they have voted or attempted to vote.

Massachusetts Voting Leave

This policy applies only when Partners Personnel is a mercantile, manufacturing, or mechanical establishment.

Massachusetts employees who are eligible to vote in an election in the voting precinct, ward, or town may take up to two hours of unpaid time off to vote on election day.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Minnesota Voting Leave

Minnesota employees who are eligible to vote may take the necessary paid time off to vote in a regularly scheduled election, an election to fill a vacancy in the office of United States or state senator or United States or state representative, an election to fill a vacancy in nomination for a constitutional office, or a presidential nomination primary election. This time may be taken during early voting periods before an election.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Minnesota Political Activity Leave

Minnesota employees may take unpaid time off to attend any meeting of the state central committee or executive committee of a major political party if they are a member of the committee or may attend any convention of major political party delegates including meetings of official convention committees if they are a delegate or alternate delegate to that convention. Employees must provide Partners Personnel at least 20 days' advance notice of their need to take time off under this policy.

Minnesota employees elected to public office may take unpaid time off to attend meetings required by their official duties. Partners Personnel will try to allow employees to make up the time with other hours when they are available.

Partners Personnel will not retaliate against employees for requesting or taking time off under this policy.

Minnesota Election Judge Leave

Minnesota employees may take the necessary paid time off to serve as election judges. Partners Personnel may reduce employees' pay during such time off by the amount employees receive from the state or court (or other applicable appointing authority) for being an election judge.

Employees must provide Partners Personnel at least 20 days' reasonable advance notice of their need to take time off under this policy. Employees must also provide a certificate from the appointing authority stating the hours they will serve and compensation they will be provided. Partners Personnel may limit the number of people absent from work serving as an election judge to no more than 20% of the total work force at any single workplace.

Missouri Voting Leave

Missouri employees who are eligible to vote may take up to three hours of paid time off to vote on election day in any election held in Missouri if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Nebraska Voting Leave

Nebraska employees who are eligible to vote in Nebraska may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Nebraska Election Worker Leave

Nebraska employees who are state election workers may take paid leave for absences from work due to election-related services. Employees must provide Partners Personnel reasonable notice of the need for leave, except for employees appointed as judges or clerks of election on the day of election to fill vacancies. Election workers will be excused upon request from any shift work, without loss of pay, for the hours they are required to serve, and if they are required to serve eight hours or more, for eight hours prior to and eight hours following the hours they are required to serve. Partners Personnel may reduce the pay of employees who take election worker leave for each hour of work missed by an amount equal to the hourly compensation other than expenses paid to them by the county for such service.

Nevada Voting Leave

Nevada employees who are eligible to vote in an election may take the amount of paid time off specified below to vote on election day if it is impractical to vote before or after their workday.

If the distance between the workplace and the polling place is two miles or less, the employee may take one hour of paid time off to vote; if the distance is more than two but less than ten miles, they may take two hours of paid time to vote; if the distance is more than ten miles, they may take three hours of paid time off to vote.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

New Mexico Voting Leave

New Mexico employees who are eligible to vote may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off before work while the polls are open or at least three consecutive hours off after work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

New York Voting Leave

New York employees who are registered to vote in any election may take up to two hours of paid time off to vote on election day if they do not have at least four consecutive hours off work to vote while polls are open.

Employees must provide Partners Personnel at least two but no more than ten workdays advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Ohio Voting and Election Official Leave

Ohio employees who are eligible to vote in any election in Ohio may take a reasonable amount of unpaid time off necessary to vote or serve as an election official on any registration or election day.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Oklahoma Voting Leave

Oklahoma employees who are eligible to vote in a primary or general election in Oklahoma may take up to two hours of paid time off to vote on election day in such elections if they do not have at least three consecutive hours off work while the polls are open. Employees may be given more time if necessary due to their distance from a polling location. Employees' schedules may be adjusted.

Employees must provide Partners Personnel at least three days reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

South Dakota Voting Leave

South Dakota employees who are eligible to vote in any election in South Dakota may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

South Dakota Political Activity Leave

South Dakota employees elected to the Legislature may take unpaid time off to perform any of their official duties as a member of the Legislature.

Partners Personnel will not retaliate against employees for requesting or taking time off under this policy. Employees returning after taking leave under this policy will retain the same job status and seniority as they had when leave was originally taken.

Tennessee Voting Leave

Tennessee employees who are eligible to vote in any election in Tennessee may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel notice by at least noon on the day prior to election day of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Texas Voting Leave

Texas employees who are eligible to vote in an election in Texas may take up to two hours of paid time off to vote on election day if they do not have at least two consecutive hours off work while the polls are open.

Employees who are eligible to participate in or are delegates for a political convention may take unpaid time off to participate in the convention. Employees will not be punished or penalized for taking this leave.

Employees must provide Partners Personnel reasonable advance of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Utah Voting Leave

Utah employees who are eligible and registered to vote in Utah may take up to two hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken at the beginning or end of the employee's workday, unless otherwise specified by Partners Personnel.

Vermont Town Meeting Leave

Vermont employees may take unpaid time off to attend their annual town meeting if their absence will not disrupt the Company's essential operations.

Employees must provide Partners Personnel at least seven days advance notice of their need to take time off under this policy.

Virginia Election Officer Leave

Virginia employees who are appointed by an electoral board to serve as members of a local electoral board, as assistant general registrars, or as officers of election may take unpaid time off to serve at a polling place on election day or at a meeting of the electoral board following the election to ascertain the results of such election.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Employees taking leave under this policy will not be required or requested to use vacation. If an

employee serves as an election officer for four or more hours, including travel time, they will not be required to start a shift that begins on or after 5:00 p.m. on the day of service or before 3:00 a.m. on the day following the day of service.

West Virginia Voting Leave

West Virginia employees may take up to three hours of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel at least three days advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Wisconsin Voting Leave

Wisconsin employees who are eligible to vote may take up to three consecutive hours of unpaid time off on election day to vote while polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel. Partners Personnel will not penalize employees for taking or requesting leave under this policy.

Wisconsin Election Official Leave

Wisconsin employees who are appointed as election officials may take the entire 24-hour period for each day they serve in their capacity as an election official.

Employees must provide Partners Personnel at least seven days' advance notice of their need to take time off under this policy. Partners Personnel will not refuse to allow an employee to serve as an election official, make any threats, or offer any inducements to the employee to prevent them from serving as an election official.

Wyoming Voting Leave

Wyoming employees who are eligible to vote at any primary or general election or special election to fill a vacancy in the office of representatives in the United States Congress may take up to one hour of paid time off to vote on election day if they do not have at least three consecutive hours off work while the polls are open.

Employees must provide Partners Personnel reasonable advance notice of their need to take time off under this policy. Time off should be taken when specified by Partners Personnel.

Volunteer Civil Service and Emergency Responder Leave

Alabama Volunteer Firefighter and Emergency Medical Service Leave

Alabama employees who are volunteer firefighters or volunteer emergency medical service personnel may take unpaid time off to perform emergency duty.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the voluntary fire department or emergency medical services stating that the employee responded to an emergency call and the response time.

Arkansas Public Service Leave

Arkansas employees who are elected to a public office or appointed to a board or commission in Arkansas may take unpaid time off if the position requires their absence from employment. The duration of leave may not exceed the duration of the term of office.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Taking time off under this policy will not impact an employee's seniority at Partners Personnel.

California Volunteer Civil Service/Emergency Responder and Civil Air Patrol Leave

California employees who are volunteer firefighters, volunteer reserve peace officers, or volunteer emergency rescue personnel may take unpaid time off to perform emergency duty. Volunteer firefighters, reserve peace officers, and emergency rescue personnel, may also take up to 14 days of unpaid time off per year to engage in fire, law enforcement, or emergency rescue training.

Employees who have worked for Partners Personnel for at least 90 days immediately preceding the leave, are volunteer members of the California Wing of the civilian auxiliary of the U.S. Air Force Civil Air Patrol, and are responding to an emergency operation mission, as defined by law, may take up to 10 days of unpaid time off per year. This time off cannot be taken in more than three-day increments, unless the emergency is extended by the entity in charge of the operation, and Partners Personnel authorizes a longer period of leave.

Employees must provide Partners Personnel reasonable advance notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including certification of their eligibility for leave. Partners Personnel will not discriminate or retaliate against employees for their membership in the Civil Air Patrol or for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken.

Colorado Civil Air Patrol Mission Leave and Volunteer Service in a Disaster Leave

Regularly scheduled employees (not as-needed or on-call employees) in Colorado who are volunteer members of the Colorado Wing of the Civil Air Patrol may take up to 15 days of unpaid time off per year when called to duty for a civil air patrol mission. Employees must provide evidence to Partners Personnel that their civil air patrol service has completed.

Eligible employees who are qualified volunteers for qualified volunteer organizations may take up to 15 days of unpaid time off each year if they are called to service by a volunteer organization due to a disaster, unless their absence would cause Partners Personnel to suffer economic injury, Partners Personnel has deemed the employee essential to the Company's daily operations, or the employee's duties include assisting in disaster recovery for the Company. Partners Personnel will not provide leave to more than 20% of the Company's employees on any workday for volunteer national disaster work. Leave will be allowed under this paragraph only if the volunteer is called into service for a disaster and provides Partners Personnel with proof that they are a qualified volunteer.

Employees who are volunteer firefighters (regardless of their tenure or part-time status with Partners Personnel) may take up to 15 days of unpaid time per year if they are called to respond to an emergency within the response area of their fire department, which is of such magnitude that the fire chief requires all firefighters to respond. Leave will only be allowed under this paragraph if the employee provides Partners Personnel with a written statement from the chief of the fire department that their absence was due to the response (including verification of the time, date, and duration of the employee's response), and only if Partners Personnel has previously received written documentation from the fire chief of the employee's status as a volunteer firefighter. However, leave may be denied if Partners Personnel has deemed the employee to be essential to the operation of the Company's daily enterprise.

Employees must provide Partners Personnel reasonable advance written notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against employees for requesting or taking leave in compliance with this policy. Employees who take leave for any of the above reasons must return to work (or log back into work, if working remotely) as soon as practicable after being relieved from service.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Connecticut Volunteer Firefighter and Ambulance Service Members Leave

Connecticut employees who are active volunteer firefighters or members of a volunteer ambulance service or company may take unpaid time off to perform emergency duty.

To qualify for leave under this policy, once an employee is certified as a volunteer firefighter or member of a volunteer ambulance service or company, they must submit a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the ambulance service or company notifying Partners Personnel of the employee's status as a volunteer firefighter or member of a volunteer ambulance service or company.

Employees must notify Partners Personnel that they will be late to or absent from work to respond to an emergency fire or ambulance call prior to or during their regular workday. If they are unable to provide prior notification, employees must submit to Partners Personnel a written statement signed by the chief of the volunteer fire department or the medical director or chief administrator of the volunteer ambulance service or company explaining why the employee was unable to provide prior notification. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the volunteer

ambulance service or company verifying that such employee responded to a fire or ambulance call and specifying the date, time, and duration of such response. Employees must notify Partners Personnel of any change in their status as a volunteer firefighter or member of a volunteer ambulance service or company, including the termination of such status.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Connecticut Civil Air Patrol Leave

Connecticut employees who are members of the civil air patrol may take unpaid leave for the following reasons:

- To respond as a member of the civil air patrol to an emergency (as declared by the state Governor or the U.S. President);
- To respond as a member of the civil air patrol to a request for assistance in an emergency, natural disaster, or life-threatening event; or
- To participate as a member of the civil air patrol in required emergency services training programs and exercises.

Employees must notify Partners Personnel if they are a member of the civil air patrol. Employees must provide as much notice as possible of the dates they will need to take leave under this policy. Employees will not be disciplined, discharged, or otherwise discriminated against because they are a member of the civil air patrol or took leave for work under this policy. Employees may be required to provide written verification from their civil air patrol absence such as a written statement from the commander or other officer in charge of the civil air patrol, indicating that the employee was engaged in an emergency service operation or training at the time of the absence.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Delaware Volunteer Emergency Responders Leave

This policy applies only when Partners Personnel has 10 or more employees.

Delaware employees who are volunteer emergency responders, including, volunteer firefighters, members of a ladies auxiliary of a volunteer fire company, volunteer emergency medical technicians, or volunteer fire police officers, may take unpaid time off to respond to a government-declared state of emergency lasting up to seven consecutive days, to respond to a president-declared national emergency lasting up to 14 consecutive days, or for injuries they sustained when acting as a volunteer emergency responder. Employees who are essential state employees, members of the armed forces, members of the National Guard, employees of a licensed hospital, and employees of public utilities or providers of voice-over IP service or cellular telephone service who are necessary to either (i) maintain the integrity of network and facilities or (ii) assist first responders, are not eligible for leave under this policy.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and that they may be absent from work because of their status as a volunteer emergency responder. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement signed by the individual in charge of the applicable volunteer department or another authorized individual confirming that the employee responded to an emergency, the date and time of the emergency, and the date and time they completed the volunteer emergency activities; a written statement signed by a medical professional or another authorized individual that the employee was seen by the medical professional, the date they was seen by the medical professional, and the estimated period that they will be partially or totally incapable of performing their job. Employees must also notify Partners Personnel of any change in their status as a volunteer emergency responder, including the termination of such status. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Florida Civil Air Patrol Leave

This policy applies only when Partners Personnel has 15 or more employees.

Florida employees and independent contractors who have worked for Partners Personnel for at least 90 days and are senior members of the Florida Wing of the Civil Air Patrol with an emergency services qualification may take up to 15 days of unpaid time per year for a civil air patrol mission duty or training.

Employees and independent contractors must provide reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee or independent contractor for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Partners Personnel will generally permit employees and independent contractors who have taken leave under this policy to return to work after taking leave unless: (i) the Company's circumstances have changed to make employment impossible or unreasonable, (ii) reinstatement would impose an undue hardship on Partners Personnel, (iii) Partners Personnel engaged the worker for a brief, nonrecurring period without any reasonable expectation that the employment or consulting period would continue indefinitely or for a significant period, or (iv) Partners Personnel had legally sufficient cause to terminate the employment relationship at the beginning of the leave. If entitled to reinstatement, employees and independent contractors returning from leave are entitled to the seniority they would have held or attained had they remained continuously employed.

Illinois Civil Air Patrol Leave

Illinois employees and independent contractors are eligible for civil air patrol leave if they have (i) been employed by (or, in the case of independent contractors, have been providing services to) Partners Personnel

for at least 12 months and (ii) provided at least 1,250 hours of service during the 12-month period immediately before the start of leave.

Eligible employees and independent contractors who are volunteer members of the civilian auxiliary of the U.S. Airforce may take up to 15 days of unpaid time off to perform air patrol missions. When possible, employees who take civil air patrol leave must schedule the leave in consultation with Partners Personnel and should take that leave at a time that does not unduly disrupt the Company's operations.

Employees must provide at least 14 days' notice of the need for leave if taking five or more days of leave and as much notice as possible if taking less than five consecutive days of leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including certification from the relevant civil air patrol authority to verify the employee's eligibility for the leave. Although leave is unpaid, employee benefits will generally continue during the time of leave.

Illinois Volunteer Emergency Worker Leave

This policy only applies when Partners Personnel is in a municipality with a population of less than 7,500.

Illinois employees who are qualified volunteer firefighters, volunteer members of emergency services, or auxiliary police officers or deputies, may take unpaid volunteer emergency worker leave if they are responding to an emergency.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer fire department or government entity that the employee services stating that they responded to an emergency and the time and date of the emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Indiana Volunteer Emergency Responder Leave

Indiana employees who are volunteer firefighters, volunteer emergency medical services providers or members of the civil air patrol may take unpaid time off to fulfill their emergency duties with these organizations. If an employee is injured while acting as a volunteer firefighter or emergency medical service providers, they may take up to six months of unpaid time off to recover.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may not allow the employee to take leave on the grounds that they are an essential employee to Partners Personnel. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from their superior at the organization stating the nature and duration of the emergency to which they responded or from a physician regarding the injury and its connection with the emergency response duty. Employees must notify Partners Personnel in writing that they are a member of one of these organizations. Only non-essential Partners Personnel employees are eligible for

leave. If employees are ineligible for leave, they should notify their superior at the respective organization of the ineligibility.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Indiana Civil Air Patrol Leave

Indiana employees who are members of the civil air patrol may take unpaid leave for the following reasons:

- To be absent from work in order to engage in an emergency service operation that began before the start of their shift; or
- To leave work to engage in an emergency service operation if the operation begins after they have reported for work.

If an employee must leave work after reporting in, they must receive permission from their supervisor before leaving. Employees must notify Partners Personnel if they are a member of the civil air patrol in writing. Employees must provide as much notice as possible of the dates they will need to take leave under this policy. Employees will not be disciplined, discharged, or otherwise discriminated against because they are a member of the civil air patrol or took leave for work under this policy. Employees may be required to provide written verification from their civil air patrol absence such as a written statement from the commander or other officer in charge of the civil air patrol, indicating that the employee was engaged in an emergency service operation or training at the time of the absence.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Iowa Volunteer Emergency Service Provider and Civil Service Leave

Iowa employees who are volunteer firefighters, reserve peace officers, emergency medical care providers, or other personnel having voluntary emergency service duties, may take unpaid time off to fulfill such duties. Employees must give Partners Personnel written notice that they are a member of such a unit or organization.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer emergency services unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency. Partners Personnel will not discriminate or retaliate against any employee for joining such a unit or organization.

Iowa Elected Official Leave

This policy applies only when Partners Personnel has 20 or more full-time employees.

Iowa employees who are elected to a municipal, county, state, or federal office may take unpaid time off to serve in that office, except where prohibited by federal law. Employees must provide Partners Personnel

reasonable advance notice of the need for leave under this policy. Employees who take such leave will not lose any net credited services or benefits earned, such as other earned leave. However, Partners Personnel will not provide any pension, health, or other benefits during the leave of absence under this policy.

Kansas Volunteer Emergency Service Provider Leave

Kansas employees will not be discharged because they perform their duties as a volunteer firefighter, volunteer certified emergency medical services attendant, volunteer reserve law enforcement officer, or volunteer part-time law enforcement officer.

Kentucky Volunteer Emergency Service Provider Leave

Kentucky employees who are volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, civil air patrol members, or emergency management agency members, may take unpaid time off to fulfill such duties. Employees must give Partners Personnel written notice that they are a member of such a unit or organization.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer emergency services unit or organization stating that the employee responded to an emergency and stating the date and time of the emergency. Partners Personnel will not discriminate or retaliate against any employee for joining such a unit or organization.

Employees who are volunteers with one of the organizations or units above and are injured in the line of duty and are unable to return to work may take up to 12 months of time off. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor of the organization or unit about the injury and from a licensed practicing physician stating that the employee is injured and a date for their return to work.

Louisiana Volunteer First Responder Leave

Louisiana employees may take unpaid time off to respond to their duties as medical personnel, emergency and medical technicians, volunteer firefighters, auxiliary law enforcement officers, members of the Civil Air Patrol. Employees who are called to duty by or pursuant to an operations plan of the Governor's Office of Homeland Security and Emergency Preparedness may also take unpaid time off to respond to their duties. Such leave will not be considered a break in employment for purposes of seniority or length of service or for benefits programs offered by Partners Personnel.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Employees should report to Partners Personnel within 72 hours of their release from their emergency duties or the recovery from disease or injury resulting from these duties. Partners Personnel will make reasonable accommodations to reinstate any employee returning from such leave.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Maine Emergency Responder Leave

Maine employees who are municipal or volunteer firefighters, emergency medical services personnel, or members of a nonprofit search and rescue organization recognized by the Department of Inland Fisheries and Wildlife, Bureau of Warden Service may take unpaid time off to respond to an emergency in their capacity as a firefighter, emergency medical services, or volunteer search and rescue person, including responding to, working at the scene of or returning from a fire call, a hazardous or toxic materials spill and cleanup or any other situation to which the fire department has been dispatched. The employee must report for work as soon as reasonably possible after being released from the emergency. Employees must notify Partners Personnel within 30 days of employment of their status as a firefighter, emergency medical services, or volunteer search and rescue person and notify Partners Personnel of any change to their status, including the termination of such status, within 30 days of the change. Upon receiving notice of an employee's status, Partners Personnel may designate the employee as essential to its operations when the absence of the employee would disrupt the Company's business.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Notification may be provided by the employee, their designee, or the fire department, emergency medical services, or search and rescue operation provider. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a statement from the chief of the fire department, emergency medical services, or search and rescue operation provider or the chief's designee verifying that the employee was responding to an emergency call and the date and time of release from the call. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Partners Personnel may require that employees use available vacation during otherwise unpaid time off taken under this policy.

Maryland Emergency Response Leave

Maryland employees may take unpaid time off to participate in an activity of a civil air patrol, civil defense, volunteer fire department, or volunteer rescue squad in response to an emergency that the Maryland Governor declares on the request of the governing body of a county or municipal corporation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including written documentation that the employee's participation is required. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Massachusetts Volunteer Firefighter and Emergency Medical Technician Leave

Massachusetts employees who are volunteer, call, reserve, or permanent-intermittent members of the fire department or ambulance department may take unpaid time off to respond to an emergency (which means responding to, working at the scene of, or returning from a fire, rescue, emergency medical service call, hazardous materials incident, or a natural or man-made disaster in the good faith belief that the action is necessary to prevent the imminent loss of life or property. This leave does not apply to not include any person who received compensation for over nine hundred and seventy-five hours of services rendered in such a capacity over the preceding six-month period.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, such as a signed statement from the fire chief or ambulance chief of the date and time the employee responded to and returned from an emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Michigan Civil Air Patrol Leave

Michigan employees who are volunteer members of the civil air patrol may take unpaid time off to respond to an emergency declared by the governor or the president of the United States. Within 30 days of the later of starting employment with Partners Personnel or joining the civil air patrol, an employee who is trained and qualified to provide emergency services must notify Partners Personnel that they may be called to an emergency.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and the dates they will be absent. Partners Personnel may request reasonable documentation reflecting the need for such leave, including verification from the civil air patrol of the emergency need for the employee's volunteer service. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Minnesota Civil Air Patrol Leave

This policy applies only when Partners Personnel has 20 or more employees in at least one workplace.

Minnesota employees who work an average of 20 or more hours per week and are volunteer members of the civil air patrol, may take unpaid time off to respond as a member of the civil air patrol at the request of the State of Minnesota or any of its political subdivisions, unless the leave would unduly disrupt Company's operations.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Missouri Volunteer Emergency Responder and Air Patrol Leave

Missouri employees who are volunteer members of any fire department or fire protection district, the Missouri-1 Disaster Medical Assistance Team, the Missouri Task Force One, the Urban Search and Rescue Team, or who are activated to a national disaster response by the Federal Emergency Management Agency (FEMA) may take unpaid time off to respond to emergencies in their capacity as a member of one of these organizations.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor or acting supervisor of the volunteer fire department or the commander of Missouri-1 Disaster Medical Assistance Team or the FEMA supervisor stating that the employee responded to an emergency and stating the time and date of the emergency.

This portion of the policy applies when Partners Personnel has 50 or more employees.

Missouri employees who are members of the civil air patrol and have qualified for a civil air patrol emergency service specialty or who are certified to fly counter narcotics missions may take up to 15 days of unpaid time off per year to fulfill their duties. In the case of a national or state emergency, the 15-day limitation is waived.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel may request that an employee be exempted from responding to a specific mission.

Montana Leave of Absence to Hold Public Office

Employees in Montana who are elected or appointed to city, county, or state public office may take up to 180 days per year of unpaid time off per year to perform public service.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. An employee must make arrangements to return to work within 10 days following the completion of the service for which the leave was granted, unless the employee is unable to do so because of illness or disabling injury certified by a licensed physician.

At any time when Partners Personnel has 10 or more employees, employees who take unpaid time off under this policy will be restored to their positions, with the same seniority, status, compensation, hours, locality, and benefits as existed immediately prior to their leave of absence for public service.

Nebraska Volunteer Emergency Responders Leave

This policy applies when Partners Personnel has 10 or more employees.

Nebraska employees who are volunteer emergency responders may take unpaid time off to respond to an emergency. Employees who are volunteer emergency responders must provide Partners Personnel with a written statement signed by the individual in charge of the department or another individual authorized to act for such individual notifying Partners Personnel that the employee serves as a volunteer emergency responder.

“Volunteer emergency responders” are employees who:

- Have been approved by a governing body in Nebraska to serve any volunteer fire department or volunteer first-aid, rescue, ambulance, or emergency squad, or volunteer fire company, association, or organization serving any city, village, or rural or suburban fire protection district by providing fire protection or emergency response services for the purpose of protecting life, health, or property;
- Are in good standing as a volunteer member of the Nebraska Wing of the Civil Air Patrol, the civilian auxiliary of the United States Air Force; or
- Are a member of a state emergency response team pursuant to the Emergency Management Act.

Employees must make a reasonable effort to notify Partners Personnel that they may be absent from or report late to work in order to respond to an emergency. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement signed by the individual in charge of the department or another individual authorized to act for such individual that indicates the employee responded to an emergency; the date and time of the emergency; and the date and time they completed his or her volunteer emergency activities. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. Partners Personnel may subtract from an employee’s earned wages any time they are away from his or her place of employment because of their response to an emergency under this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Nevada Emergency Worker Leave

This policy applies only when Partners Personnel has 10 or more employees.

Nevada employees who volunteer and perform certain emergency worker services may take unpaid time off to volunteer and perform these services. An employee must provide Partners Personnel notice of employee’s membership in such emergency services units at or around the time of hire or notice of their intent to join an emergency services unit.

“Emergency worker services” includes services as volunteer ambulance drivers and attendants, firefighters, search and rescue team members, reserve unit members of the sheriff’s department, and Civil Air Patrol unit members.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Nevada Civil Air Patrol Leave

Nevada employees who are members of the civil air patrol, volunteer search and rescue unit, or reserve unit of a sheriff's department must notify Partners Personnel of their membership as soon as reasonably possible. Partners Personnel will determine if an employee will be allowed to leave work to participate in their duties and will notify employees of this decision within a reasonable time of the employee disclosing their membership. Employees that are allowed to participate in their duties may take unpaid time off to perform those duties.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the civil air patrol, rescue squad, or sheriff's department stating that they responded to an emergency call and the response time. Employees will not be discharged for any reason relating to their service or membership in such an organization.

New Hampshire Emergency Services Leave

New Hampshire employees who are members of a fire department, rescue squad, or emergency medical services agency may take unpaid time off to perform their emergency duty during a state of emergency.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the employee's fire department, rescue squad, or emergency medical services agency stating that they responded to an emergency call and the response time.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Employees who are volunteer members of a fire or ambulance department will not be discharged or disciplined for failing to report to work due to responding to an emergency they encounter on their way to work. Employees must inform their supervisor about the reason for their failure to report and may be asked to provide a signed statement from their department chief verifying their reason.

New Jersey Emergency Responders Leave

New Jersey employees who are "volunteer emergency responders" may take unpaid time off during a state of emergency declared by the President of the United States or the New Jersey governor or if they are actively engaging in responding to an emergency alarm.

“Volunteer emergency responders” includes employees who are: (i) active members in good standing of a volunteer fire company, (ii) volunteer members of a duly incorporated first aid, rescue, or ambulance squad, or (iii) members of any county or municipal volunteer Office of Emergency Management (if the member’s official duties include responding to a fire or emergency call).

Employees must provide Partners Personnel reasonable advance notice no later than one hour before their workday begins of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including an incident report and a certification by the incident commander or other official or officer in charge, that both affirms that the employee was actively engaged in, and necessary for, rendering emergency services, and that states the date and time they was relieved from emergency duty by the officer or official. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New Mexico Volunteer Emergency Responder and Civil Air Patrol Leave

New Mexico employees who are volunteer firefighters, emergency medical service personnel, search and rescue team members, or members of a law enforcement agency who are enrolled by the state or a political subdivision of the state for response to an emergency or disaster may take 10 days of unpaid time off per year to respond to an emergency or disaster. Leave under this policy will only be granted during the time an emergency exists following a declaration of the emergency by the governor of New Mexico or president of the United States. Employees will not be terminated, demoted, or discriminated against for taking leave under this policy.

Employees who are members of the Civil Air Patrol may take up to 15 days of unpaid leave per year to fulfill their official duties.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the civil air patrol, rescue squad, or sheriff’s department stating that they responded to an emergency call and the response time. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

New York Volunteer Emergency Responders Leave

New York employees who are performing their duties as volunteer firefighters or volunteer ambulance personnel during or related to a state governor declared state of emergency may take unpaid time off unless such leave would cause undue hardship on the conduct of the Company’s business. Leave under this policy will only be granted during the time an emergency exists following a declaration of the emergency by the governor of the State of New York. Employees must provide Partners Personnel with written notice from the head of their volunteer fire department or volunteer ambulance service advising Partners Personnel of the employee’s status as a volunteer firefighter or member of a volunteer ambulance service prior to taking time off.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a notarized statement from the head of their volunteer fire department or volunteer ambulance service certifying the period of time or times they responded to a declared emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

North Carolina Disaster Response Leave

North Carolina employees who are volunteer firefighters, rescue squad workers, or volunteer emergency medical service personnel may take unpaid time off to perform emergency duty when called into service by the state in response to a disaster or emergency.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement that the employee responded to an emergency call and the response time. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may, but will not be required to, use available vacation during otherwise unpaid time off taken under this policy.

North Carolina Civil Air Patrol Leave

North Carolina employees who are members of the civil air patrol may take up to 14 days of unpaid leave per year to perform their necessary duties for a State-approved mission or a U.S. Air Force authorized mission. Employees may only use up to 7 days of this leave at once.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written copy of the mission order. Partners Personnel will not discriminate or retaliate against any employee for their membership in the civil air patrol or for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

North Dakota Emergency Response and Civil Air Patrol Leave

North Dakota employees who are volunteer members of the army national guard, air national guard of North Dakota or any other state, or civilian members of the civil air patrol may take up to 20 days unpaid time off to perform emergency duty. Employees who are involuntarily activated members of the national guard are not subject to the 20-day cap on leave.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement stating that the employee responded to an emergency call and the response time. Partners

Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or for their status as an emergency responder.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Ohio Volunteer Firefighter and EMT Leave

Ohio employees who are volunteer firefighters or volunteer providers of emergency medical services may take unpaid time off to respond to an emergency.

No later than 30 days after receiving certification as a volunteer firefighter or a volunteer provider of emergency services, employees must submit to Partners Personnel a written notification signed by the chief of the volunteer fire department with which they serve, or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical organization with which they serve, notifying Partners Personnel of their status as a volunteer firefighter or volunteer provider of emergency services. Employees who are members of a volunteer fire department or who are volunteer providers of emergency medical services must notify Partners Personnel when their status as a volunteer firefighter or volunteer provider of emergency medical services changes, including when such status terminates.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. If advance notice cannot be made either due to the extreme circumstances of the emergency or the inability to contact Partners Personnel, the employee must submit to Partners Personnel a written explanation from the chief of the volunteer fire department with which they serve, or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization with which they serve, as applicable, to explain why prior notice was not given.

Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization, as applicable, stating that the employee responded to an emergency and listing the time of that response. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Oregon Volunteer Firefighter Leave

Oregon employees who are volunteer firefighters of a rural fire protection district, firefighters employed by the city, and firefighters employed by a private firefighting service performing services under the Oregon Emergency Conflagration Act may take unpaid time off to respond to a fire or emergency call.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will notify the employee of their approved leave by written notice. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Pennsylvania Volunteer Emergency Response Leave

Pennsylvania employees who are volunteer firefighters, volunteer fire police officers, or volunteer members of an ambulance service or rescue squad may take unpaid time off to respond to a fire or emergency call, for volunteer members of an ambulance service/rescue squad, or for an emergency service operation. This leave is only available if the emergency call was received before the employee has to report for work on a given day.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a statement from the chief executive officer of the employee's volunteer fire company, ambulance service, rescue squad, or its affiliated organization, stating that they responded to a call and the time of the call. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Rhode Island Volunteer Emergency Responder Leave

Rhode Island employees who are volunteer firefighters or emergency medical technicians may take unpaid leave to respond to an emergency. Responding to an emergency means responding to, working at the scene of, or returning from a fire, rescue, emergency medical service call, hazardous materials incident, or a natural or man-made disaster, where the emergency occurs during a period other than the employees' normal working hours.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a signed statement from the chief of the fire or ambulance department stating that the employee responded to an emergency, the time of the emergency, and when they returned from the emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

South Carolina Volunteer Emergency Responder Leave

South Carolina employees who are volunteer firefighters or emergency medical service responders may take unpaid leave to respond to an emergency where the United States President has declared a state of emergency or where the Governor has declared a state of emergency in a county in the state.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, such as a statement from the chief of the fire or ambulance department stating that the employee responded to an

emergency. Partners Personnel will not discriminate or retaliate against any employee for their membership in the civil air patrol or for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Tennessee Volunteer Firefighter Leave

Tennessee employees who are volunteer firefighters may take time off for the purpose of responding to emergencies and fire calls. Employees may take off the next scheduled work period within 12 hours following the response as a vacation day without loss of pay, if they assisted in fighting the fire for more than four hours, or if they worked for more than four hours the prior day or night as a volunteer firefighter in an emergency. If the employee is not entitled to a vacation day or sick leave day, then they may be permitted such time off without pay.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the supervisor of the volunteer fire department stating that the employee responded to an emergency and the time and date of the emergency. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Tennessee Civil Air Patrol Leave

Tennessee employees who are members of the Tennessee army or national guard, the Tennessee state guard, or Civil Air Patrol may take unpaid leave to perform their duties in an emergency or train under official orders.

Employees must provide Partners Personnel reasonable notice of the need to take time off under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written copy of the mission order. Partners Personnel will not discriminate or retaliate against any employee for their membership in the civil air patrol or for requesting or taking leave in compliance with this policy. This includes protections from loss of time, other pay, regular leave or vacation, or impairment of efficiency rating.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Utah Volunteer Emergency Response Leave

Utah employees who are volunteer firefighters, emergency medical service personnel, or mobilized as part of a posse comitatus may take unpaid time off to respond to an emergency in that capacity.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a statement from the chief executive officer of the employee's volunteer fire company, or other organization, stating that they responded to a call and the time of the call. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or being late to work due to responding to an emergency.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Vermont Elected Official Leave

This policy applies only when Partners Personnel has six or more full-time employees.

Vermont full-time employees who are elected to the state General Assembly may take unpaid time off to serve, except where prohibited by federal law.

Employees must notify Partners Personnel in writing, of their intent to run for such office within ten days of filing their primary election nomination to be eligible for leave. Employees must also provide Partners Personnel reasonable advance notice of the need for leave under this policy. Employees who take such leave will not lose any status, seniority, or other benefits for taking leave in compliance with this policy.

Virginia Civil Air Patrol Leave

Virginia employees who are volunteer members of the civil air patrol may take unpaid time off if they have been authorized by the U.S. Air Force, the Governor, or the state to respond to or train for an emergency mission. This leave can't exceed 10 days per federal fiscal year for training and 30 days per federal fiscal year for emergency response missions.

Employees must provide Partners Personnel reasonable advance notice of at least 14 days of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees will not be required to use available vacation during otherwise unpaid time off taken under this policy.

Washington Volunteer Firefighter and Civil Air Patrol Leave

This policy applies only when Partners Personnel has 20 or more full-time employees.

Washington employees who are volunteer firefighters, reserve officers, or volunteer members of the Civil Air Patrol may take unpaid time off to respond to a fire, emergency call, or emergency service operation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

West Virginia Public Officials Leave

This policy applies only when Partners Personnel has six or more full-time employees.

West Virginia employees who are elected or appointed to a part-time elected public office may take unpaid time off to perform the duties of their office. Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy.

West Virginia Emergency Personnel Leave

West Virginia employees who are members of a volunteer fire department or serve as emergency medical service attendants will not be disciplined or discharged for reporting to an emergency call before they are scheduled to begin work that results in the loss of work time. Employees who lose work time under this policy may be asked to provide a statement from a supervising authority confirming that they responded to an emergency call and providing the time and date of the call. Employees who lose work time under this policy may also be charged for lost time. Employees who are charged for lost time under this policy will have the option of charging their time against their regular pay or accumulated leave.

West Virginia Civil Air Patrol Leave

This policy applies only when Partners Personnel has 15 or more employees.

West Virginia employees who have been employed for at least 90 days and are volunteer members of the civil air patrol may take unpaid time off if they have been authorized by the U.S. Air Force, the Governor, or the state to respond to or train for an emergency mission. This leave can't exceed 10 days per year for training and 30 days per year for emergency response missions.

Employees must provide Partners Personnel reasonable advance notice of at least 14 days of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees will not be required to use available vacation during otherwise unpaid time off taken under this policy.

Wisconsin Volunteer Firefighter, Emergency Medical Services Practitioner, Emergency Medical Responder, or Ambulance Driver Leave

Wisconsin employees who are volunteer firefighters, emergency medical services practitioners, emergency medical responders, or ambulance drivers may take unpaid time off to respond to an emergency that begins before they are required to report to work. Employees who become a member of a volunteer fire department or fire company or become affiliated with an ambulance service provider must submit to Partners Personnel a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying Partners Personnel within 30 days after becoming a volunteer firefighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. If prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the

employee to contact Partners Personnel, the employee must submit a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the employee was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency. Partners Personnel will not discriminate or retaliate in promotion, compensation, or the terms, conditions, or privileges of employment against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Wisconsin Civil Air Patrol Leave

This policy applies only when Partners Personnel has 11 or more permanent employees in Wisconsin.

Wisconsin employees who are members of the Civil Air Patrol may take up to five consecutive workdays of unpaid time off (not to exceed 15 days per year) to participate in an emergency service operation. The employee must notify Partners Personnel in writing that they are a member of the Civil Air Patrol.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Employees must obtain authorization from Partners Personnel before leaving work to participate in the emergency service operation. Partners Personnel may request reasonable documentation reflecting the need for such leave, including a written statement from the employee's commander, or the designated representative of their commander, certifying that they were participating in an emergency service operation at the time of the leave of absence.

Employees' time in service and status for purposes of seniority or pay advancement will not be affected by a leave of absence under the policy. Partners Personnel will not refuse to hire an individual, terminate an employee, or discriminate against an employee in promotion, in compensation, or in the terms, conditions, or privileges of employment because the individual is or applies to be a member of the Civil Air Patrol or because the individual performs, has performed, applies to perform, or has an obligation to perform service in the Civil Air Patrol. Partners Personnel will not interfere with, restrain, deny the exercise of the right of an employee to take a leave of absence, discharge, or discriminate against an employee in promotion, compensation, or the terms, conditions, or privileges of employment for taking a leave of absence as under this policy.

School Activities Leave

California School Activities Leave

This policy applies only when Partners Personnel has 25 or more employees at the same worksite.

Employees who are parents, guardians, stepparents, foster parents, grandparents, or who stand in *loco parentis* to a child in grades K-12 or with a licensed childcare provider may take up to eight hours or per month and 40 hours per year of unpaid time off to:

- Participate in activities of their child’s school or licensed childcare provider;
- Address a school or child care provider emergency when their child cannot remain with a child care provider or in school because – (i) the child care provider or school has asked that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (ii) of behavioral or discipline problems; (iii) of closure or unexpected unavailability of the school or child care provider (excluding planned holidays); (iv) of a natural disaster; or
- Find, enroll, or re-enroll a child in school or with a childcare provider.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school that indicates the employee participated in a school activity on the day of the absence for that purpose. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy. If both parents are employed by Partners Personnel, only the first employee to request this leave is guaranteed to receive the time off.

Employees who take time off under this policy must utilize any existing vacation for time off taken under this policy.

California Adult Illiteracy Leave

This policy applies only when Partners Personnel has 25 or more employees in California.

Partners Personnel will reasonably accommodate and assist any employee who informs the Company that they have a problem of illiteracy and requests the Company’s assistance in enrolling in an adult literacy education program if this reasonable accommodation does not impose an undue hardship on Partners Personnel.

Company assistance includes providing the employee with the locations of local literacy education programs or arranging for a literacy education provider to visit the jobsite. Employees will not be paid during the time spent attending such programs. Partners Personnel will take reasonable efforts to safeguard the privacy of the employee and the fact that they have a problem with illiteracy.

Partners Personnel will not terminate an employee because they reveal a problem of illiteracy and otherwise satisfactorily performs their work.

District of Columbia Leave for School-Related Events

District of Columbia employees who are parents may take up to 24 hours of unpaid time off per 12-month period to attend or participate in school-related events for their child. For purposes of this policy, a “school-related event” means an activity sponsored by either a school or an associated organization such as a parent-teacher association, including: a student performance such as a concert, play, or rehearsal; a sporting game of a school team or practice; a meeting with a teacher or counselor; or any similar type of activity.

Employees must provide at least ten days of advance notice of the need for leave under this policy unless the need for leave cannot be reasonably foreseen. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Illinois School Visitation Leave

This policy applies only when Partners Personnel has 50 or more employees in Illinois.

Illinois employees who have worked for Partners Personnel for at least six months may take up to four hours of unpaid time off per day (not to exceed eight hours per school year) to attend school conferences, behavioral meetings, or academic meetings related to their child if the conference or meeting cannot be scheduled during non-work hours.

Employees must provide at least seven days (or 24 hours in the case of an emergency) of advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school administrator which includes the exact time and date the school visitation occurred and ended. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

An employee who utilizes or seeks to utilize leave under this policy may elect to make up the time taken on a different day or shift. Partners Personnel will make a good faith effort to permit an employee to make up the time taken for purposes of this policy; however, if no reasonable opportunity exists for them to make up the time, they will not be paid for the time. A reasonable opportunity to make up the time taken does not include scheduling make-up time in a manner that would require the payment of wages on an overtime basis.

Employees must first exhaust all available vacation before requesting leave pursuant to this policy.

Massachusetts Small Necessities Leave

Massachusetts employees are eligible for leave under this policy if they (i) work within 75 miles of a workplace in Massachusetts with at least 50 employees, (ii) have worked for Partners Personnel for at least 12 months prior to the date on which leave is to commence, and (iii) have worked at least 1,250 hours during the 12-month period preceding the leave.

Eligible employees may take up to 24 hours of unpaid leave during a 12-month period that can be used for school activities and family care. See the Family and Medical leave policy for more information.

California School Appearance Leave

California employees who may take unpaid time off to appear at their child's or ward's school in connection with a suspension.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Minnesota School Activities Leave

Minnesota employees may take up to 16 hours of unpaid time off during any 12-month period to attend school conferences or school-related activities for their child during work hours. If the employee's child receives childcare services by someone other than a parent or legal guardian in or outside the child's own home on a regular basis or attends a pre-kindergarten regular or special education program, the employee may use unpaid time off to attend a conference or activity related to their child, or to observe and monitor the service or program during work hours.

Employees must provide Partners Personnel reasonable advance notice of the need for leave under this policy and make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Nevada School Visitation Leave

This policy applies only when Partners Personnel has 50 or more employees.

Nevada employees who are parents, guardians or custodians of a child in public school may take up to four hours leave of unpaid time off each school year (in increments of at least one hour), to:

- Attend parent-teacher conferences;
- Attend school-related activities during regular school hours;
- Volunteer or otherwise be involved at the school in which their child is enrolled during regular school hours; and
- Attend school-sponsored events.

Leave must be taken at a time mutually agreed upon by Partners Personnel and the employee.

Employees must provide at least five days' advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation that the employee attended or was otherwise involved at the school or school-related activity. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy or for being notified during work by a school employee of an emergency regarding their child.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

North Carolina Leave for Involvement in School

North Carolina employees who are the parent, guardian, or person who stands in loco parentis of a school-aged child may take up to four hours of unpaid time off per year to attend or otherwise be involved at that child's school.

For the purpose of this policy, "school" means any (i) public school, (ii) private church school, church of religious charter, or nonpublic school that regularly provides a course of grade school instruction, (iii) preschool, and (iv) childcare facility.

Employees must provide at least 48 hours' advance notice of the need for leave under this policy. Partners Personnel may request reasonable documentation reflecting the need for such leave, including verification that the employee attended or was otherwise involved at the school. Partners Personnel will not discriminate or retaliate against any employee for requesting or taking leave in compliance with this policy.

Employees may use available vacation during otherwise unpaid time off taken under this policy.

Rhode Island School Involvement Leave

This policy applies only when Partners Personnel has 50 or more employees.

Rhode Island employees who have been employed by Partners Personnel for twelve consecutive months may take up to ten hours of unpaid leave during any twelve-month period to attend school conferences or other school-related activities for a child if they are the parent, foster parent or guardian of that child. Employees must provide at least 24 hours' advance notice of the need for leave under this policy. See the Rhode Island Parental and Family Leave policy for more information.

Vermont School Activities Leave

Vermont employees may take up to four hours of unpaid time off in a 30-day period, not to exceed 24 hours in any 12-month period, to participate in preschool or school activities directly related to the academic educational advancement of their child, stepchild, foster child, or ward who lives with them, such as a parent-teacher conference.

To be eligible for leave under this policy, employees must make a reasonable attempt to schedule such appointments for outside of regular work hours. Employees must provide notice of the need for leave under this policy at the earliest opportunity, and not less than seven days before the requested leave is set to occur. In the case of an emergency in which a seven-day notice requirement would have a severe adverse impact, notice should be provided at the earliest opportunity. Partners Personnel may request reasonable documentation reflecting the need for such leave, including documentation from the school that indicates the employee participated in a school activity on the day of the absence for that purpose. See the Vermont Parental and Family Leave policy for more information.

Handbook Acknowledgement and Agreement

Please sign the acknowledgment form below. This will let Partners Personnel know that you have received the handbook. It is your responsibility to read and understand the contents of this handbook that apply to you.

***State Specific Information:** Please search for the state you are working in for applicable information that applies to workers in your respective state, contained throughout this handbook.

Throughout your employment with Partners Personnel, you will have access to this or the most up to date handbook in order to research questions or find policies that may apply to you. To access this and other important employee information, visit www.partnerspersonnel.com and click on Employee Login. Login using the credentials you created during onboarding and navigate to Employee Resources.

I acknowledge that I have received a copy of the Company's Employee Handbook and understand that it sets forth the terms and conditions of my employment, as well as the duties, responsibilities, and obligations of my employment with Partners Personnel. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the rules, policies, and standards set forth in the Employee Handbook. I also acknowledge that, except for the policy of at-will employment, the terms and conditions set forth in this handbook may be modified, changed, or deleted at any time without prior notice to me and other employees. Any agreement or promise of any kind pertaining to my employment must be in writing and signed by an authorized Company executive. I further acknowledge that I have received, read, and understood the Company's Technology Systems policy regarding the right of Partners Personnel to monitor use of all the Company's Technology Systems. I also acknowledge that my employment with Partners Personnel is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by Partners Personnel. I acknowledge that no statements or representations regarding my employment can alter the foregoing unless done on the terms set forth in this handbook or in any agreement or offer letter between me and Partners Personnel. As to the circumstances in which employment may be terminated, this is the entire agreement between me and Partners Personnel; there are no oral or collateral agreements of any kind.

In addition, I acknowledge that I have received a copy of the Company's policy prohibiting discrimination, harassment, and retaliation, and understand the Company's policy that there be no discrimination or harassment against any employee or applicant for employment on the basis of race, color, religion (including, but not necessarily limited to, religious creed, dress, and grooming practices), citizenship, marital status, age (40 and over), national origin, ancestry, mental or physical disability (including, but not necessarily limited to, HIV and AIDS disabilities), genetic information, medical condition (as defined by applicable law, including cancer), U.S. (state and federal) military and veteran status, sexual orientation, gender identity, gender expression, sex, gender, pregnancy (including childbirth, breastfeeding, and related medical condition), or any other characteristics protected under applicable federal, state, or local laws. I understand Partners Personnel is committed to a work environment free of harassment and discrimination, and that Partners Personnel specifically prohibits retaliation whenever an employee or applicant makes a good-faith complaint that they have been subjected to harassment, discrimination, or retaliation. Accordingly, I specifically agree that to the extent I am the subject of any conduct which I view to constitute harassment, discrimination, or retaliation or which is otherwise in violation of the Company's policy prohibiting discrimination, harassment, and retaliation,

I will immediately report such conduct to Corporate Human Resources at HR@Espererholdings.com, my supervisor, or a management-level employee. I understand and agree that to the extent I do not use the grievance procedures outlined herein or in the Company's policy prohibiting discrimination, harassment, and retaliation, Partners Personnel has the right to presume that I have not been subjected to any harassment, discrimination, or retaliation, or that I have welcomed the conduct.

I have carefully and thoroughly read the Company's Alcohol and Drug Abuse Policy. I agree, without reservation, to abide by the terms of that policy. I understand that abiding with the terms of this Alcohol and Drug Abuse Policy are conditions of my employment. I understand that any violation of the policy will result in disciplinary action, up to, and including, immediate termination of employment.

Throughout your employment with Partners Personnel, you will have access to this handbook in order to research questions or find policies that may apply to you. To access this and other important employee information, **visit www.partnerspersonnel.com and click on Employee Login. Login using the credentials you created during onboarding and navigate to Employee Resources.**

Signature: _____

Name: _____

Date: _____

Colorado Wage and Hour Rights and Responsibilities



COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES: The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2025

Use new version released by each December

Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; ColoradoLaborLaw.gov lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks – but not just off-duty time on premises
- Travel for employer benefit – but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site – but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ½ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS
303-318-8441 / 888-390-7936 / cdle_labor_standards@state.co.us (English or Spanish)

For all laws, guidance, & complaints:  ColoradoLaborLaw.gov

Spanish guidance & complaints:  LeyesLaboralesDeColorado.gov

This notice in other languages:  cdle.colorado.gov/LaborStandardsPosters

Cook County, IL Paid Leave Ordinance

Toni Preckwinkle, President
Cook County Board of Commissioners
Jennifer King, Director



69 W. Washington, Suite 1130
Chicago, IL 60602

P: (312) 603-1100
F: (312) 603-9988

human.rights@cookcountyil.gov

Cook County Commission on Human Rights

Cook County Paid Leave Ordinance

NOTICE TO EMPLOYEES

You are covered by the Cook County Paid Leave Ordinance (PLO) if:

1. You work for an employer in Cook County; and/or
2. Your employer has a place of business in Cook County.

You are entitled to:

- Earn at least one (1) hour of paid leave for every 40 hours worked;
- Use paid leave for any reason; and
- Be paid for leave at your usual rate of pay.

If you believe your employer has not issued the paid leave you are entitled to, or, has violated the Ordinance in another way, you can file a complaint with the Cook County Commission on Human Rights:

- You may begin the complaint process by contacting a Human Rights Investigator for an intake interview.
- Investigators can be reached Monday through Friday, 9 a.m. to 4 p.m., by telephone or email.
- More information and forms for filing a Paid Leave complaint are available at www.cookcountyil.gov/PaidLeave



Effective Date 12/31/2023

Visit www.cookcountyil.gov/PaidLeave for more information.

Chicago Paid Leave and Paid Sick and Safe Leave Ordinance




Overview: Chicago Paid Leave and Paid Sick and Safe Leave Ordinance

The implementation date of the Ordinance is **Monday, July 1, 2024**.

Definitions:

A Covered Employee is anyone who works at least 80 hours within a 120-day period within the geographical boundaries of Chicago.

An Employer is anyone with one or more employees (not an independent contractor) working in Chicago.

 **PAID LEAVE**

- 1 Hour of Paid Leave for every 35 hours worked (up to 40 hours (5 days) in a 12-month period)
- Can be used for any reason but request to use may be denied by Employer
- Can request to use 90 days after July 1, 2024, or after start of employment (whichever is later)
- Minimum usage increment not to exceed 4 hours

 **SICK LEAVE**

- 1 Hour of Paid Sick Leave for every 35 hours worked (up to 40 hours (5 days) in a 12-month period)
- Can be used to recover from illness, take care of family member, address domestic violence, and public health emergencies
- Can be used 30 days after July 1, 2024, or after start of employment (whichever is later)
- Minimum usage increment not to exceed 2 hours

 **CARRYOVER**

- Up to 16 hours of Paid Leave (if not front loaded)
- Up to 80 hours of Sick Leave

 **PAYOUT**

- Not required for Sick Leave
- Paid Leave
 - Required for Large Employers (101+)
 - 2 Days (16 hours) for Medium Employer (51-101) until July 1, 2025, required past this date
 - Not required for Small Employers (1-50)



Office of Labor Standards
2350 West Ogden Avenue, 1st Floor
Chicago, Illinois 60608

Chicago.gov/LaborStandards
bacplaborstandards@cityofchicago.org
312-744-2211

Complaint Report Form - Discrimination or Harassment

If you believe that you have been subjected to discrimination or harassment, you are encouraged to complete this form and submit it to Corporate Human Resources. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, your employer should complete this form, provide you with a copy and follow its discrimination and harassment prevention policy by investigating the claims as outlined at the end of this form.

REPORTER INFORMATION

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Work Email: _____

Communication: Email Phone In person

IMMEDIATE SUPERVISOR INFORMATION

Name: _____

Title: _____

Work Address: _____

Work Phone: _____

Work Email: _____

COMPLAINT INFORMATION

Type of Complaint Discrimination Harassment Both

Is the Behavior Continuing? Yes No

Name of Person Involved: _____

Title: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

Date(s) incident occurred: _____

1. Please describe what happened. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

2. Please describe how it is affecting you and your work. Please use additional sheets of paper if necessary.

3. Please list the name and contact information of any witnesses or individuals who may have information related to your complaint:

4. *This question is optional but may help the investigation.* Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

5. If you have retained legal counsel and would like us to work with them, please provide their contact information.

Signature: _____ Date: _____

Return to Corporate HR at HR@espererholdings.com

Disability Accommodation Request Form

Employees seeking accommodations are not required to use this form. Requests may be submitted verbally. Filling out this form can help Partners Personnel better understand your needs and reasonably accommodate them. All information submitted will be kept confidential. This form may also be used to request accommodations related to pregnancy, childbirth, or related medical conditions.

Questions to clarify accommodation requests.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore?

Yes No

If yes, please explain.

Is your accommodation request time-sensitive?

Yes No

If yes, please explain.

Questions to document the reason for accommodation requests.

What, if any, job function is you having difficulty performing?

What, if any, employment benefits are you having difficulty accessing?

What limitation is interfering with your ability to perform your job or access an employment benefit?

Have you had any accommodations in the past for this same limitation?

Yes No

If yes, what were they and how effective were they?

If you are requesting a specific accommodation, how will that accommodation assist you?

Other

Please provide any additional information that might be useful in processing your accommodation request.

Signature _____ Date _____

Return to Corporate HR at HR@espererholdings.com

Religious Accommodation Request Form

Name of Requester: _____

Date of Request: _____

Email Address: _____

Telephone Number: _____

Job Title: _____

Work Location: _____

Identify the company requirement, policy, or practice that conflicts with your sincerely held belief or observance.

Describe the nature of your sincerely held belief or observance that conflicts with the company requirement, policy, or practice identified above.

What is the accommodation or modification that you are requesting?

List any alternative accommodations that would also resolve the conflict between the company requirement, policy, or practice and your sincerely held belief.

Requester Signature: _____ Date: _____

Rev. 12202024HR

Return to Corporate HR at HR@espererholdings.com

ACCOMMODATION DECISION

Accommodations:

Approved as requested Approved but different from the original request Denied

Specify the accommodation provided.

If the approved accommodation differs from the original request, explain the reason for denying the initial request.

If an alternative accommodation was offered, indicate whether the employee:

accepted rejected

If rejected, state the basis for the employee's rejection.

If the accommodation is denied and no alternative accommodation was proposed, explain the reason for denying the request without an alternative accommodation.

Partners Personnel

New York Airborne Infectious Disease Exposure Prevention Plan

December 10, 2024

This Airborne Infectious Disease Exposure Prevention Plan (the “Plan”) is required under the New York Health and Essential Rights Act (NY HERO Act) and is intended to protect Partners Personnel employees against exposure and disease during an airborne infectious disease outbreak. The Plan applies to all Partners Personnel employees who work in New York and goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to public health. The Plan may be subject to additional requirements, including requirements arising from the declaration of a state of emergency due to an airborne infectious disease and applicable federal standards.

For questions about the Plan or how it is being implemented, please contact Corporate Human Resources at HR@Espererholdings.com.

Responsibilities

The Plan applies to employees at the following worksites: Any onsite workplace location in the state of New York.

The Plan will be enforced by HR Department, who can be contacted at HR@espererholdings.com.

Exposure Controls During a Designated Outbreak

Minimum Controls During an Outbreak

During an airborne infectious disease outbreak, the following minimum controls will be used in the worksite:

General Awareness. Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should:

- Maintain physical distancing;
- Exercise coughing/sneezing etiquette;
- Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
- Limit items they touch;
- Stop social etiquette behaviors such as hugging and hand shaking; and
- Wash hands properly and often.

Stay at Home Policy. If an employee develops symptoms of the infectious disease, the employee should not enter or remain in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.

Health Screening. Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees should self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the worksite and should contact a healthcare professional for instructions. The health screening will follow any guidance from NYSDOH and the CDC.

Face Coverings. Employees must wear appropriate face coverings in accordance with guidance from the NYSDOH or CDC, as applicable.

If all individuals on Partners Personnel premises are fully vaccinated (defined as having completed a federally authorized or approved vaccination series for an airborne infectious disease designated as a highly contagious communicable disease that presents a serious risk of harm to the public health, such as COVID-19, pursuant to the Commissioner of Health's designation). Appropriate face coverings are recommended, but not required, consistent with NYSDOH and CDC applicable guidance.

Physical Distancing. Physical distancing will be used, to the extent feasible, as advised by guidance from the NYSDOH or CDC, as applicable. In situations where prolonged close contact with other individuals is likely, employees should use the following control methods: Restricting or limiting customer or visitor entry, Limiting occupancy, Allowing only one person at a time inside small enclosed spaces with poor ventilation, Reconfiguring workspaces, Physical barriers, Signage, Floor markings, Telecommuting, Remote meetings, Preventing gatherings, Restricting travel, Creating new work shifts and/or staggering work hours, Adjusting break times and lunch periods, Delivering services remotely or through curbside pickup

Hand Hygiene. To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:

- Touching their eyes, nose, or mouth;
- Touching their mask;
- Entering and leaving a public place; and
- Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, employees should wash their hands rather than using hand sanitizer when their hands are soiled.

Cleaning and Disinfection. See Section V of the Plan.

Respiratory Etiquette. Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering their nose and mouth when sneezing, coughing, or yawning.

Special Accommodations for Individuals with Added Risk Factors. Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Employees should inform their supervisor or the human resources department if they fall within this group and need an accommodation.

Advanced Controls During an Outbreak

For activities where the minimum controls alone will not provide sufficient protection for employees, additional controls may be necessary. Partners Personnel will determine if the following are necessary:

Elimination. Partners Personnel may temporarily suspend or eliminate employees' unsafe activities where adequate controls could not provide sufficient protection for employees.

Engineering Controls. Partners Personnel may implement appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate employees from the infectious agent.

Subject to changes based on operations and circumstances surrounding the infectious disease, Partners Personnel may use the following engineering controls:

If fans are used in the facility arranging them so that air does not blow directly from one worker to another

Administrative Controls. Administrative controls are policies and work rules used to prevent exposure.

Subject to changes based on operations and circumstances surrounding the infectious disease, Partners Personnel may use the following administrative controls:

Training employees

Personal Protective Equipment (PPE). PPE are devices like eye protection, face shields, respirators, and gloves that protect the wearer from infection.

PPE will be provided at no cost to the employee and used and maintained in a sanitary and reliable condition. The PPE provided to an employee will be based on a hazard assessment for the worksite.

If/when PPE is required a member of the Partners Personnel team will advise as applicable.

Exposure Control Readiness, Maintenance, and Storage

Partners Personnel will obtain, properly store, and maintain PPE so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

Housekeeping During a Designated Outbreak

Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails will be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific worksite conditions. The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Partners Personnel will select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules will be followed during an infectious disease outbreak, to the extent practicable and appropriate, consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted, and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent so alternative methods and/or increased levels of protection may be needed.

Rather than dusting, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may reduce other workers’ exposures to the infectious agent. Best practice and CDC guidance dictates that housekeepers should wear respiratory protection.

If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

As feasible, liners will be used in trash containers. Partners Personnel will empty the containers often enough to prevent overfilling and avoid forcefully squeezing the air out of the trash bags before tying them as trash containers may contain soiled tissue or face coverings.

Infection Response During a Designated Outbreak

If an actual, or suspected, infectious disease case occurs at work, Partners Personnel will take the following actions:

- Instruct the sick individual to wear a face covering, leave the worksite, and follow NYSDOH/CDC guidance.

- Follow local and state authority guidance to inform impacted individuals.

Training and Information During a Designated Outbreak

Corporate Human Resources will verbally inform all employees of the existence and location of the Plan, the circumstances it can be activated, the infectious disease standard, Partners Personnel policies, and employee rights under the HERO Act.

Training is not required to be provided to any individuals working for staffing agencies, contractors, or subcontractors on behalf of Partners Personnel at any individual work site, as well as any individual delivering goods or transporting people at, to, or from the worksite on behalf of Partners Personnel, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer.

When the Plan is activated, all employees will receive training which will cover all elements of the Plan and the following topics:

1. The infectious agent and the disease(s) it can cause;
2. The signs and symptoms of the disease;
3. How the disease can be spread;
4. An explanation of the Plan;
5. The activities and locations at our worksite that may involve exposure to the infectious agent;
6. The use and limitations of exposure controls; and
7. A review of the standard, including employee rights provided under Labor Law, Section 218-B.

The training will be:

1. Provided at no cost to employees and take place during working hours. If training during normal work hours is not possible, employees will be compensated for the training time (with pay or time off);
2. Appropriate in content and vocabulary to employees' educational level, literacy, and preferred language; and
3. Verbally provided in person or through telephonic, electronic, or other means.

Plan Evaluations During a Designated Outbreak

Partners Personnel will review and revise the Plan periodically, upon activation of the plan, and as often as needed to keep up to date with current requirements.

Reporting of Any Violations and Retaliation Protections

Employees may report violations of the Plan to HR Department at HR@espererholdings.com. Employees may report a violation verbally or in writing, including through electronic communications. If in writing, Partners Personnel will maintain the notification record after the conclusion of the designation of a high-risk disease from the Commissioner of Health, or two years after the conclusion of the Governor’s emergency declaration of a high-risk disease.

Partners Personnel, or its agent, officer, or person acting as or on behalf of Partners Personnel, will not discriminate, threaten, retaliate against, or take adverse action against employees for exercising their rights under the Plan. This includes reporting conduct the employees reasonably believe in good faith violates the Plan or airborne infectious disease concerns to Partners Personnel, government agencies or officials or for refusing to work where employees reasonably believe in good faith that such work exposes them, other workers, or the public to an unreasonable risk of exposure, provided the employees, another employee, or representative has notified Partners Personnel verbally or in writing, including electronic communication, of the inconsistent working conditions and Partners Personnel fails to cure the condition or if Partners Personnel knew or should have known of the working conditions.

Definitions

Employee

The NY Hero Act defines an “employee” as any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and includes part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers, and other temporary and seasonal workers.

The term also includes individuals working for digital applications or platforms, staffing agencies, contractors, or subcontractors on behalf of an employer at any individual work site, as well as any individual delivering goods or transporting people at, to, or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.