



## Office Employee Handbook

# Section 8 Time Away From Work

### Family and Medical Leave

#### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For any incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, domestic partner, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies arising out of the fact that the employee's son, daughter, or parent is on active-duty or call to active-duty status as a member of the National Guard or Reserves in support of a contingency operation; or
- Up to a total of 26 workweeks during a "single 12-month period" to care for the employee's spouse, son, daughter, parent, or next of kin who is a covered servicemember with a serious injury or illness.

#### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or any incapacity due to pregnancy or due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

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## **Time Away From Work**

### **Family and Medical Leave (continued)**

#### **Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

#### **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Company's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### **Leave for Birth, Placement for Adoption or Foster Care**

If leave is requested for the birth of your child or the placement of a child for adoption or foster care, leave must be taken within 12 months after the birth or placement of the child. Leave must be taken all at once unless the Company otherwise agrees. If you and your spouse are both employed by the Company, you are entitled to a combined leave of up to 12 weeks in each calendar year for the birth, adoption, or placement of a child for foster care.

#### **Leave for Serious Health Condition of a Spouse, Parent, or Child**

Leave may be taken to care for a child, spouse or parent with a serious health condition. If leave is requested for such individuals, you must provide the Company with a Health Care Provider Certification Form which states that the individual has a serious health condition and that you are needed to care for the person. The medical leave may be taken all at once or in smaller increments when medically necessary.

#### **Leave for Serious Health Condition of Employee**

You may take leave in the event that you experience a "serious health condition" which makes you unable to perform your essential job functions. A serious health condition will generally occur when you receive inpatient care at a hospital, hospice or nursing home or receive outpatient care, which requires continuing treatment by a health care provider. You must provide the Company with a Health Care Provider Certification Form, to be completed by the treating physician that states you have a serious health condition.

Leave for serious health conditions may be taken on a partial or reduced leave schedule when medically necessary. If leave is required due to a work-related injury, the leave under this policy will be concurrent with Worker's Compensation benefits.

#### **Substitution of Paid Leave for Unpaid Leave**

Employees may choose or Tempco may require use of available paid leave while taking federal FMLA leave as permitted by law. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

#### **Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

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**Family and Medical Leave (continued)**

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Military Family Leave Entitlements**

Qualifying Exigency Leave. Eligible employees with a spouse, son, daughter, or parent on covered active-duty or called to covered active-duty status in the Armed Forces (including the National Guard or Reserves) may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Military Caregiver Leave. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a family member who is covered service member during a single 12-month period.

A covered service member is:

- A member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary retired list, for a serious injury or illness.
- A veteran who is undergoing medical treatment, recuperation or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy.

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## **Time Away From Work**

### **Military Family Leave Entitlements (continued)**

A serious injury or illness is:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the five years preceding the date of medical treatment, recuperation or therapy, a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) that manifested itself before or after the member became a veteran.

### **Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### **Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information: 1-866-4USWAGE (1-866-487-9243) TTY: 1-877-889-5627 WWW.WAGEHOUR.DOL.GOV

### **Disability Leave**

Employees with a disability, as defined by either Americans with Disabilities Act or the Illinois Human Rights Act, may be entitled to a leave of absence beyond what may be permitted under the Family and Medical Leave Act. A disability leave of absence will be granted when such leave will permit the employee the opportunity to either seek treatment or recuperate from an illness or injury to such an extent that will permit an employee to return to their assigned job within a reasonable period of time. Employees will be required to provide the Company with substantiation that such a leave is medically necessary as well as an opinion from their health care provider as to when the employee will be able to return to his or her job. Employees will be required to update such medical information upon the request of the Company. A disability leave may be denied when either the leave creates an undue hardship upon the Company or the leave is of such duration that it is indefinite in nature. In lieu of a disability leave, the Company reserves the right to temporarily transfer the employee to another position that the employee is medically qualified to perform.

### **Pregnancy and Parental Leave Policy**

Tempco recognizes that employees may need to be absent from work to care for or bond with a newborn child or a newly adopted or newly placed foster child (referred to as parental leave), or due to a pregnancy-related or childbirth-related condition (referred to as pregnancy leave). Tempco provides pregnancy and parental leaves of absence to all eligible employees in accordance with the Family and Medical Leave Act (FMLA), Pregnancy Discrimination Act (PDA), Pregnant Workers Fairness Act (PWFA), Americans with Disabilities Act (ADA), and any applicable state law.

### **Witness and Victims of Crime Leave**

Tempco acknowledges that, on occasion, employees may have an obligation to participate in a criminal legal proceeding as a witness under subpoena. If you are required to attend a criminal proceeding as a witness under subpoena, you must inform Human Resources or your supervisor as soon as possible to make arrangements for the unpaid leave of absence. Tempco reserves the right to require employees to provide proof of the need to attend the criminal proceedings.

### **Victims' Economic Security and Safety Leave**

Under Illinois Victims' Economic Security and Safety Act ("VESSA"), an employee who is a victim of domestic, sexual, or gender violence, or other crime of violence or who has a family or household member who is a victim of such violence may take unpaid leave from work as permitted by VESSA and this policy. This policy shall be interpreted and administered in accordance with the terms, conditions, and limitations as expressly set forth in VESSA.

An employee may seek unpaid leave under VESSA if the employee or employee's family or household member is experiencing an incident of domestic violence, sexual violence, gender violence, or any other crime of violence or to address such matters by:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence to the employee or the employee's family or household member;
2. Obtaining services from a victim services organization for the employee or the employee's family or household member;
3. Obtaining psychological or other counseling for the employee or the employee's family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic violence, sexual violence, gender violence, or any other crime of violence or ensure economic security;
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil, criminal, or military legal proceeding related to or derived from domestic violence, sexual violence, gender violence, or any other crime of violence;
6. Attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
7. Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
8. Grieving the death of a family or household member who is killed in a crime of violence.

Eligible employees may take up to a total of 12 workweeks of unpaid leave from work during any 12-month period for the purposes described in subparagraphs 1 through 5, above, subject to the limitations set forth in VESSA.

Eligible employees shall be entitled to use a cumulative total of not more than two workweeks (i.e., 10 workdays) of unpaid leave for the purposes described in subparagraphs 6 through 8, above, subject to the limitations provided for in VESSA, which must be completed within 60 days after the date on which the employee receives notice of the death of the victim. Leave taken for purposes described in subparagraphs 6 through 8, above, shall not otherwise limit or diminish the total amount of leave time an employee is entitled to take for the purposes described in subparagraphs 1 through 5, above.

VESSA leave may be taken consecutively, intermittently, or on a reduced leave schedule.

Employees should provide Tempco with at least 48 hours' advance notice of the employee's intention to take VESSA leave except in such cases where it is not practicable to provide such notice. Tempco may require certification that VESSA leave is being taken for one of the purposes permitted under VESSA.

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## Time Away From Work

### **Victims' Economic Security and Safety Leave (continued)**

Leave taken pursuant to the VESSA does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2601, et seq.). VESSA leave will run concurrently with FMLA leave when the reason for VESSA leave also qualifies as an FMLA qualifying event, such as a serious health condition.

All information provided by an employee to Tempco in seeking leave under VESSA will be retained by Tempco in the strictest confidence except to the extent if disclosure of such information is requested or consented to in writing by the employee or otherwise required by applicable federal or Illinois law.

Tempco will not discharge, discriminate, or retaliate against an employee who takes advantage of VESSA leave. Tempco will also not interfere with, restrain, or deny an employee's attempt to exercise any right under VESSA.

### **Personal Leave**

Under special circumstances where the employee does not have available leave under the FMLA or where the employee needs a leave of absence not related to the employee's own medical condition, Tempco may grant an unpaid leave of absence of up to thirty (30) days. Any employee requesting a personal leave of absence must submit the request in writing, to his or her supervisor, stating the reason for the leave. Whenever a leave is foreseeable, requests should be made at least thirty (30) days before the leave is expected to commence. If the nature of the leave requires that it begins within less than thirty (30) days, then the employee should notify his or her supervisor as soon as is practical.

Employees will not gain credit toward any other benefits (e.g., vacation time) during this period of unpaid leave. Employees may continue their group health insurance during the leave. During a personal leave, the employee will be responsible for paying the employee's portion of the insurance premium cost for each day of absence payable on a timely and weekly basis; otherwise, group health insurance benefits may be terminated. In the event an employee does not return from a personal leave, he or she will be liable for repayment for all premiums paid on their behalf for benefits while they were on leave.

In the event an employee is unable to return from leave within thirty (30) days, it is the employee's responsibility to submit a request for additional time with relevant documentation to Human Resources for evaluation.

Upon return from leave, the Company will attempt to return the employee to his or her former position or to a similar position.

However, the Company's need to fill a position may override its ability to hold a position open until the employee returns from leave. Therefore, the Company cannot guarantee that it will be able to return the employee to any position at the end of the leave.

Employees are required to return to work immediately upon completing the leave of absence as requested and approved. Any employee who fails to return to work will be considered to have abandoned his or her job, constituting voluntary resignation effective the last day of the granted leave of absence.

The employee will be required to exhaust any earned but unused vacation, plus any additional paid leave as permitted by law, during the period of personal leave.

**Paid Bereavement Leave**

If a death occurs in your immediate family, full-time employees with a minimum of ninety (90) days service will qualify for up to three (3) days off with pay to handle all of the necessary arrangements. This paid time-off under this bereavement policy is in addition to PTO time an employee may be eligible to use.

**THE TERM “IMMEDIATE FAMILY” INCLUDES AND IS LIMITED TO CURRENT SPOUSE, CURRENT DOMESTIC PARTNER, CHILDREN, STEPCHILDREN, PARENTS, STEPPARENTS, GRANDPARENTS, BROTHER, STEPBROTHER, SISTER, STEPSISTER, CURRENT FATHER-IN-LAW, AND CURRENT MOTHER-IN-LAW.**

You must request and obtain approval from the Human Resources Department for paid bereavement leave. Failure to comply with this procedure will disqualify you for bereavement benefit pay. Payment will not be made under this policy if the death occurs during your vacation, leave of absence, or layoff, or at a time when you receive holiday pay. Paid bereavement leave under this policy for the death of a covered family member will be required to be used concurrently with corresponding eligible leave taken pursuant to Illinois Family Bereavement Act.

Tempco reserves the right to request substantiation and verification for time away from work during paid bereavement leave.

**Unpaid Family Bereavement Leave**

Pursuant to the Illinois Family Bereavement Act, eligible employees shall be entitled to 10 work days of unpaid bereavement leave per calendar year for the death of a covered family member or for absences due to miscarriage, stillbirth, and other qualifying reasons if the employee meets the definition of an “Employee” as defined by Section 101(2) of the federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2601 et seq.). See FMLA leave policy contained within this Employee Handbook.

For purposes of this policy, “covered family member” means an employee’s child, stepchild, spouse, domestic partner (as defined by 820 ILCS § 154/5), sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent.

Leave related to the death of a covered family member may be taken to:

- Attend the funeral or alternative to a funeral of a covered family member.
- Make arrangement necessitated by the death of a covered family member.
- Grieve the death of a covered family member.

In addition to being able to take leave for due to a miscarriage or stillbirth, an employee may take leave under this policy due to other qualifying reasons including:

- An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure;
- A failed adoption match or an adoption that is not finalized because it is contested by another party;
- A failed surrogacy agreement; or
- A diagnosis that negatively impacts pregnancy or fertility.

Leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or other qualifying reason.

In the event of the death of more than one covered family member in a 12-month period, employees are eligible for a maximum of six weeks of bereavement leave for the death of covered family members during such 12-month period.

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## **Time Away From Work**

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### **Unpaid Family Bereavement Leave (continued)**

This leave does not create a right for employees to take unpaid bereavement leave that exceeds or is in addition to the leave allowed under the federal Family and Medical Leave Act.

Tempco reserves the right to request substantiation and verification for time away from work during unpaid bereavement leave under this policy.

Employees may substitute accrued and unused paid or unpaid leave for which the employee is eligible to use including family, medical, PTO, or other similar leave for any unpaid bereavement leave.

Employees are responsible for requesting bereavement leave from their supervisor or the Human Resources Department. Employees should give at least 48 hours' advance notice of the need for leave under this policy. If 48 hours' prior notice is not reasonable, employees should give as much advance notice to the Company as possible.

### **Child Extended Bereavement Act Leave**

Pursuant to the Illinois Child Extended Bereavement Leave Act, full-time employees who have been employed by Tempco for at least two weeks shall be entitled to use a maximum of 12 weeks of unpaid leave if the employee experiences the loss of a child by suicide or homicide. This policy shall be interpreted and administered in accordance with the terms, conditions, and limitations as expressly set forth in the Illinois Child Extended Bereavement Leave Act.

Such leave may be taken in a single continuous period or intermittently in increments of no less than four hours, but leave must be completed within one year after the employee notifies Tempco of the loss.

An employee who is be entitled to take paid or unpaid leave from employment, pursuant to federal, Illinois, or applicable local law, or an employment benefits program or plan may elect to substitute any period of such leave for an equivalent period of leave provided under the Illinois Child Extended Bereavement Leave Act. Leave under this policy does not extend the maximum period of leave to which an employee is entitled under the federal Family and Medical Leave Act of 1993 or under any other paid or unpaid leave provided under federal, Illinois, or applicable local law, or an employment benefits program or plan.

Tempco will not discharge, discriminate, or retaliate against an employee who takes advantage of leave available under the Illinois Child Extended Bereavement Leave Act. Tempco will also not interfere with, restrain, or deny an employee's attempt to exercise any right under the Illinois Child Extended Bereavement Leave Act.

### **Civil Air Patrol Leave**

Tempco recognizes that those employees who are members of the civil air patrol shall have up to 30 days of unpaid civil air patrol leave who perform civil air patrol missions. The employee shall provide Tempco at least 14 days' notice of the intended date upon which the civil air patrol leave will commence if leave will last five or more consecutive work days. When able, the employee shall consult with their supervisor to schedule the leave so as to not unduly disrupt the operations of Tempco's business. Employees taking civil air patrol leave for less than five consecutive days shall provide their supervisor as much advance notice as is practical. Tempco may require certification from the proper civil air patrol authority to verify the employee's eligibility for the civil air patrol leave requested.

**Election Judge Leave**

Tempco will grant any employee who is appointed as an election judge under Illinois law for the purpose of serving as a duly appointed election judge provided the employee provides Tempco at least 20 days' advance written notice. Tempco will not penalize an employee for such absence other than a deduction in wages for the time the employee is absent from work. Tempco will not require an employee to use earned vacation time or any form of paid leave time to serve as an election judge. Tempco reserves the right to restrict such leave to eligible employees if more than 10% of Tempco's employees would be absent under this leave policy on the same election day.

**Jury Service**

Full-time employees with a minimum of ninety (90) days service who are summoned to and participate in jury duty will receive eight (8) hours of regular Company pay for each day of service, for a period of up to two (2) weeks. You must notify your supervisor and the Human Resources Department if you are summoned to serve as a juror. In order to receive your regular weekly pay, any money paid to you for your services as a juror must be endorsed over to the Company.

**Witness Duty Leave**

Tempco recognizes that an employee who is a witness to a crime to be protected from an adverse employment action because of time lost from employment resulting from his or her attendance at a proceeding under subpoena issued in any criminal proceeding relative to the crime. An employee who loses time from work because he or she is a witness in a criminal proceeding, however, is not entitled to pay for time lost resulting from attendance at any proceeding.

**Volunteer Emergency Worker Leave**

Tempco recognizes that those employees who are a "volunteer emergency worker," as defined by 50 ILCS § 748/3, shall have the right to be absent from or late to work in order to respond to an emergency. An employee who is a volunteer emergency worker who may be absent from or late to work in order to respond to an emergency in the course of performing his or her duties as a volunteer emergency worker must make a reasonable effort to notify his or her supervisor or Tempco's Human Resources Department that he or she may be absent or late. Under such circumstances, Tempco may request the employee to provide it with a written statement from the supervisor or acting supervisor of the volunteer fire department or governmental entity that the volunteer emergency worker serves stating that the employee responded to an emergency and stating the time and date of the emergency. Tempco may charge, against the employee's pay, any time that an employee who is a volunteer emergency worker loses from employment because of the employee's response to an emergency in the course of performing his or her duties as a volunteer emergency worker.

**Voting**

Tempco recognizes an employee's civic responsibility for voting in state and federal general elections.

Employees who are eligible to vote may request up to two (2) hours off of work between the time of opening and closing of the voting polls, with pay provided that such leave time occurs during the employee's scheduled work time, when your work schedule would otherwise prohibit you from voting while the polls are open. Your request for time-off must be submitted in advance, and the Company reserves the right to schedule employee absence to vote in a manner that will minimize work disruptions.

## Time Away From Work

### Military Leave

Employees who are members of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard, Reserves, state militias, civil air patrol, or Public Health Service will be granted an unpaid Military Leave of Absence for military service, training or related obligations in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) or the Illinois Service Member Employment and Reemployment Rights Act (ISERRA), the Illinois Family Military Leave Act, and other applicable laws. You should provide advance notice to Tempco, and you should complete a Leave of Absence Request form to request military leave.

ISERRA provides the same protections as USERRA (i.e., reemployment, benefits and discrimination) but expands protections to the following persons:

- All members of the Armed Forces of the United States whether active duty or reserve including the National Guard when performing state duty.
- All members of Military Auxiliary Radio System, United States Coast Guard Reserve, Civil Air Patrol, and the Merchant Marines when performing official duties in support of an emergency.
- Members who are released from military duty with follow-on care by the Department of Defense.

Under the Illinois Family Military Leave Act (IFMLA), employees are entitled to take unpaid, job protected leave if they:

- Are either the spouse, parent, child or grandparent of a person called to military service lasting longer than 30 days; and
- Have worked for Tempco for at least 12 months, and for at least 1,250 hours in the last year.

Eligible employees may take up to 30 days of unpaid leave under the IFMLA during the time federal or State deployment orders are in effect, subject to the conditions set forth in the IFMLA. Employees taking IFMLA leave for less than five consecutive days must give notice of the need for such leave as is practicable. Employees taking IFMLA leave for more than five consecutive days must give notice of the need for such leave at least 14 days advance notice.

While on military leave you are permitted, but not required, to use accrued vacation during such leave. Upon reinstatement after military leave, you are entitled to any seniority-based benefits, such as vacation that you had accrued at the time your leave began, and those benefits that would have accrued if you had remained continuously employed.

At the conclusion of the Military Leave of Absence and upon satisfaction of certain statutory requirements and conditions, you will generally be returned to the same position that you held prior to taking the leave or to a position with like status, pay and benefits that you are qualified to perform. For additional information regarding this policy please contact the Human Resources Department.

### Family Military Leave

If you are a spouse, parent, child, or grandparent of anyone in the military, you are eligible for up to 30 days of unpaid leave during the time that federal or state deployment orders are in effect for the military member who qualifies for you for this leave. The number of days of leave provided under this policy because of the employee's spouse or child is called to military service will be reduced by the number of days of leave provided to the employee under the applicable provisions of the federal Family and Medical Leave Act because of any qualifying exigency arising out of the fact that the employee's spouse or child is on covered active duty in the Armed Forces. You will not be able to utilize leave under this policy unless you have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to you, except sick leave and disability leave.

**Annual Military Reserve Training**

In an effort to support your military reserve commitment, we will provide a leave of absence for regular full-time employees only for the term of the training program. Should your military obligation extend beyond this point, your employment status will not be affected. No compensation will be given during your absence.

**Discrimination and Retaliation Prohibited Related to Military Service**

Tempco prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US or state military. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment, or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US or state military. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

**School Conference and Activity Leave**

If you have been employed by Tempco for at least six consecutive months and work at least 20 hours per week, you may take a total of eight hours of unpaid leave during any school year to attend school conferences and classroom activities of your children if the conference or activity cannot be scheduled during non-working hours. No more than four hours of leave may be taken in any one day. You must use all available paid time off and other available leave (except sick and disability) for school visitation before being eligible for unpaid school visitation leave. Before arranging attendance at the conference or activity, an employee must provide the Company with a written request for leave at least seven days in advance of the time it will be taken; however, in emergency situations, no more than 24 hours' notice is required. Employees must consult with their supervisors to schedule the leave so as not to unduly disrupt the Company's operations. As a condition of being granted school visitation leave, employees must provide a verification statement (in accordance with and as defined by applicable Illinois law) from the school within two working days of the school visitation, if requested by the Company.

**Religious Leave**

In the event an employee requests time off from work due to religious beliefs, Tempco will consider the matter and its effect on the business. Tempco will make a reasonable accommodation for religious beliefs, which may include granting an unpaid leave of absence that does not pose an undue burden on Tempco's business.

**Blood Donation Leave**

A full-time employee, who has been employed by Tempco for at least 6 months may request up to 1 hour of paid leave to donate blood. Such eligible employees may request the 1 hour of paid leave once every 56 days.

If an employee's attempt to donate blood was unsuccessful as determined by the blood bank or collection facility, the employee will not forfeit the hour of paid leave. Any employee who has taken blood donation leave must provide Tempco verification of the employee's blood donation in the form of a written statement from a blood bank or other medical collection facility confirming the employee kept the blood donation appointment.