

**THE INFORMATION BELOW SUPPLEMENTS THE NATIONAL POLICIES CONTAINED IN
THE EMPLOYEE HANDBOOK FOR EMPLOYEES WHO WORK IN THE RELEVANT STATES**

FLORIDA SUPPLEMENT

I. LEAVE FOR DOMESTIC VIOLENCE

An employee who has worked for the Company for at least three (3) months may be granted up to three (3) days of unpaid leave in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence.

Leave may be used to:

- 1) Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence or sexual violence;
- 2) Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
- 3) 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 violence;
- 4) Make their home secure from the perpetrator or the domestic violence or to seek new housing to escape the perpetrator; or
- 5) Seek legal assistance in addressing issues arising from the act of domestic violence.

“Family or household member” means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of an employee or the employee’s family or household member, advance notice of 30 days of the need for leave is required. Sufficient documentation, such as a restraining order, police report, or order to appear in court, is also required. Requests for leave and documents in connection with this leave will be kept confidential to the extent permitted by law.

Employees may substitute available paid time off during unpaid leave taken under this policy.