

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

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## **HAWAII SUPPLEMENT**

### **I. LEAVE FOR DOMESTIC AND SEXUAL VIOLENCE**

Employees who have been employed by the Company for a period of at least six (6) months and who are victims of domestic or sexual violence, or whose minor is the victim of such violence, may take up to thirty (30) days of unpaid leave in any calendar year to: (1) seek medical attention for themselves or their minor child; (2) obtain services from a victim services organization; (3) obtain psychological or other counseling; (4) relocate temporarily or permanently; or (5) take legal action, including preparing for or participating in a legal proceeding.

Employees must provide the Company with reasonable notice of their intention to take the leave, unless providing that notice is not practicable due to imminent danger to the employee or the employee's minor child. Where an employee or the employee's minor is a victim of domestic or sexual violence and seeks leave for medical attention to recover from physical or psychological injury or disability caused by domestic or sexual violence, the Company may request that the employee provide a certificate from a health care provider estimating the number of leave days necessary and the estimated commencement and termination dates of leave required by the employee.

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

Prior to the employee's return, the Company may also request that the employee provide a medical certificate from the employee's attending health care provider attesting to the employee's condition (or the minor's condition) and approving the employee's return to work. No certification is required if leave taken for non-medical reasons is less than five (5) days. If the leave exceeds five (5) days per calendar year, one of the following types of certification must be provided:

- 1) A signed written statement from an employee, agent, or volunteer of a victim services organization, from the employee's attorney or advocate, from a minor child's attorney or advocate, or a medical or other professional from whom the employee or the employee's minor child has sought assistance related to the domestic or sexual violence; or
- 2) A police or court record related to the domestic or sexual violence.

If employees have any questions concerning this policy, they should contact Human Resources.