

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

---

## NORTH CAROLINA SUPPLEMENT

### I. SCHOOL VISITATION LEAVE

Employees will be granted four (4) hours per year of unpaid leave (to be taken at a mutually agreed upon time between the Company and the employee unless the Company advises the employee otherwise) to any employee who is a parent or guardian or standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved in that child's school (which includes a preschool or child care facility). The employee is required to schedule this time off with Human Resources as far in advance as practicable, but at least forty-eight (48) hours before the time desired for the leave. The Company may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave.









