

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

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## RHODE ISLAND SUPPLEMENT

### **I. SEXUAL HARASSMENT (ADDENDUM TO ANTI-DISCRIMINATION, NON-HARASSMENT & RETALIATION PREVENTION POLICY)**

While employees are encouraged to report claims internally, if an employee believes that they have been subjected to sexual harassment, the employee may file a formal complaint with the government agency or agencies set forth below. The name, address, and telephone numbers for internal reporting using the Company's internal complaint and investigation procedures are as follows:

Omega World Travel Human Resources Department  
3102 Omega Office Park Fairfax, VA 22031  
703-359-0200

Using the Company's complaint process does not prohibit an employee from filing a complaint with these agencies.

**Rhode Island Commission for Human Rights**  
180 Westminster St, 3rd Floor  
Providence, RI 02903-1918  
(401) 222-2661

**(Federal) Equal Employment Opportunity Commission (EEOC)**  
JFK Federal Building  
15 New Sudbury Street, Room 475  
Boston, MA 02203  
(617) 565-3200 (voice)

### **II. ACCOMMODATION OF PREGNANCY-RELATED AND MENOPAUSE-RELATED CONDITIONS**

In compliance with Rhode Island law, the Company will not discriminate against an employee in relation to pregnancy, childbirth, menopause and related conditions.

The Company will endeavor to provide reasonable accommodations for conditions related to pregnancy, childbirth, menopause or related conditions, unless the accommodation would pose an undue hardship on the Company's business. Such accommodations include, but are not limited to: more frequent or longer breaks; time off to recover from childbirth; acquisition or modification of equipment or seating; temporary transfer to a less strenuous or hazardous

position; job restructuring; light duty; assistance with manual labor; break time and private non-bathroom space for expressing breast milk; or modified work schedules.

The Company will not require an individual with a need related to pregnancy, childbirth, menopause or a related medical condition to accept an accommodation that the individual chooses not to accept. This includes, but is not limited to taking leave if another reasonable accommodation can be provided to an employee's condition related to the pregnancy, childbirth, menopause or a related medical condition.

The Company will not deny employment opportunities to an employee or prospective employee, if such denial is based on the Company's inability to reasonably accommodate an employee's or prospective employee's condition related to pregnancy, childbirth, menopause or a related medical condition.

If employees have any questions about or would like to request a reasonable accommodation pursuant to this policy, they should contact Human Resources.

## **II. RHODE ISLAND PAID SICK AND SAFE LEAVE**

**Eligibility.** This Company provides paid sick and safe leave time ("PSSL") to employees in Rhode Island. For employees whose primary place of work is in Rhode Island and are eligible for sick and safe leave under the general Paid Sick Leave policy and/or any other applicable sick time/leave law or ordinance, this policy applies solely to the extent it provides greater benefits/rights on any specific issue or issues than the general Paid Sick Leave policy and/or any other applicable sick time/leave law or ordinance.

Accrual. Employees begin accruing PSSL pursuant to this policy at the start of employment. Employees accrue one hour of PSSL for every thirty-five (35) hours worked and all hours paid by the Company while collecting paid time off benefits, including, but not limited to holiday pay, personal time, sick time and vacation time, up to a maximum of forty (40) hours per calendar year. Exempt employees are assumed to work forty (40) hours in each workweek unless their normal workweek is less than forty (40) hours, in which case PSSL accrues based upon that normal workweek. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

**Usage.** An employee may not use more than forty (40) hours of PSSL in a calendar year. Employees, other than temporary and seasonal employees, may begin using PSSL on the 90th calendar day of employment. Temporary Employees may begin using PSSL on the 180th calendar day of employment, unless otherwise permitted by the Company. Seasonal Employees may begin using PSSL on the 150th calendar day of employment, unless otherwise permitted by the Company. Paid sick leave may be used in 1-minute increments for non-exempt employees and in a minimum increment of 4-hours per day, provided such minimum increment is reasonable under the circumstances for exempt employees.

Employees may use PSSL for:

- 1) An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- 2) Care of an employee's family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;
- 3) Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's 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 their exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or
- 4) Time off needed when the employee or an employee's family member is a victim of domestic violence, sexual assault or stalking.

For purposes of this policy, family member includes: a child; parent (including a biological, foster, or adoptive parent, a stepparent, a legal guardian, or other person who stands in loco parentis to the employee or the employee's spouse or domestic partner when they were a child); spouse; parent-in-law, grandparent, grandchild, domestic partner, sibling, care recipient, or other member of the employee's household (person that resides at the same physical address as the employee or a person that is claimed as a dependent by the employee for federal income tax purposes).

An employee's use of PSSL will not be conditioned upon searching for or finding a replacement worker.

Unless the employee advises the Company otherwise, we will assume, subject to applicable law, that employees want to use available PSSL for absences for reasons set forth above and employees will be paid for such absences to the extent they have PSSL available.

**Notice & Documentation.** When the use of PSSL is foreseeable, employees are required to make a reasonable effort to schedule the use of PSSL in a manner that does not unduly disrupt the Company's operations. Requests to use PSSL may be made orally, in writing, or electronically (e.g., via email), and whenever possible, the request must include the expected duration of the employee's absence. When the use of PSSL is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their manager in advance of the use of PSSL. When the use of PSSL is not foreseeable, the employee is required to provide notice to their manager at least one (1) hour prior to the start of the employee's workday or as soon as possible under the circumstances.

For PSSL of more than three (3) consecutive work days, the Company requires reasonable

documentation that the PSSL has been used for a covered purpose. For reason #1 and #2 above, documentation signed by a health care professional indicating that PSSL is necessary is reasonable, but should not explain the nature of the employee's or a family member's health condition or the details of the domestic violence, sexual violence, abuse or stalking. For reason #4 above, any of the following types of documentation selected by the employee are reasonable:

- 1) 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 was for one of the purposes in reason #4 above.
- 2) A police report indicating that the employee or employee's family member was a victim of domestic violence, sexual assault, or stalking;
- 3) A court document indicating that the employee or employee's family member is involved in legal action related to domestic violence, sexual assault, or stalking; or
- 4) A signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization or is involved in legal action related to domestic violence, sexual assault, or stalking.

An employee is not required to provide documentation to the Company if it would result in an unreasonable burden or expense, or exceed privacy or verification requirements otherwise established by law.

PSSL may not be used as an excuse to be late for work without an authorized purpose. If an employee is committing fraud or abuse by engaging in an activity that is not consistent with allowable purposes for PSSL, the employee will be disciplined, up to and including termination of employment for misuse of PSSL.

If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, the Company may discipline the employee for misuse of PSSL, unless the employee provides reasonable documentation that the PSSL has been used for a purpose listed above.

Employees must provide written documentation for an employee's use of PSSL that occurs within two (2) weeks prior to an employee's final scheduled day of work before termination of employment.

**Payment.** PSSL will be paid at the same hourly rate and with the same benefits, including health care benefits, as the employee normally earns during hours worked, but no less than the applicable minimum wage. Use of PSSL is not considered hours worked for purposes of calculating overtime.

**Carryover & Payout.** An employee may carry over accrued, unused PSSL to the following calendar year. Unused PSSL will not be paid at separation.

**Enforcement & Retaliation.** Retaliation or discrimination against an employee who requests PSSL or uses PSSL, or both, is prohibited, and employees may file a complaint with the Rhode

Island Department of Labor and Training against an employer who retaliates or discriminates against the employee.

Questions about rights and responsibilities under the law can be answered by Human Resources.

### **III. PAID TEMPORARY CAREGIVER INSURANCE BENEFITS & LEAVE**

An employee may be eligible for up to seven (7) weeks (increases to eight (8) weeks effective January 1, 2026) of caregiver leave and temporary caregiver benefits within any 52-week period to care for a seriously ill child, spouse, domestic partner, parent, parent-in-law, or grandparent or to bond with a newborn child, new adopted child, or new foster-care child. Additionally, effective January 1, 2026, an employee may receive caregiver leave and temporary caregiver benefits to participate as a bone marrow transplant donor or a living organ donor with such caregiver leave and temporary caregiver benefits available to cover time needed for any procedures, medical tests, and surgeries related to the donation, including no more than five (5) business days of recovery from a bone marrow transplant or no more than thirty (30) business days recovery from a living organ donor transplant. Temporary caregiver benefits are available through the Rhode Island "Temporary Caregiver Insurance" ("TCI") program, which is administered by the Rhode Island Department of Labor and Training ("DLT"). Temporary caregiver benefits only are available to an employee exercising their right to take a leave while covered by the TCI program. These benefits are financed solely through employee contributions to the TCI program. That program is solely responsible for determining if an employee is eligible for such benefits.

An employee may be eligible for temporary caregiver benefits for any week in which they are unable to perform their regular and customary work because they are (1) bonding with a newborn child or a child newly placed for adoption or foster care with the employee or domestic partner (available during the first twelve (12) months of parenting only); (2) caring for a child, a parent, parent-in-law, grandparent, spouse, or domestic partner, who has a serious health condition, subject to a waiting period; or, effective January 1, 2026, (3) participating as a bone marrow transplant donor or a living organ donor.

Employees may use accrued paid time off during any eligibility waiting period.

An employee must file a written intent with the Company with a minimum of thirty (30) days' notice prior to commencement of the caregiver leave. Failure by the employee to provide the written intent may result in delay or reduction in the claimant's benefits, except in the event the time of the leave is unforeseeable or the time of the leave changes for unforeseeable circumstances.

An individual who exercises their right to leave covered by the temporary caregiver insurance program must file a certificate form with the DLT containing all information required by the DLT. For leave for reason of caring for a seriously ill family member, an employee must file a certificate with the DLT that must contain:

- 1) A diagnosis and diagnostic code prescribed in the international classification of diseases, or where no diagnosis has yet been obtained, a detailed statement of symptoms;
- 2) The date if known, on which the condition commenced;
- 3) The probable duration of the condition;
- 4) An estimate of the amount of time that the licensed qualified health care provider believes the employee is needed to care for the family member;
- 5) A statement that the serious health condition warrants the participation of the employee to provide care for the employee's family member. "Warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, arranging third-party care for the family member as well as directly providing, or participating in the medical and physical care of the patient; and
- 6) A certificate filed to establish medical eligibility of the serious health condition of the employee's family member will be made by the family member's treating licensed qualified health care provider.

In the case of a parent, or persons who are *in loco parentis* caring for the serious health condition of a foster care child, the employee must submit all required information, with a written request to the department of children, youth and families for the release of medical information by the child's treating licensed qualified health care provider. The department of children, youth and families will transmit the requested medical information, pending all properly submitted forms, to the DLT, within ten (10) business days of request. In the absence of the requested transmitted medical information by the department of children, youth and families within ten (10) business days, the employee may request the licensed qualified healthcare provider to directly transmit the medical eligibility of the serious health condition to the DLT.

Any employee who exercises their right to leave covered by temporary caregiver insurance will, upon the expiration of that leave, be entitled to be restored by the Company to the position held by the employee when the leave commenced, or to a position with equivalent seniority, status, employment benefits, pay, and other terms and conditions of employment including fringe benefits and service credits that the employee had been entitled to at the commencement of leave.

During any caregiver leave taken pursuant to this policy, the Company will maintain any existing health benefits of the employee in force for the duration of the leave as if the employee had continued in employment continuously from the date the employee commenced the leave until the date the caregiver benefits terminate; provided, however, that the employee will continue to pay any employee shares of the cost of health benefits as required prior to the commencement of the caregiver benefits.

The Company may require an employee who is entitled to leave under the FMLA and/or the RIPFLA, who exercises their right to benefits under the temporary caregiver insurance program, to take any temporary caregiver benefits received, concurrently, with any leave taken pursuant to the FMLA and/or RIPFLA.

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

#### **IV. SCHOOL INVOLVEMENT LEAVE**

Full-time employees who have worked an average of at least thirty (30) hours per week and have been employed with the Company for twelve (12) consecutive months may take up to ten (10) hours of unpaid leave during any 12-month period for attendance at school conferences or other school-related activities for a child of whom the employee is the parent, foster parent, or guardian. Employees generally must provide twenty-four (24) hours prior notice of the need for leave under this policy.

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

#### **V. RHODE ISLAND PARENTAL AND FAMILY LEAVE (ADDENDUM TO FMLA POLICY)**

Like the Family and Medical Leave Act ("FMLA") Policy described elsewhere in this Handbook, the Rhode Island Parental and Family Leave Act ("RIPFLA") may require employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, any leave taken will be counted under both laws at the same time. This policy will be interpreted to comply with the law(s) that apply to a particular leave. This policy provides employees information concerning any RIPFLA entitlements and obligations that differ from the FMLA entitlements and obligations that are set forth elsewhere in this handbook. If employees have any questions concerning RIPFLA leave, they should contact Human Resources.

**Eligibility.** RIPFLA leave is available to "RIPFLA eligible employees." To be a RIPFLA eligible employee, an employee must have been employed:

- 1) For at least twelve (12) consecutive months;
- 2) On a full-time basis for an average of thirty (30) or more hours per week; and
- 3) By an employer that has fifty (50) or more employees.

**Basic Family and Medical Leave Entitlement.** The FMLA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons. The RIPFLA provides eligible employees up to thirteen (13) consecutive workweeks of unpaid leave for certain parental and family reasons during a 24-month period. The twelve (12) month FMLA period and the 24-month RIPFLA period is determined based on a rolling period measured backwards from the date the employee's leave will be taken.

In addition to the entitlements outlined in the FMLA policy, under the RIPFLA, leave also may be taken to care for the employee's parent-in-law who has a serious health condition. Unlike FMLA, RIPFLA does not cover leave for certain qualifying exigencies or to care for the employee's child after placement for foster care.

**Spouses Employed by the Same Company.** Unlike the FMLA, which provides that spouses

employed by the same Company are limited to a combined total of twelve (12) workweeks in a 12-month period if the leave is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition, no such limitation applies to RIPFLA.

**Intermittent Leave and Reduced Leave Schedules.** Unlike the FMLA, which entitles employees to take FMLA leave intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours the employee works each workday) when medically necessary due to a serious health condition of the employee or covered family member, no such entitlement exists under the RIPFLA.

**Restoration of Employment and Benefits.** As with FMLA leave, at the end of RIPFLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under the RIPFLA.

## VI. RHODE ISLAND WHISTLEBLOWER PROTECTIONS

The Company will not discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment:

- 1) Because the employee, or a person acting on behalf of the employee, reports or is about to report to a public body, verbally or in writing, a violation which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the law of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false;
- 2) Because an employee is requested by a public body to participate in an investigation, hearing, or inquiry held by that public body, or a court action;
- 3) Because an employee refuses to violate or assist in violating federal, state or local law, rule or regulation; or
- 4) Because the employee reports verbally or in writing to the Company or to the employee's supervisor a violation, which the employee knows or reasonably believes has occurred or is about to occur, of a law or regulation or rule promulgated under the laws of this state, a political subdivision of this state, or the United States, unless the employee knows or has reason to know that the report is false. Provided, that if the report is verbally made, the employee must establish by clear and convincing evidence that the report was made.

Employees who wish to make a report in accordance with (4) above, should contact Human Resources. Additionally, employees with questions regarding this policy or who believe this policy have been violated in any way should contact Human Resources.