

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

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## **WASHINGTON SUPPLEMENT**

### **I. PREGNANCY ACCOMMODATIONS**

In compliance with Washington law, the Company will not discriminate against an employee in relation to pregnancy and pregnancy-related health conditions, including the need to express breast milk. The Company will endeavor to provide reasonable accommodations for conditions related to pregnancy and pregnancy-related health conditions, unless the accommodation would pose an undue hardship on the Company's program, enterprise or business. Reasonable accommodations include: (i) providing more frequent, longer, or flexible restroom breaks; (ii) modifying a no food or drink policy; (iii) job restructuring, part-time or modified work schedules, reassignment to a vacant position, or acquiring or modifying equipment, devices, or an employee's work station; (iv) providing seating or allowing the employee to sit more frequently if the employee's job requires the employee to stand; (v) providing for a temporary transfer to a less strenuous or less hazardous position; (vi) providing assistance with manual labor and limits on lifting; (vii) scheduling flexibility for prenatal visits; (viii) providing reasonable break time for an employee to express breast milk for two years after the child's birth each time the employee has need to express the milk and providing a private location, other than a bathroom, if such a location exists at the Company's place of business or worksite, which may be used by the employee to express breast milk (if the business location does not have a space for the employee to express milk, the Company shall work with the employee to identify a convenient location and work schedule to accommodate their needs); and (ix) any further pregnancy accommodation an employee may request, and to which the Company must give reasonable consideration in consultation with information provided on pregnancy accommodation by the Washington Department of Labor and Industries or the attending health care provider of the employee. The Company may request that the employee provide a written certification from the employee's treating health care professional regarding the need for reasonable accommodation except for accommodations listed in (i), (ii), (iv) and (viii) above, limits on lifting over 17 pounds or where otherwise restricted by applicable law. The Company is not required to create additional employment that the Company would not otherwise have created or discharge any employee, transfer any employee with more seniority or promote any employee who is not qualified to perform the job, unless the Company does so or would do so for other classes of employees who need accommodation.

The Company will not take adverse action against an employee who requests, declines, or uses an accommodation under this policy. Further, the Company will not deny employment opportunities to an otherwise qualified employee or prospective employee, if such denial is based on the Company's need to reasonably accommodate an employee's or prospective employee's condition related to pregnancy, childbirth, or a related medical condition. Additionally, the Company will not require an employee to take leave if another reasonable

accommodation can be provided for the employee's pregnancy and pregnancy-related health conditions.

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

## **II. BREAKS & MEAL PERIODS (FOR NON-EXEMPT EMPLOYEES)**

**Rest Breaks.** Non-exempt employees who work at least four (4) hours per workday are allowed to take one (1) 10-minute rest break for every four (4) hours worked. For example, if an employee works four (4) or more hours, but not more than eight (8) hours in a workday, the employee is required to take one (1) 10-minute rest break during the first four hours of the shift. If an employee works eight (8) hours or more, but no more than twelve (12) hours in a day, the employee is required to take two (2) 10-minute rest breaks, and so on.

Rest breaks should be taken as close to the middle of each work period of four hours as is practical but in no event shall employees work more than three (3) consecutive hours in a four-hour work period without a rest break. Employees must take their rest breaks; and are prohibited from working during their rest breaks. Employees are paid for all rest break periods and do not need to clock out when taking a rest break.

Rest breaks may not be combined with each other or with the meal period. In addition, rest breaks may not be taken at the beginning or end of the workday to arrive late or leave early. Unless otherwise instructed, rest breaks are self-directed and unscheduled, and may be taken as time allows on either a continuous or intermittent basis (e.g., two to three "mini" breaks totaling ten (10) minutes). Examples of "mini" rest breaks are personal phone calls, eating a snack, having a cup of coffee, personal conversations, smoke breaks, and whenever an employee has the opportunity to take a break for a few minutes or more during a shift. It is a mandatory job duty for employees to advise Human Resources if they feel they do not have adequate opportunity for rest breaks, if they miss a rest break, or if they feel pressured to skip their rest breaks, so they can be properly compensated.

**Meal Periods.** Non-exempt employees who work more than five (5) consecutive hours in a workday are provided an unpaid, off-duty and uninterrupted meal period of at least thirty (30) minutes which must start no earlier than two (2) hours, but not more than five (5) hours after the start of their shift. For example, if an employee starts their day at 10:00 a.m., the first meal period must start no earlier than 12:00 p.m. and no later than 3:00 p.m. Thereafter, a meal period of at least thirty (30) minutes is required for each five consecutive hours worked during the workday. For example, if an employee starts their day at 10:00 a.m., and takes their first meal period between 2:30 p.m. and 3:00 p.m., the employee must start a second meal period no later than 8:00 p.m. – i.e., within 5 hours after the end of their first meal period.

Employees working three (3) or more hours longer than their normal workday will be allowed one thirty (30) minute meal period prior to or during the extended portion of their shift. For purposes of this requirement, a normal workday is the shift an employee is regularly scheduled

to work.

Employees are responsible for scheduling their own meal periods, but should discuss strategies and plans for ensuring their meal periods with their supervisor(s) as needed. When scheduling meal periods, employees should try to anticipate their workflow and deadlines, but must take their meal periods in accordance with the above timing requirements, and in no event should an employee work more than five (5) consecutive hours without a meal period (unless the meal period is voluntarily waived). During a meal period, employees are relieved of all duties and should not work during this time. When taking a meal period, employees should completely stop working for at least thirty continuous (30) minutes. Employees are prohibited from working "off the clock" during their meal period.

Those employees who use a time clock must clock out for their meal periods. Employees are required to clock back in and promptly return to work at the end of any meal period. Employees who record their time manually must accurately record their meal periods by recording the beginning and end of each work period. Employees must immediately notify Human Resources if they believe that they are prevented by the nature of their work from taking a timely and/or complete meal period so that they can be properly compensated.

If any employee's meal period is interrupted due to the employee performing a task, upon completion of the task, the meal period will be continued until the employee has received thirty (30) minutes total of mealtime (with the entire meal period being paid and reported as hours worked, and the time spent performing the task not being considered part of the meal period). Employees must immediately notify Human Resources if they had their meal period interrupted so that they can be properly compensated and paid for their time.

**Meal Period Waiver.** Non-exempt employees are encouraged to take their meal periods. However, with the company's permission, employees may be allowed to voluntarily waive their meal periods, and if they wish to do so on a standing basis, should complete a form documenting the same. Employees who execute a standing waiver can revoke this waiver at any time, either on a one-off or continuing basis. See Human Resources to obtain this waiver form. [Employees who do not waive their meal periods on a standing basis may also be allowed to waive their meal periods on a one-off, situational basis. For example, an employee who has ten (10) minutes left on their shift when they are approaching the five (5) continuous hours of work threshold (and would otherwise be required to take a full thirty (30) minute meal period), may want to waive their meal period on a one-off basis, rather than clock out for a full thirty (30) minutes, only to return to work for the remaining ten (10) minutes left in their shift.]

**No Working During Rest Breaks and Meal Periods.** Non-exempt employees are completely relieved of all work duties and responsibilities during their rest breaks and meal periods. Where practicable, rest breaks and meal periods should be taken outside employees' work areas, such as in a break room. Employees may leave the premises during meal periods, but may not leave the premises during rest periods. Employees should not visit or socialize with employees who are working while taking their rest break or meal period. Employees are required to notify Human Resources immediately if they believe they are being pressured or

coerced by any manager, supervisor, or other employee to forego any portion of a rest break or meal period and/or to not report any missed, interrupted, or non-compliant rest breaks or meal periods.

### **III. WASHINGTON PAID SICK LEAVE**

**Eligibility.** The Company provides paid sick leave to non-exempt employees who work in Washington. For non-exempt employees who work in Washington who are eligible for sick 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 paid sick leave pursuant to this policy at the start of employment. Employees accrue one (1) hour for every forty (40) hours worked. For purposes of this policy, the calendar year is the consecutive 12-month period beginning January 1st and ending on December 31st.

**Usage.** Employees may use paid sick leave beginning on the 90th calendar day after the commencement of their employment. Paid sick leave may be used in 1-minute increments.

Employees may use paid sick leave for the following reasons:

- 1) An absence resulting from an employee's mental or physical illness, injury, or health condition; to accommodate the employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care;
- 2) To allow the employee to provide care for a 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; or care for a family member who needs preventive medical care;
- 3) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an employee's child's school or place of care has been closed for such a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government;
- 4) To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member; or
- 5) An absence resulting from the employee or the employee's family member being the victim of domestic violence, sexual assault or stalking, including absences to seek law enforcement assistance or participate in legal proceeding, seek treatment from a health care provider, obtain services from a social services agency assisting such victims, to obtain mental health counseling, or to participate in safety planning, relocation for safety reasons, or other actions to increase the safety from future incidents of domestic violence, sexual assault, or stalking, or that otherwise qualifies under the Domestic Violence Leave Act (collectively referred to in this policy as "domestic violence").

For purposes of this policy, family member includes: a child, including a biological, adopted, foster child, stepchild, a child's spouse or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; a parent, including a biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling; or any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. For purposes of absences related to domestic violence, family member also includes any person with whom the employee has a dating relationship.

An employee's use of paid sick leave 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 paid sick leave for absences for reasons set forth above and employees will be paid for such absences to the extent they have paid sick leave available.

The Company may withhold payment of paid sick leave hours where an employee is demonstrated to have used paid sick leave for an uncovered purpose, however, their available paid sick leave hours will not be deducted.

Employees will be notified of their available paid sick leave on each itemized wage statement.

**Notice & Documentation.** Employees are required to give reasonable notice of an absence from work. Employees should make a reasonable effort to schedule the use of paid sick leave in a manner that does not unduly disrupt the Company's operations. Requests to use paid sick leave 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 paid sick leave is foreseeable, the employee is required to make a good faith effort to provide notice of the need for such time to their manager at least 10 days in advance of the use of the paid sick leave or as soon as practicable. Further, employees must give advance oral or written notice to the employee's supervisor as soon as possible for the foreseeable use of paid sick leave to address domestic violence issues involving the employee or the employee's family member. When the use of paid sick time is not foreseeable, the employee is required to provide notice to their manager as soon as possible before the start of the employee's workday or as soon as practicable under the circumstances. In the event it is impracticable for an employee to provide notice, a person may provide notice on the employee's behalf. In the case of an unforeseen absence related to domestic violence; however, oral or written notice must be provided no later than the end of the first work day that the employee takes such leave, if possible.

For paid sick leave of more than three (3) consecutive work days or any parts thereof, the

Company requires documentation verifying that an employee's use of paid sick leave is for an authorized purpose. Documentation must be provided within a reasonable time period during or after the leave. Documentation provided to the Company 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. Employees have the right to assert that the verification requirement results in an unreasonable burden or expenses on the employee. If an employee anticipates that the requirement will result in an unreasonable burden or expense, the employee may provide an oral or written explanation to their manager which asserts that the employee's use of paid sick leave was for a covered purpose and how the verification requirement creates an unreasonable burden or expense on the employee. For purposes of fulfilling a request for verification for leave taken under reason (4) above, an employee may submit: (a) documentation that the employee or the employee's family member is involved in a qualifying immigration proceeding from any of the following persons from whom the employee or employee's family member sought assistance in addressing the proceeding: an advocate for immigrants or refugees, an attorney, a member of the clergy, or other professional; or (b) an employee's written statement that the employee or the employee's family member is involved in a qualifying immigration proceeding and that the leave taken was for one of the purposes described in reason (4) above. The documentation or written statement must not disclose any personally identifiable information about a person's immigration status or underlying immigration protection.

**Payment.** Paid sick leave will be paid at the same hourly rate the employee earns from the employee's employment at the time the employee uses such time, but no less than the applicable minimum wage, unless otherwise required by applicable law. Use of paid sick leave is not considered hours worked for purposes of calculating overtime.

**Carryover & Payout.** An employee may carry over up to forty (40) hours of accrued, unused paid sick leave to the following calendar year. Unused paid sick leave will not be paid at separation.

**Enforcement & Retaliation.** Any retaliation or discrimination against an employee for the lawful exercise of paid sick leave rights is prohibited, and employees may file a complaint with the Washington State Department of Labor & Industries against an employer who retaliates or discriminates against the employee. Employees may contact the Department Online: [www.Lni.wa.gov/WorkplaceRights](http://www.Lni.wa.gov/WorkplaceRights); Call: 1-866-219-7321, toll-free; Visit: [www.Lni.wa.gov/Offices](http://www.Lni.wa.gov/Offices); or Email: [ESgeneral@Lni.wa.gov](mailto:ESgeneral@Lni.wa.gov).

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

#### **IV. PREGNANCY/CHILDBIRTH LEAVE**

Female employees are eligible to take unpaid leave for the actual period of time that they are sick or temporarily disabled because of pregnancy, childbirth, or related medical conditions. Any female employees wishing to request leave because of a pregnancy-related disability must

provide appropriate medical certification.

During this leave, the employee may use any applicable paid time off benefits that the employee has available to cover some or all of the absence. Otherwise, the leave will be unpaid. Group health and other benefits will be handled in the same manner as for any other similar pregnancy or non-pregnancy related absence.

This leave is available regardless of whether the employee qualifies for leave under the Company's Family & Medical Leave policy. This leave does not count towards an employee's leave entitlement, if any, under the Washington State Paid Family and Medical Leave (PFML, but FMLA leave will run concurrently with this leave.

If the employee takes this leave only for the actual period of disability, as certified by the employee's health care provider, then the employee ordinarily will be allowed to return from this leave to the same job the employee held when the leave began, or to a similar job of at least the same pay. Exceptions to this general rule will be made only if the Company has a business necessity to do otherwise.

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

## **V. LEAVE FOR DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING OR HATE CRIMES**

An employee who (personally, or whose family member) is a victim of domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime may take reasonable unpaid leave from work, intermittent leave, or leave on a reduced leave schedule, to:

- 1) Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime;
- 2) Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, stalking, or, effective January 1, 2026, hate crime or to attend to health care treatment for a victim who is the employee's family member;
- 3) Obtain or assist a family member in obtaining services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime;
- 4) Obtain or assist a family member in obtaining mental health counseling related to domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime, in which the employee or the employee's family member was a victim of domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime; or
- 5) Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or employee's family members from future domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime.

For purposes of this policy, "family member" means a child, spouse, parent, parent-in-law,

grandparent, or person with whom an employee has a dating relationship.

Employees may substitute available paid time off during unpaid leave taken under this policy, but this substitution does not extend the length of the leave.

Employees wishing to take leave pursuant to this policy must give advance notice of 10 days to Human Resources. When advance notice cannot be given because of an emergency or unforeseeable circumstances due to domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime, the employee or the employee's designee must give notice no later than the end of the first day that the employee takes such leave. The Company may require verification of the need for leave.

Victims of domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime may also request safety accommodations such as:

- Transfers;
- Reassignments;
- Modified schedules;
- Changed work telephone numbers and email addresses;
- Changed workstations;
- Locks installed;
- Additional safety features; or
- Any other adjustments to job structures, workplace facilities, or work requirements in response to actual or threatened domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime.

Please direct safety accommodation requests to Human Resources. The Company will make a reasonable safety accommodation requested by an individual who is the victim of domestic violence, sexual assault, stalking or, effective January 1, 2026, hate crime, unless doing so would impose an undue hardship on the operation of the business. If the requested accommodation would impose an undue hardship on the business, the Company will engage in an interactive dialogue with the employee to identify other possible accommodations, if any, that will help to maintain a safe workplace and reserves the right to offer its own accommodation to the extent permitted by law. The Company may require verification of the need for accommodation.

The Company will not tolerate retaliation against any employee who attempts to exercise rights under applicable law.

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

## **VI. WASHINGTON PAID FAMILY AND MEDICAL LEAVE ("PFML")**

### **Eligibility Requirements**

Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) are eligible to apply for paid medical leave or paid family leave (collectively "PFML").

“Qualifying period” means the first four of the last five completed calendar quarters or, if eligibility is not established, the last four completed calendar quarters immediately preceding the application for PFML. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year. All paid work over the course of the year counts toward the 820 hours, including part-time, seasonal, and temporary work.

## **Entitlement**

PFML is available to eligible employees for up to twelve (12) weeks within any 52 consecutive week period:

- (a) To participate in providing care, including physical or psychological care, for the employee’s family member (child, grandchild, grandparent, parent, sibling, spouse, child’s spouse, state registered domestic partner of an employee, or any individual who regularly resides in the employee’s home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care) with a serious health condition;
- (b) To bond with the employee’s child after the child’s birth or after the placement of a child under the age of eighteen (18) with the employee;
- (c) Because of any qualifying military exigency as permitted under the federal Family and Medical Leave Act (“FMLA”) for the employee’s family member (child, grandchild, grandparent, parent, sibling, spouse, child’s spouse, or state registered domestic partner of an employee);
- (d) Because of an employee’s own serious health condition; or
- (e) During the seven (7) calendar days following the death of a family member for whom the employee (1) would have qualified for medical leave for the birth of their child, or (2) would have qualified for family leave to bond with the employee’s child.

For purposes of the above, unless the context clearly requires otherwise: (i) the term “child” includes biological, adopted, or foster child, a stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status; and; (ii) the term “parent” includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse or state registered domestic partner, or an individual who stood in loco parentis to an employee when the employee was a child.

Qualifying military exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration briefings.

If an employee faces multiple events in a year, the employee may be eligible to receive up to sixteen (16) weeks, and up to eighteen (18) weeks if the employee experiences a serious health condition during pregnancy that results in incapacity.

Leave to care for the employee’s child after birth, or placement for adoption or foster care must be taken within one (1) year of the child’s birth or placement. Leave for any other reason

must be taken within one (1) year of the date of which the employee filed an application for the benefits.

These benefits are financed through both employee and employer contributions to the PFML program. The program is administered by the Washington Employment Security Department (ESD). The total premium is an annually established percentage of gross wages, not including tips, up to the Social Security cap. Employers can either pay the full premium or withhold a portion of the premium from their employees. Employers who choose to withhold premiums from their employees may withhold up to an annually established percentage limit of the total premium. The employer is responsible for paying the remainder. Businesses with fewer than 50 Washington employees are exempt from the employer portion of the premium but must still collect or opt to pay the employee portion of the premium. The Company will calculate and withhold premiums from employees' paychecks and send both employees' shares and the Company's share, if applicable, to ESD on a quarterly basis.

While on PFML, employees are entitled to partial wage replacement at a portion of their average weekly pay. There is a waiting period of up to seven consecutive calendar days of leave, but employees may use any paid time off (including vacation leave, personal leave, medical leave, sick leave, compensatory leave, or any other paid leave offered under the Company's established policy) to receive compensation during that waiting period. No waiting period is required where leave is for medical leave for the birth parent taken upon the birth of a child, family leave for bonding after the child's birth or placement or for a military exigency. A waiting period will not count reduce the maximum duration of an employee's available paid family or medical leave. If an employee's average weekly wage is 50% or less of the state average weekly wage, the employee's weekly benefit is 90% of the employee's average weekly wage. If the employee's average weekly rate is greater than 50% of the state average weekly wage, the employee's weekly benefit is the sum of: (i) 90% of 50% of the state average weekly wage; and (ii) 50% of the employee's average weekly wage that is greater than 50% of the state average weekly wage. The maximum weekly benefit for PFML is adjusted effective January 1st of each year as determined by the state based on 90% of the state's average weekly wage. The minimum weekly benefit will be \$100 per week, except if the employees' average weekly wage at the time of PFML is less than \$100 per week, the weekly benefit will be the employee's full wage. Employees will be paid benefits directly by ESD rather than the Company.

In any week in which an employee is eligible to receive benefits under Title 50 (unemployment compensation) or certain provisions of Title 51 (industrial insurance) of the Revised Code of Washington, or any other applicable federal unemployment compensation, industrial insurance, or disability insurance laws, the employee is disqualified from receiving PFML.

### **Definition of a Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves: (i) inpatient care in a hospital, hospice, or residential medical care facility; or (ii) continuing treatment by a health care provider. Subject to certain conditions, the continuing treatment requirement may include, but is not limited to: (A) a period of incapacity of more

than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition; (B) any period of incapacity due to pregnancy, or for prenatal care; (C) any period of incapacity or treatment for such incapacity due to a chronic serious health condition; (D) a period of incapacity which is permanent or long term due to a condition for which treatment may not be effective; or (E) any period of absence to receive multiple treatments, including any period of recovery from the treatments, by a healthcare provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for: (I) restorative surgery after an accident or other injury; or (II) a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer, severe arthritis, or kidney disease.

### **Use of PFML**

An employee does not need to use this PFML entitlement in one block. PFML can be taken intermittently in minimum increments of eight (8) (four (4) effective January 1, 2026) consecutive hours in a week. PFML taken on an intermittent basis will not result in a reduction of the total amount of PFML to which an employee is entitled beyond the amount of PFML actually taken.

### **Employee Notice to the Company**

An employee must provide the Company at least thirty (30) days' written notice before PFML is to begin if the need for PFML is foreseeable based on an expected birth, placement of a child, or planned medical treatment for a serious health condition. An employee must provide the Company written notice as soon as is practicable when thirty (30) days' notice is not possible, such as because of a lack of knowledge of approximately when PFML will be required to begin, a change in circumstances, or a medical emergency. An employee must provide the Company written notice as soon as is practicable for foreseeable PFML due to a qualifying military exigency, regardless of how far in advance such PFML is foreseeable. When the need for PFML is not foreseeable, an employee must provide written notice to the Company as soon as is practicable under the facts and circumstances of the particular situation. If the employee is unable to provide notice personally, written notice may be given by another responsible party, such as the employee's spouse, neighbor, or coworker.

An employee must provide written notice to make the Company aware that the employee may need PFML. The notice must contain at least the anticipated timing and duration of the PFML. Written notice includes, but is not limited to, handwritten or typed notices, and all forms of written electronic communications such as text messages and email.

Whether PFML is to be continuous or is to be taken intermittently or on a reduced schedule basis, written notice need only be given one time, but the employee must inform the Company as soon as is practicable if dates of the scheduled PFML change, are extended, or were initially unknown.

### **Filing Claims with the ESD**

An employee may apply for PFML benefits by: (a) using the ESD online services; (b) contacting the PFML customer care center by telephone; or (c) alternate methods authorized by ESD.

When an employee submits an application for PFML benefits, the employee must provide information sufficient for ESD to determine eligibility for benefits. This information includes, but is not limited to, information identifying the employee, the type and anticipated duration of PFML, as well as certification or documentation to validate the qualifying event. If an employee is in a claim year and has need for successive periods of benefits for the same qualifying event beyond what was originally approved, the employee must update the application. If an employee experiences a new qualifying event during a claim year, the employee must reopen the claim and provide additional information required by ESD before benefits can be paid. Any time an employee applies for PFML benefits, the application must be supported by documentation or certification as required by applicable law. For example, when PFML is taken because of an employee's own serious health condition or the serious health condition of a family member, certification from a health care provider will be required. However, an employee does not need to obtain certification during the six-week postnatal period.

The ESD is solely responsible for determining if an employee is eligible for benefits.

### **Supplemental Benefits During PFML**

OPTION 1: The Company does not offer supplemental benefits to employees who are receiving PFML.

OPTION 2: The Company offers the following supplemental benefits to employees who are receiving PFML: paid sick leave, paid vacation leave and other benefits as applicable. Employees may elect to use these benefits to supplement the employee's PFML benefits up to a combined maximum of the employee's regular pay for each workweek or pay period.

To be eligible to receive the supplemental benefits under Company policy, employees must apply for all statutory or voluntary sources of wage replacement benefits available under any applicable state or local law, including without limitation PFML.

The benefits provided under this policy are coordinated with any wage replacement benefits provided under any statutory or voluntary source of wage replacement benefits so that a qualifying employee may not receive more than 100% of their base compensation at any time.

Employees will be required to provide documentation of their receipt of payment under an applicable wage replacement program in order to receive any supplemental benefits under this policy.

### **Job Benefits and Protection**

Until December 31, 2025, employees' eligibility for health insurance benefits while using PFML depends upon the terms of the insurance plan and/or the employees' use of FMLA, if applicable. If employees are eligible to maintain their health coverage during PFML leave, employees who contribute to the cost of their health insurance must continue to pay their portion of the premium cost while on PFML. Beginning January 1, 2026, subject to

certain exceptions noted below, the Company will maintain any existing health benefits of the employee in force for the duration of PFML as if the employee had continued to work from the date the employee commenced PFML until the date the employee returns to employment. If the Company and employee share the cost of the existing health benefits, the employee remains responsible for the employee's share of the cost. Exceptions to this general continuation entitlement include, if the employee: (a) is not employed by the Company at the time of filing an application for PFML benefits; (b) is not entitled to job protection as noted below; or (c) did not timely exercise the right to employment protections under PFML.

Employees who return from PFML generally will be restored to a same or equivalent job if:

- Until December 31, 2025: they work for an employer with 50 or more employees, have worked for this employer for at least 12 months, and have worked 1,250 hours in the 12 months before taking PFML (about 24 hours per week, on average).
- Beginning January 1, 2026, until December 31, 2026: they work for an employer with 25 or more employees and began employment with this employer at least 180 calendar days before taking the leave.
- Beginning January 1, 2027, until December 31, 2027: they work for an employer with 15 or more employees and began employment with this employer at least 180 calendar days before taking the leave.
- Beginning January 1, 2028: they work for an employer with 8 or more employees and began employment with this employer at least 180 calendar days before taking the leave.

Otherwise, employees taking PFML are not guaranteed job reinstatement unless they qualify for such reinstatement under federal and/or state leave laws or other applicable laws.

The use of PFML cannot result in the loss of any employment benefits that accrued prior to the start of an employee's PFML.

Beginning January 1, 2026, the above-mentioned job protection applies to any period of unpaid leave protected by the federal FMLA where employees are eligible for PFML benefits but did not apply for and receive those benefits, excluding unpaid sick leave or temporary disability taken for pregnancy or childbirth or as an accommodation.

Beginning January 1, 2026, to be eligible for the above-mentioned job protections, employees must exercise their right to reinstatement on the first scheduled workday after their continuous or combined intermittent leave. For any period of leave that exceeds either two workweeks of continuous leave or 14 workdays of combined intermittent leave, the Company will provide the employee with at least five (5) days' written notice of their first scheduled workday, as well as the estimated expiration of the employee's restoration rights.

Beginning January 1, 2026, except by written agreement between the Company and employee or between the Company and an employee bargaining unit, an employee forfeits the right to employment restoration if, after receiving at least 5 business days advance written notice from the Company regarding the estimated expiration of the right of employment restoration and the date of the employee's first scheduled work day, the employee does not exercise it

upon the earlier of: (i) The first scheduled work day following the period of leave; or (ii) The first scheduled work day following a continuous period of, or combined intermittent periods of a total of, 16 typical workweeks of leave taken during a period of 52 consecutive calendar weeks, except this period is extended to 18 typical workweeks of leave taken during a period of 52 consecutive calendar weeks if any of the leave was taken as a result of a serious health condition with a pregnancy resulting in incapacity.

### **FMLA Concurrent with PFML**

Any leave that the State of Washington grants to an employee for PFML will run concurrently with the federal FMLA, if applicable, with the exception of any leave for sickness or temporary disability because of pregnancy or childbirth, which is in addition to leave under PFML. Please see the "Family and Medical Leave" policy for eligibility requirements under the federal FMLA.

### **Questions and/or Complaints about PFML**

Employers are prohibited from discriminating or retaliating against an employee for requesting or taking PFML.

For more information on PFML, employees may go to [www.paidleave.wa.gov](http://www.paidleave.wa.gov) or speak with Human Resources.