



ESSENTIAL SOFTWARE INC

Washington D.C. Supplement



Effective as of January 1, 2025

ABOUT THIS Washington D.C. SUPPLEMENT

Essential Software Inc. (ESI) is committed to workplace policies and practices that comply with federal, state and local laws. The additional information in the Washington D.C. Supplement applies only to ESI's employees physically located there. It is intended as a resource containing specific provisions derived under Washington D.C. law that apply to our Washington D.C. staff.

It should be read together with the complete ESI National Full-Time Employee Handbook and, to the extent that the policies in the Washington D.C. Supplement are different from or more generous than those in the ESI National Full-Time Employee Handbook, the policies in the Washington D.C. Supplement will apply.

If employees have any questions about these policies, please contact ESI Human Resources at HR@essential-soft.com.

Paid Family Leave Benefit: District government employees who accrue annual or universal leave and experience a qualifying event are eligible to take leave under the Paid Family Leave (PFL) program. An employee would not be eligible/could be denied leave if he or she fails to meet the qualifying events; fails to provide the necessary supporting documentation or has used 8 workweeks of PFL that commenced in the last 12 months.