	Department: Human Resources		
	Business Line/s: ALL		
	Origination Date:	10/18/2021	Version Date: 05/27/2022
New Jersey Family Leave Act (NJFLA)			
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Purpose/Scope:

Employees based in New Jersey may be eligible for family leave under either the Federal Family and Medical Leave Act (FMLA) or the New Jersey Family Leave Act (NJFLA), or both. The following provides a brief description of your NJFLA rights and obligations. Also refer to the Family and Medical Leave policy and/or NJ SAFE Act policy if applicable.

Policy:

Leave Entitlement

To be eligible for NJFLA, employees must work for a company or organization with 30 or more employees worldwide, and have been employed by the company for at least 1 year (and have worked at least 1,000 hours in the past 12 months), employees generally can take up to 12 weeks, of job-protected leave during any 24-month period. The 24-month period will be calculated by using a rolling basis method which is measured backward from the start date of any qualifying leave.


NJFLA may be taken for one of the following reasons:

- To care for or bond with a child, placement for adoption or foster care (including a child born through a gestational carrier agreement), as long as the leave begins within 1 year of the child's birth or placement for adoption or foster care;
- To care for a family member with a serious health condition (including a diagnosis of COVID-19), or who has been isolated or quarantined because of suspected exposure to a communicable disease (including COVID-19) during a state of emergency; or
- To provide required care or treatment for a child during a state of emergency if their school or place of care is closed by order of a public official due to an epidemic of a communicable disease (including COVID-19) or other public health emergency.

In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:

- Requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
- Prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or

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- Results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

Whenever permissible by law, the Company will run FMLA leave concurrently with NJFLA, and any other leave provided under state or local law.

Employees may not engage in other full-time employment during the term of the leave, unless such employment commenced prior to the leave and is not otherwise prohibited by law. During the term of family leave an employee may commence part-time employment which shall not exceed half the regularly scheduled hours worked for the employer from whom the employee requested leave. An employee may continue part-time employment which commenced prior to the employee's leave, at the same number of hours that the employee was regularly scheduled prior to such leave.

Wage Payment and Contributions

New Jersey Family Leave Insurance (NJFLI) is a partial wage-replacement program. NJFLI can partially replace wages of workers who need to care for a seriously ill or injured family member, or bond with a newborn, newly adopted or newly placed foster child for up to 12 weeks.

To qualify for Family Leave Insurance, you must have worked 20 weeks earning at least \$220 weekly, or have earned a combined total of \$11,000 in those four quarters (the base year). This program is separate from NJFLA and eligibility is determined separately. Employees may be eligible for NJFLI and not NJFLA.


Payroll contributions from employees finance this program. Family leave insurance coverage under the state plan will require contributions to be deducted from employee wages. Family Leave Insurance benefits are funded by a payroll contribution of each worker's taxable wages. The taxable wage base changes January 1st each year.

Employees receiving NJFLI will not be required to use their available Paid Time Off (PTO). If the employee chooses to use their available PTO it will not reduce any eligible benefit under family leave insurance. Employees may only supplement available PTO to make them whole and cannot receive more than their regular weekly wage each week. Employees may also opt to not apply for benefits under NJFLI. In that case the employee will be required to use their available PTO per the FMLA policy unless otherwise prohibited under applicable law.

Continuation of Health Insurance

The Company will continue to provide for and contribute to your employment-related health insurance benefits, if any, at the level and under the conditions coverage would have been provided if you had continued working continuously for the duration of such leave. Employees are expected to also continue making their benefit payments during the leave.

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Job Protection

Family Leave Insurance is a wage replacement program and does not provide job protection. However, during the period in which an employee is receiving these benefits, their job may be protected under the federal Family and Medical Leave Act (FMLA), New Jersey Family Leave Act (NJFLA), or the New Jersey Security and Financial Empowerment Act (SAFE). The Company will not retaliate against any employee for requesting or receiving family leave insurance benefits

Generally, if you take leave under FMLA and/or NJFLA you must be restored to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit and seniority as of the date of leave.

Definitions:

Company: Erickson Senior Living, its managed communities and its affiliates located in New Jersey.

FMLA: Family and Medical Leave Act

ADA: Americans with Disabilities Act

Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Family member: Means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to the employee or with whom the employee has a close association that is the equivalent of a family relationship.

Child: Means a biological, adopted, or foster child, stepchild or legal ward of a parent of any age. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier) is included in this definition.


Parent: Means biological parent, adoptive parent, step-parent, parent-in-law, or legal guardian having a "parent-child relationship" with a child or having sole or joint legal or physical custody, care, guardianship, or visitation with a child.

Procedure:

Notice and Applying for Benefits

The employee must notify the Company at least 30 days' in advance when the need for leave is foreseeable.

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The online application process through the state may be started up to 60 days' in advance and it will be saved as a draft. Once your leave begins, you must return to your draft (within 14 days' of the start of your leave) to certify and submit your application. If applying after your leave begins, you have 30 days' from your first day of leave to file your application.

An employee requesting intermittent leave under the NJFLA (whether to care for a family member with a serious health condition or to bond with a new born child or placement for adoption/foster care) must provide not less than 15 days' advance notice from the first day of the intermittent leave unless an emergency or other unforeseen circumstance precludes prior notice. The employee must make a reasonable effort to schedule the leave so as to not unduly disrupt the operations of the Company. The employee must, if possible, provide the Company the regular schedule of the days or days of the week on which intermittent leave will be taken prior to the commencement of the intermittent leave.

Under NJFLA, in the case of leave taken due to an epidemic of a communicable disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of the communicable disease, the leave may be taken intermittently if: (1) the covered individual provides the Company with prior notice of the leave as soon as practicable; and (2) the employee makes a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the Company and, if possible, provide the Company, prior to the commencement of the intermittent leave, with a regular schedule of the day or days of the week on which the intermittent leave will be taken.

Training/Education:


Education regarding this policy and procedure will be completed with appropriate personnel as needed. Ongoing training and education will be provided on an as needed basis, as determined by the employee's direct supervisor / manager.

Auditing/Monitoring/Review:

Internal policies and procedures will be reviewed by the stated Review Date, revised on an as needed basis, and monitored as appropriate. Any variances related to non-compliance with this policy will be identified and reported to the department head. Additional reporting, including reporting to leadership of a community or the management company, will occur as appropriate or as required. The investigation of significant events will follow the applicable performance improvement process to help prevent their recurrence.

Responsible Parties:

Owner(s): Human Resources Operations

	Department: Human Resources		
	Business Line/s: ALL		
	Origination Date:	08/23/2010	Version Date: 01/11/2022
Family and Medical Leave (FMLA)			
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Purpose/Scope:

Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act (FMLA). Whenever permissible by law, the Company will run FMLA leave concurrently with any other leave provided under state or local law. The following provides a brief description of your FMLA rights and obligations.

Employees Eligible for Leave:

To be eligible for FMLA leave, employees must: (1) have been employed at least 12 months with the Company (which need not be consecutive); (2) have been employed by the Company for at least 1,250 hours of service during the 12 months immediately preceding commencement of the leave; and (3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Policy:

Basic FMLA Leave Entitlement

Eligible employees may receive up to twelve (12) workweeks of FMLA leave during a 12-month period. The Company will calculate the 12-month period by using a rolling 12-month period measured backward from the start date of any FMLA qualifying leave. Thus, when a leave is requested, the Company will look back in the relevant time period to determine the amount of available leave as of the date the leave is to begin.

Employees on an approved leave may not engage in self-employment or work another job for the company or any other employer/entity during their approved leave period without prior authorization from Human Resources.


Leave may be taken for one of the following reasons:

- **To care for the employee's child after birth, placement for adoption, or foster care:** An employee's entitlement to FMLA leave for birth and bonding expires 12 months after the date of birth. Both mothers and fathers have the same right to take FMLA leave for the birth of a child. Birth and bonding leave must be taken as a continuous block of leave unless the employer agrees to allow intermittent leave.

Under adoption circumstances FMLA leave may be taken before the actual placement or adoption of a child if an absence for work is required for the placement for adoption or foster care to proceed. For example, the employee may be entitled to FMLA leave to attend counseling sessions, appear in court, consult with his/her attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption before the actual date of placement. FMLA leave to bond with a child after placement must be taken as a continuous block of leave unless the employer agrees to allow intermittent leave or unless allowed by any other state or local laws. An employee's entitlement to FMLA leave for the placement of a child for adoption or foster care expires 12 months after placement.

Eligible Spouses that work for the same Company are limited to a combined total of 12 workweeks of leave in a 12-month period for the birth of a son or daughter and bonding with the newborn child or for the placement of a son or daughter with the employee for adoption or foster

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care and bonding with the newly-placed child. Combined limitation may also apply with the respect to care for a covered service member.

- **To care for the employee's spouse, son, daughter or parent** who has a serious health condition.
- For the **employee's own serious health condition** (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty or has been notified of an impending call or order to covered active duty status in the Reserve component of the Armed Forces for deployment to a foreign country in support of a contingency operation or Regular Armed Forces for deployment to a foreign country . Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the military member when the deployment of the military member necessitates a change in the existing child care arrangement; attending certain military ceremonies and briefings; taking leave to spend time with a military member on Rest and Recuperation leave during deployment; or making financial or legal arrangements to address a covered military member's absence; or certain activities related to care of the parent of the military member while the military member is on covered active duty. An employee may take qualifying exigency leave for the deployment of a son or daughter of any age.

Additional Military Family Leave Entitlement Under The FMLA (Injured Servicemember Leave)

Under the FMLA, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember is entitled to take up 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. FMLA leave to care for a servicemember shall only be available during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

Employer's Responsibilities

The Company will inform an employee requesting FMLA whether they are eligible under FMLA. If the employee is eligible, the Company will notify the employee of any additional information and/or documentation required as well as the employee's rights and responsibilities.


If the Company determines that the leave is not FMLA-protected, it will notify the employee and provide a reason for ineligibility and notify of any other leave types that they may be eligible for.

The Company will inform an employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA entitlement.

Employee's Responsibilities

Consistent with the Company's policy regarding all types of leave, the following conduct is strictly prohibited in relation to FMLA leave:

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- Engaging in fraud, misrepresentation or providing false information to the Company or any health care provider
- Engaging in other employment, self-employment, or otherwise working for pay during the leave, without prior written approval from Human Resources
- Failure to comply with the employee's obligations under this Policy
- Failure to timely return from leave

Employees who engage in conduct described above will be subject to loss of benefits, denial or termination of leave, and corrective action, up to and including termination.

Definitions:

Company: Erickson Senior Living LLC, its managed communities and its affiliates.

Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Spouse: Husband or wife as defined or recognized under the law of the state where the employee entered into the marriage, including "common law" marriages and same-sex marriages. This definition includes marriages validly entered into outside of the United States if they could have been entered into in at least one U.S. state.

Parent: Means biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child.

Son or Daughter: Son or daughter means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either up to age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time the leave is to commence.


In Loco Parentis: The FMLA regulations define in loco parentis as including those with the day-to-day responsibilities to care for or financially support a child. Depending on circumstances, employees who have no biological or legal relationship with a child may, nonetheless, stand in loco parentis to the child and be entitled to FMLA leave. Similarly, depending on circumstances, an employee may take leave to care for someone who, although having no legal or biological relationship to the employee when the employee was a child, stood in loco parentis to the employee when the employee was a child.

Procedure:

Required Employee Notice Concerning Need for Leave

To trigger FMLA leave protections, employees must inform their supervisor/manager and/or Human Resource Department of the need for FMLA--qualifying leave and the anticipated timing and duration of the leave, if known. Calling in "sick," without providing the reasons for the needed leave will not be

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considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company’s questions to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for leave, the leave may be denied.

Employees must provide 30 days’ advance notice of the need to take leave when the need is foreseeable. When 30 days’ notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days’ notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have leave delayed or denied. Employees must also follow the Company’s usual and customary notice and procedural requirements when requesting FMLA leave, absent unusual circumstances, including providing written notice of the employee’s need for leave. If employees fail to comply with these requirements, and no unusual circumstances justify the failure to comply, FMLA leave may be delayed or denied. Additionally, when planning medical treatment, you must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company’s operations.

Required Certifications to Support Leave Requests

Employees requesting leave because of their own, or a family member’s serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days’ notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year. Whenever the Company requests employees to provide medical certifications, employees must provide the requested certifications within 15 calendar days after the Company’s request, unless it is not practicable to do so despite an employee’s diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company’s expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

For employees seeking leave due to qualifying exigencies of a covered military members, the Company may require employees to provide: 1) a copy of the covered military member’s active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member’s active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested.

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. In all cases, the Company may request recertification of a medical condition every six months in connection with an employee’s

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absence. The Company also may request certification in less than 30 days, or before the minimum duration of the condition has elapsed, if: a) employees request extensions of leaves; b) circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications, etc.); or c) the Company receives information casting doubt upon an employee's stated reason for the absence or the continuing validity of a certification.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to any request for medical information under this policy. "Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Intermittent Leave and Reduced Leave Schedules

Employees may be entitled to take leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

Benefits During Leave

During FMLA, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA is unpaid, employees must pay their portion of the group health premium either by prearranged payroll deductions, payments while on leave or payroll deductions upon return. If an employee does not return to work within 30 calendar days at the end of the leave period (unless the employee cannot return to work because of a serious health condition or other circumstances beyond his/her control) the employee will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during the employee's unpaid FMLA leave.

Use of Accrued Paid Time Off During Leave

The Company will require that the employee use accrued Paid Time Off, including Vacation, ELB, Personal/Sick Leave concurrently with an approved qualified FMLA leave where pay is not being provided by a third party vendor. The employee may retain 40 hours of Vacation rather than exhausting all Vacation during the FMLA leave. If you have Short Term Disability benefits, you have the option of using

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Your employer is subject to the **Family Leave Insurance** provisions of the New Jersey Temporary Disability Benefits Law

New Jersey law provides up to 6 weeks of family leave insurance benefits. Beginning July 1, 2020, the law will allow up to 12 weeks of continuous family leave or 56 days of intermittent leave. Employees who are covered by family leave insurance can apply for benefits to:

- bond with a child within 12 months of the child's birth or placement by adoption or foster care. The applicant, or the applicant's spouse or domestic or civil union partner, must be the child's biological, adoptive or foster parent, unless a surrogate carried the child.
- care for a family member with a serious health condition. Supporting documentation from a health care provider is mandatory.
- care for a victim of domestic violence or a sexually violent offence or for a victim's family member.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to the employee or with whom the employee has a close association that is the equivalent of a family relationship.

"Child" means a biological, adopted, or foster child, stepchild or legal ward of a parent. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier) is included in this definition.

State Family Leave Insurance Plan ("state plan")

You can get program information and an application for family leave benefits (form FL-1) online at myleavebenefits.nj.gov, by phone at 609-292-7060, or by mail: Division of Family Leave Insurance, P.O. Box 387, Trenton, NJ 08625-0387.

New mothers who receive temporary disability benefits through the state plan for their pregnancy will get instructions on how to file for family leave benefits after the child is born.

Private Family Leave Insurance Plan ("private plan")

An employer may provide family leave insurance through a private insurance carrier, if this Division approves the plan. If your employer has an approved private plan, your employer must provide information about coverage and provide the forms to apply for benefits.

Who pays for Family Leave Insurance?

Payroll contributions from employees finance this program. Family leave insurance coverage under the state plan will require contributions to be deducted from employee wages. The deductions must be noted on the employee's pay envelope, paycheck, or on some other form of notice. In 2018, the taxable wage base for family leave insurance benefits is the same as the taxable wage base for unemployment and temporary disability insurance.

Enforced by: NJ Department of Labor and Workforce Development
Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387

This and other required employer posters are available free online at nj.gov/labor, or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.



Department: Human Resources

Business Line/s: ALL

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Family and Medical Leave (FMLA)

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your Paid Time Off to supplement your disability benefits. Employees receiving Workers' Compensation benefits may not supplement their pay with Paid Time Off. The use of accrued Paid Time Off during FMLA leave does not extend the length of such leave and shall run concurrently with an employee's FMLA leave entitlement. However, seniority and Paid Time Off will not accrue during any such leave. Employees will retain any benefits you had earned, including seniority, prior to the beginning of your leave. In addition, employees may be eligible for compensation, such as temporary disability benefits, family leave benefits or workers' compensation benefits. Any compensation or leave taken in connection with any other policy/plan shall run concurrently with any FMLA leave entitlement.

Reinstatement Following Leave

Upon reinstatement from a family and medical leave of absence, employees will be reinstated to their original or to an equivalent position, with equivalent pay, benefits and other terms of employment.

Unless notified that such certification is not necessary, and employee returning to work following FMLA leave must provide the Company medical certification confirming that the employee is able to return to work and able to perform the essential functions of the employee's position, with or without reasonable accommodation. The Company may delay and/or deny job reinstatement until the employee provides a return to work certification.

Questions and/or Complaints about FMLA Leave

If employees have questions regarding this policy, please contact Human Resources. The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain, or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their rights have been violated, they should contact the Human Resources Department immediately. The Company will investigate any complaints and take prompt and appropriate remedial action to address and/or remedy any violation.

Training/Education:

Education regarding this policy and procedure will be completed with appropriate personnel as needed. Ongoing training and education will be provided on an as needed basis, as determined by the employee's direct supervisor / manager.


Auditing/Monitoring/Review:

Internal policies and procedures will be reviewed by the stated Review Date, revised on an as needed basis, and monitored as appropriate. Any variances related to non-compliance with this policy will be identified and reported to the department head. Additional reporting, including reporting to leadership of a community or the management company, will occur as appropriate or as required. The investigation of significant events will follow the applicable performance improvement process to help prevent their recurrence.

Responsible Parties:

Owner(s): Human Resources Operations

Policies are guidelines for operational and clinical management provided for consistent practice, recognizing that other approaches may be acceptable. Clinical Policies should not be considered standards of practice.

	Department: Human Resources		
	Business Line/s: ALL		
	Origination Date:	11/27/2012	Version Date: 01/10/2022
Attendance			
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Purpose/Scope:

To provide a method to monitor employee attendance to maintain efficient operations. This attendance policy applies to all Company employees.

Policy:

Based on employment status and years of service, employees are provided with the benefit of accrued Paid Time Off. Employees are required to seek appropriate departmental approval prior to scheduling and using accrued Paid Time Off. It is recognized that there are occasions when absences are unexpected, and all employees may encounter unplanned sickness or emergency situations; however, misuse of the benefit will result in corrective action up to and including termination of employment. Based on the recognized attendance patterns and needs of the employee population as a whole, the following guidelines and procedures have been instituted. Supervisors will exercise the primary management level responsibility of monitoring employee attendance. Excessive absences or lateness has a negative impact on everyone and supervisors will manage attendance according to the procedures below.

Definitions:

Company: Erickson Senior Living LLC, its managed communities and its affiliates.

State or Local Sick Leave: State or Local Sick Leave is defined as an employee's accrued sick leave balance which is required under specific, applicable state or local law.


Company Sick Leave: In states which do not have a specific law on State and Local Sick Leave, then Company Sick Leave is defined as an employee's accrued personal/sick day leave balance which is granted by the Company without a specific state or local law.

Procedure:

Supervisors are responsible for administering the attendance standards and procedures outlined below:

1. **Unscheduled Absence.** An unscheduled absence is defined as not reporting to work on a scheduled work day without at least 48 hours of advance notice. It will also be considered an unscheduled absence when an employee is on an unapproved leave of absence, which occurs when the process for requesting a leave of absence is not followed or the leave of absence request has been denied. A leave of absence request can be defined as a request for Family and Medical Leave Act (FMLA) leave, ADA Accommodation of Leave, or a Personal Leave of Absence. When you are unable to schedule an absence 48 hours in advance, it is important to notify your supervisor or designated contact person as soon as possible before the start of your regularly-scheduled shift. Unless department policy indicates otherwise, calls to other employees, calls from someone other than the employee (unless the employee is unable to call due to severe illness, injury or some other emergency situation), or the leaving of messages does not fulfill the employee's advance notification responsibility. Employees who fail to notify their supervisor in a timely manner of their unplanned absence may be subject to corrective action, up to and including termination of employment.

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	Business Line/s: ALL		
	Origination Date:	11/27/2012	Version Date: 01/10/2022
Attendance			
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- a. Occurrences will not be counted as unscheduled absences when State or Local Sick Leave is used for an entire scheduled shift, when due to work-related injuries, jury duty, bereavement leave, legally required appearance as a court witness, military leave, hospitalization, approved FMLA leave or other approved or legally required leaves. Official documentation may be required depending on the reason for the absence and length of time absent. Employees are still expected to give reasonable advance notice in these situations when possible.
 - i. State or Local Sick Leave used in less than half day increments, as defined in the Paid Time Off policies, will be counted as half an occurrence for the time not covered by State or Local Sick Leave.
 - b. Occurrences may be counted as an unscheduled absence when an employee i) either has no more State/Local or Company Sick Leave accrued or if the employee has only Company Sick Leave accrued, and ii) failed to give required advance notice.
 - c. Employees are required to maintain contact with their supervisor for any period of absence beyond one day, unless the employee has provided a doctor's certification covering a specified period. Frequency of contact between employee and supervisor will be decided upon by mutual agreement.
2. Absences Without Notice. Employees who fail to report to work when scheduled and who do not call (No Call/No Show) will be subject to corrective action at the discretion of the supervisor. A second No Call/No Show offense may result in immediate termination of employment. Employees who walk off the job without authorization are subject to termination for job abandonment.
 3. Lateness and Leaving Early. Lateness is defined as arriving at your workstation after your scheduled start time. Leaving early is defined as departing from your workstation before your scheduled end time. Lateness and leaving early will be included in attendance calculations on a two-to-one ratio, meaning two occasions of lateness and/or leaving early are equivalent to one unscheduled absence. A pattern of lateness and/or leaving early may result in corrective action up to and including termination of employment.
 4. Corrective Action. When an employee is absent on consecutive work days for the same reason, the absences are counted as one unscheduled absence towards the calculation used in determining the need for corrective action. If an employee is on an unapproved leave of absence, each day they are out will be counted as a separate unscheduled absence.

Unscheduled absences may or may not be used in determining the need for corrective action, depending on the employee's pattern of attendance. The number of unscheduled absences resulting in corrective action will be prorated for part-time employees based on hours worked. Unscheduled absences are counted using a rolling 12-month calendar. If an employee holds a perfect attendance record for a period of six months including no recorded lateness and/or leaving early as well as no other documented performance issues, absences prior to that six-month period will be disregarded. Violations of the Attendance policy are simply one component of employee's work performance and compliance with standards of conduct. Any other work performance failures or other non-compliance with employee

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	Origination Date:	11/27/2012	Version Date:	01/10/2022
Attendance				
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standards of conduct may be considered when determining the appropriate discipline/ steps in the process outlined below. The appropriate discipline may be greater than the outline when considered with other work performance deficits.

The below corrective action may be taken once the noted number of unscheduled absences occur (or sooner if warranted).

Scheduled Hours	Documented Verbal Warning	Written Warning	Final Written Warning or Suspension	Termination
P/T < 24 hours	2	3	4	5
P/T 24 - 29 hours	3	4	5	6
P/T 30-39 hours	4	5	6	7
F/T 40 hours	5	6	7	8

- Unusual Infractions, Absenteeism, lateness and/or leaving early, whether scheduled or unscheduled, may result in corrective action up to and including termination at an earlier step than noted above, depending on the circumstances. For example, unscheduled call outs on short notice at a time when a department is experiencing staffing challenges, such as holidays or peak vacation times, will be considered an unusual infraction. Additionally, an unusual infraction would also include an extended absence without maintaining contact with your supervisor and/or substantiating the reason for the absence with requested documentation in a timely manner.
- Performance Review. Employee attendance will be evaluated by each supervisor in connection with employee performance reviews.

Training/Education:

Education regarding this policy and procedure will be completed with appropriate personnel as needed. Ongoing training and education will be provided on an as needed basis, as determined by the employee's direct supervisor / manager.


Auditing/Monitoring/Review:

Internal policies and procedures will be reviewed by the stated Review Date, revised on an as needed basis, and monitored as appropriate. Any variances related to non-compliance with this policy will be identified and reported to the department head. Additional reporting, including reporting to leadership of a community or the management company, will occur as appropriate or as required. The investigation of significant events will follow the applicable performance improvement process to help prevent their recurrence.

Responsible Parties:

Owner(s): Human Resources Operations

Policies are guidelines for operational and clinical management provided for consistent practice, recognizing that other approaches may be acceptable. Clinical Policies should not be considered standards of practice.

	Department: Human Resources		
	Business Line/s: ALL		
	Origination Date:	10/29/2018	Version Date: 01/01/2022
Paid Time Off- New Jersey Corporate and Community Employees			
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Purpose/Scope:

As a Corporate or Community Employee in New Jersey, you are eligible to participate in the company's paid time off program. Under this program, you are eligible for Vacation and Extended Leave Banks if you are:

- A regular, full-time employee working at least 40 hours per week
- A regular, part-time employee working fewer than 40 hours but at least 24 hours per week, in which case, time is accrued on a pro-rated basis


All New Jersey employees are eligible for Personal/Sick Leave under the paid time off program regardless of number of hours worked.

Policy:

All employees need scheduled time away to maintain a healthy quality of work life. Paid Time Off provides a flexible way to take time off for vacation, illness, appointments, or other personal reasons. Paid Time Off permits you to manage time off according to your needs and your department's need for staffing. You are encouraged to plan periods of rest and relaxation and to schedule this time with your manager as far in advance as possible. Paid Time Off for New Jersey employees has three separate banks:

- The **Vacation** bank can be used for scheduled time off that requires advance approval, unless otherwise required by law. Vacation time begins to accrue immediately upon hire. Each year active employees will be eligible to go into arrears on their vacation balance up to 40 hours for full-time and up to 8 hours for part-time with manager approval. Any accrued Vacation over 80 hours in a calendar year is not considered earned and is therefore not eligible for carry over to the next year; however, this time may be scheduled for use as needed during the current calendar year, subject to management approval. All accrued, unused vacation in an employee's vacation bank through the last full pay period worked will be paid out following separation from employment or change in status on the next regular pay date, unless otherwise required by law. If an employee had arrears at the time of separation or change in status, they will be required to refund that amount to the Company and it may be deducted from the employee's final or next pay. If you are rehired at a later date, any remaining unpaid arrears may be deducted from your pay.
- The **Personal/Sick Leave** bank can be used by an employee for personal reasons as well as the below reasons covered under the New Jersey Earned Sick Leave Law (the Law):
 - (1) time needed for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - (2) time needed for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - (3) absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member: medical attention needed to recover from physical or psychological injury or disability caused by domestic

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or sexual violence; services from a designated domestic violence agency or other victim services organization; psychological or other counseling; relocation; or legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;

(4) time during which the employee is not able to work because of a closure of the employee's workplace, or the school or place of care of a child of the employee, by order of a public official due to an epidemic or other public health emergency, or because of the issuance by a public health authority of a determination that the presence in the community of the employee, or a member of the employee's family in need of care by the employee, would jeopardize the health of others; or

(5) time needed by the employee in connection with a child of the employee to attend a school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability.

Personal/Sick Leave begins to accrue upon hire and you are eligible to immediately use any accrued Personal/Sick Leave provided that you must notify us of the need for leave as provided in our applicable policies and by law. Unused hours are not paid out at the time of separation from employment and any balance will be zeroed out unless otherwise required by law.

- The **Extended Leave Bank (ELB)** is for documented personal illnesses (or certain qualifying FMLA events as described below) of more than 24 consecutive (or cumulative, if applicable) work hours. You are eligible to use ELB provided that you must notify us of the need for leave as provided in our applicable policies and by law. Unused ELB is not paid out at the time of separation from employment and any balance will be zeroed out unless otherwise required by law.

Employees that have paid time off available for use in their banks must use it when taking time off. Employees may not take unpaid time off in lieu of using available paid time off, except that employees may retain 40 hours of Vacation rather than exhausting all Vacation during approved leaves of absence. Employees also have the option of whether they want to use Personal/Sick Leave for the reasons covered under the Law. For those reasons alone they may opt to go unpaid if they do not want to use their Personal/Sick Leave and they don't have Vacation or ELB, per the terms of usage, available.

Definitions:

Company: Erickson Senior Living, its managed communities and its affiliates located in New Jersey.

Procedure:

Vacation and ELB accruals are based upon your scheduled hours, each day you either report to work or take time off with full pay for holidays or other fully paid time off. You will receive the accrual if you are active on the last day of the pay period. Personal/Sick Leave will accrue based on hours actually worked. All employees accrue paid time off based on the calendar year (January 1 to December 31). Accrual rate changes will occur on your anniversary date. Annual accrual of Vacation, Personal/Sick or ELB time is outlined in the following schedule:

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Department: Human Resources

Business Line/s: ALL

Origination Date: 10/29/2018

Version Date: 01/01/2022

Paid Time Off- New Jersey Corporate and Community Employees

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CORPORATE & COMMUNITY	0-2 Years		3-4 Years		5-9 Years		10+ Years	
Vacation	hours/pay	days/year	hours/pay	days/year	hours/pay	days/year	hours/pay	days/year
PT < 24 hours	0	0	0	0	0	0	0	0
PT 24-29 hours	0.31	1	0.62	2	1.23	4	2.16	7
PT 30-39 hours	1.54	5	2.15	7	2.77	9	4.00	13
FT 40 hours*	3.39	11	4.31	14	4.93	16	6.46	21
FT 40 hours* Grade 10 ≥	4.93	16	5.85	19	6.46	21	8.00	26
Personal/Sick**								
All Employees	1 hour per 30 hours worked, maximum of 5 days per year							
ELB	hours/pay	days/year	hours/pay	days/year	hours/pay	days/year	hours/pay	days/year
PT < 24 hours	0	0	0	0	0	0	0	0
PT 24-29 hours	0.62	2	0.62	2	0.62	2	0.62	2
PT 30-39 hours	1.23	4	1.23	4	1.23	4	1.23	4
FT 40 hours*	1.85	6	1.85	6	1.85	6	1.85	6

* FT includes those employees scheduled to work 3-12 hour shifts where 36 hours would also be considered full-time.


** For accrual purposes, exempt employees will be presumed to be scheduled to work 40 hours per week.

FOR EHMG NP/PAC/CNS ONLY*	0-4 years		5-9 years		10+ years	
Vacation	hours/pay	days/year	hours/pay	days/year	hours/pay	days/year
PT < 24 hours	0	0	0	0	0	0
PT 24-29 hours	1.23	4	1.23	4	2.16	7
PT 30-39 hours	3.08	10	3.08	10	4.00	13
FT 40 hours**	4.93	16	4.93	16	6.46	21
FOR PHYSICIANS ONLY*	0-4 years		5-9 years		10+ years	
Vacation	hours/pay	days/year	hours/pay	days/year	hours/pay	days/year
PT < 24 hours	0	0	0	0	0	0
PT 24-29 hours	2.16	7	2.16	7	2.16	7
PT 30-39 hours	4.00	13	4.00	13	4.00	13
FT 40 hours**	6.46	21	6.46	21	6.46	21

*Personal/Sick and ELB banks remain the same as the above chart.

** FT includes those employees scheduled to work 3-12 hour shifts where 36 hours would also be considered full-time.

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Paid Time Off- New Jersey Corporate and Community Employees			
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NOTE: 1 day is equal to 8 hours of time off.

You can carry over unused time off from year to year. Your carry over will be as follows:

Vacation	10 days
Personal/Sick Leave*	5 days
ELB	All remaining hours

*Any accrual beyond the indicated rollover amount for each year will transfer to ELB for employees that work 24 hours or more.

Vacation

Exempt employees should use Vacation in either half-day or full-day increments. The amount of time to be used will be based on the employee's regular schedule (ex. For full-time exempt employees regularly scheduled to work 40 or more hours per week, a half-day is four hours and a full-day is eight hours. For part-time exempt employees, a half-day is one-half of your regularly scheduled hours for that particular day). Non-exempt employees may take Vacation in as little as quarter (.25) hour increments. All time off must be approved prior to usage in order to maintain adequate staffing levels and smooth operations. It also must be approved in order to be paid. Occasionally, emergencies do arise. If this should occur, please notify your manager as soon as possible prior to the beginning of your shift. (Some departments may require you to obtain a replacement when you are absent due to vacation. Please check with your manager for any department-specific requirements.)

Personal/Sick Leave

Employees will accrue Personal/Sick Leave at a rate of one hour for every 30 hours worked, up to a maximum of 5 days of Personal/Sick Leave per calendar year. For accrual purposes, exempt employees will be presumed to be scheduled to work 40 hours per week. Employees may use Personal/Sick Leave as needed in accordance with this policy. However, only the first 40 hours of Personal/Sick Leave used per calendar year will be considered protected leave under the New Jersey Paid Sick Leave Act. Employees may not take Personal/Sick Leave prior to earning the time.


For foreseeable or pre-scheduled use of Personal/Sick Leave, an employee must provide at least 7 days' advance notice to their supervisor, except where the employee learns of the need to use Personal/Sick Leave within a shorter period of time.

The smallest amount of Personal/Sick Leave an employee can use for any one occurrence is 1 hour. However, exempt employees are encouraged to use Personal/Sick Leave in either half-day or full-day increments as described in the Vacation section above.

Employees that are paid multiple hourly rates will receive Personal/Sick Leave pay based on their highest pay rate they currently earn.

Medical or other documentation may be requested for an employee's use of Personal/Sick Leave under the Law when the employee's absence exceeds 3 consecutive days on which the employee was scheduled to work.

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Employees will not be required to make up time taken as Personal/Sick Leave.

For purposes of Personal/Sick leave, a “family member” is defined as a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual person related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.

If an employee leaves employment in New Jersey and is rehired to work in New Jersey within 6 months after their last day worked, any unused accrued Personal/Sick Leave that was left in the employee’s bank before the break in service will be reinstated.

Employees will not be disciplined for taking Personal/Sick Leave for reasons covered under the Law and it will not be counted as an unscheduled absence for the purposes of the Attendance policy. The Company strictly prohibits retaliation against any employee for exercising rights under the New Jersey Earned Sick Leave Law. Any employee who believes that his or her rights under the Act have been violated, may make an internal complaint to Human Resources or may file a complaint with the New Jersey Department of Labor and Workforce Development.

Extended Leave Bank (ELB)

The Company provides you with additional paid time off to supplement your Vacation and Personal/Sick Leave banks. ELB will accrue per the above schedule. Once an employee reaches a balance of 1,040 hours, which equals a full 26 weeks’ worth of accruals, the balance will be capped. Accruals will resume when the time is used.


Eligibility to use your Extended Leave Bank benefit must be approved and will begin on the fourth consecutive work day - or after 24 consecutive work hours - when you’re away from work due to a documented illness, injury or other qualifying FMLA event. In the case of intermittent leave, a cumulative total of 24 hours of work time would be required prior to accessing ELB. To be eligible for ELB benefits, you must miss the first three consecutive (or cumulative, if applicable) work days (24 work hours) for the same documented illness or other qualifying FMLA event.

You must use accrued Vacation or Personal/Sick Leave during the first twenty-four consecutive (or cumulative, if applicable) work hours missed. If you do not have enough accrued Vacation or Personal/Sick Leave, all or a portion of those first twenty-four consecutive (or cumulative, if applicable) work hours are unpaid.

You may be asked to provide a note from your physician or other proof of illness or disability before you receive ELB benefits - or before you’re allowed to return to work.

If you have used all of your ELB, Vacation and Personal/Sick Leave and still need additional time off, the remainder of your leave will be unpaid unless you qualify for disability benefits (subject to your participation in these plans as well as state requirements.)

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	Department: Human Resources		
	Business Line/s: ALL		
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Paid Time Off- New Jersey Corporate and Community Employees			
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If you suffer from a recurring illness, you may need to take more time off after you have already qualified for ELB. In that case, your ELB benefits may begin on the first day you're away from work. A note from your physician or other proof that your condition is chronic may be necessary.

However, if you need more time off for a different illness or injury after you've already qualified for ELB once, you must meet the ELB requirements again. In other words, your ELB benefits begin after you've been away from work for twenty-four consecutive (or cumulative, if applicable) work hours as a result of the new illness or injury.

In general, approval and management of the Extended Leave Bank plan is subject to the same conditions used in the administration of the Family and Medical Leave Act guidelines.

1. ELB can be used in the event of an employee illness/injury.
2. ELB can also be used if the employee's family member is ill and the employee is caring for that family member. Family member is defined as the employee's child (or recognized under FMLA definition as parent in locus), spouse, or parent.
3. ELB cannot be used to care for in-laws, brothers, sisters, grandchildren, grandparents, cousins, aunts, uncles, nieces, nephews, friends, etc., unless covered under State specific law. ELB cannot be used simply because an employee's parent or other qualifying family member is sick. The employee must also be caring for that sick qualifying family member to be eligible.
4. If an employee qualifies for a FMLA leave, the employee can use ELB to provide care for the employee's child following the child's birth, adoption, or foster placement in the employee's home.
5. Qualified Military Family Leave entitlement as provided for under FMLA. Please refer to the Family and Medical Leave Policy.

Coordinating Payment of Vacation, Personal/Sick and ELB While Receiving Short Term Disability
Vacation, Personal/Sick Leave or ELB may be used while receiving short term disability payments to supplement an employee's lost wages up to (but not to exceed) 100% of the employee's normal wages. Please see Coordinating Payment of Paid Time Off in Conjunction with STD for further information.

Training/Education:

Education regarding this policy and procedure will be completed with appropriate personnel as needed. Ongoing training and education will be provided on an as needed basis, as determined by the employee's direct supervisor / manager.


Auditing/Monitoring/Review:

Internal policies and procedures will be reviewed by the stated Review Date, revised on an as needed basis, and monitored as appropriate. Any variances related to non-compliance with this policy will be identified and reported to the department head. Additional reporting, including reporting to leadership of a community or the management company, will occur as appropriate or as required. The investigation of significant events will follow the applicable performance improvement process to help prevent their recurrence.

Responsible Parties:

Owner(s): Human Resources Operations

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	Department: Human Resources		
	Business Line/s: ALL		
	Origination Date:	08/23/2010	Version Date: 01/12/2022
Leave of Absence Without Pay			
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Purpose/Scope:

To enable employees to receive extended time away from work to handle compelling personal business or absences that do not qualify for FMLA. This policy applies to regular employees who have been employed for at least 6 months. If you are a high school student you may request a personal leave of absence for sports, academics or school related activities if you have been employed for at least 3 months.

Employees who have been employed for less than 6 months may be granted up to 2 weeks nonscheduled time for compelling reasons dependent upon the ability of the department to do so. Documentation to support the need for the absence may be required.

Policy:

A personal leave of absence to handle compelling personal business or absence that does not qualify for FMLA may be granted to regular employees. Length of an approved unpaid personal leave of absence may range up to, but no longer than, 90 consecutive calendar days. To be eligible, the employee must have maintained a satisfactory record of employment with the Company. A personal leave of absence is approved at the discretion of the employee's immediate supervisor with the concurrence of one higher level of management and Human Resources. The employee must be available to return to regular employment on or before the expiration date of the leave.

Leaves of absence without pay may be granted to regular employees to maintain continuity of service only in instances where unusual or unavoidable circumstances require prolonged absence. No loss of seniority will occur while the employee is on this leave of absence. The employee must pay their portion of the cost of group health and welfare insurance premiums. The employee on leave does not accrue Paid Time Off.

The employee will be required to use accrued Paid Time Off prior to beginning a leave of absence without pay. The employee may retain 40 hours of Vacation rather than exhausting all Paid Time Off.

Employees on an approved leave may not engage in self-employment or work another job for the Company or any other employer/entity during their approved leave period without prior authorization from management.

The Company may, in its sole discretion, make exceptions to this policy as a reasonable accommodation for a qualified individual with a disability or a pregnant worker, or as otherwise required by applicable laws.


Definitions:

Company: Erickson Senior Living LLC, its managed communities and its affiliates.

HCM: Human Capital Management system which is currently Workday.

Leave of absence: An excused absence without pay up to 90 calendar days. An absence involving time off, that is paid, (i.e., jury duty, vacation, personal/sick or bereavement leave) is not considered a leave of absence.

Policies are guidelines for operational and clinical management provided for consistent practice, recognizing that other approaches may be acceptable. Clinical Policies should not be considered standards of practice.

	Department: Human Resources		
	Business Line/s: ALL		
	Origination Date:	08/23/2010	Version Date: 01/12/2022
Leave of Absence Without Pay			
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"Printed copies are for reference only. Please refer to the electronic copy for the latest version."

Procedure:

A. Application and Commencement

- a. Requests for a leave of absence, or an extension thereof, must be submitted through the HCM at least two weeks prior to the commencement date when possible. If the leave is being used for a qualifying reason under the Family and Medical Leave Act (FMLA), the employee must reach out to Leave Management in order to start the leave request. Medical certification will be required if the leave of absence is being used for a qualifying reason under FMLA. Certification must be returned within 15 days of leave notification to Leave Management.
- b. Extensions of leaves of absence are ordinarily not granted. No extension will be granted beyond 90 days without the approval of the Executive Director/EVP and Human Resources.

B. Reinstatement

- a. Upon return from a personal leave of absence, every attempt will be made to return the employee to a position, but there is no guarantee that a position will be available.
- b. Employees on a leave of absence must notify their supervisor at least seven days prior to the end of leave, or as soon as possible, to inform the Company of their availability to return to work. Employees are required to inform their Manager/Supervisor and Human Resources when a return to work date is established.
- c. The Company may require employees to have a physician's release to return from a non-FMLA leave of absence for reason of personal illness.
- d. An employee's failure to return from a leave of absence, or failure to contact his or her supervisor or the Human Resources Department on the scheduled date of return, will be considered a voluntary resignation.

Training/Education:

Education regarding this policy and procedure will be completed with appropriate personnel as needed. Ongoing training and education will be provided on an as needed basis, as determined by the employee's direct supervisor / manager.

Auditing/Monitoring/Review:

Internal policies and procedures will be reviewed by the stated Review Date, revised on an as needed basis, and monitored as appropriate. Any variances related to non-compliance with this policy will be identified and reported to the department head. Additional reporting, including reporting to leadership of a community or the management company, will occur as appropriate or as required. The investigation of significant events will follow the applicable performance improvement process to help prevent their recurrence.

Responsible Parties:

Owner(s): Human Resources Operations

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Taking Work Leave?

Let us be a resource

When you go on family medical, disability or maternity/paternity leave, there can be many issues and concerns that may arise. With Health Advocate at your side, you have access to a Personal Health Advocate to help with any healthcare and insurance-related issues. Plus, you can always talk to a Licensed Professional Counselor for help with personal issues and emotional support. You'll be free to focus on yourself and your loved ones.



Our Experts are Your Go-to Resource

Family medical or disability issues

- **Clarify a diagnosis**, research the latest treatments, and if needed, find a doctor for a second opinion.
- **Locate the right doctors**, hospitals and other providers. We'll even make the appointments.
- **Research caregiver** and community resources such as in-home care and eldercare services.
- **Coordinate between your doctors** and health plan. For example, if you need to resolve a disability issue, we can help with the required paperwork.
- **Find affordable options** for durable medical or other special equipment.
- **Address billing** or claims issues.

New moms and dads

- **Answer questions** about newborns such as feeding, bathing and sleeping issues, common conditions, when to call the doctor and more.
- **Find care or services** for babies with special health needs.
- **Explain adding your baby** to your health plan. Inform you of the time frame and help you with the paperwork.

Remember... You, your spouse or domestic partner, dependent children, parents and parents-in-law can always access Health Advocate at any time!

Turn to us—we can help.



866.799.2728

Email: answers@HealthAdvocate.com
Web: HealthAdvocate.com/members

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