

**To:** Associate Partners, Partners, Managing Partners and Executives  
**From:** People Services  
**Date:** July 1, 2015  
**Subject:** SENIOR TEAM MEMBER PTO POLICY

**The following policy supersedes any conflicting Rosetta policy with an issue date prior to July 1, 2015:**

## **I. Senior Team Member PTO Policy**

Rosetta Marketing, LLC ("Rosetta") Team Members with the title Associate Partner, Partner, Managing Partner or Executive (collectively, "Senior Team Members") shall not accrue PTO. Rather, a Senior Team Member may take PTO in such amounts and at such times as he or she determines will not impair the efficient performance of his or her duties to Rosetta, and will not prejudice the interests of Rosetta's clients.

Team Members should schedule and seek approval for PTO from their Business Unit Leader/Account Lead and/or through their Staffing representative (where applicable) as far in advance as possible, with a minimum of two weeks' notice. This will allow management time to consider the request and, if it is approved, ensure appropriate coverage and make contingency plans if needed. In the event that advance notice cannot be given (e.g., unplanned or emergency situations), Team Members are to contact their Account Lead as soon as possible, preferably before the start of the business day.

This policy shall not apply if a Senior Team Member chooses to be absent from the office or must be absent from the office for any of the following reasons:

01. The Senior Team Member's own illness, disability, and/ or serious health condition, whether or not the absence is (a) a qualified Family/Medical Leave under the federal Family and Medical Leave Act ("FMLA") and/or the California Family Rights Act ("CFRA"); or (b) a qualified California Pregnancy Disability Leave ("CPDL") under the California Pregnancy Disability Leave Law.
02. Any reason that qualifies as Family/Medical Leave
03. Any reason that qualifies as a Pregnancy Disability Leave ("PDL") under

Rosetta's policy

04. Paid Parental Leave

05. Bereavement Leave

06. Jury Duty

If a Senior Team Member chooses to be absent from the office or must be absent from the office for any of the reasons enumerated above, the length of time that the Senior Team Member may be absent shall be governed by Rosetta's policies regarding the specific type of absence and by applicable law.

If a Senior Team Member chooses to be absent from the office or must be absent from the office for any of the reasons enumerated above, the Senior Team Member shall be entitled to compensation during the leave in accordance with Rosetta's policies regarding the specific type of absence and applicable law.

## **II. Senior Team Member Leave of Absence**

### **Paid Parental Leave**

Rosetta recognizes and appreciates the significant changes and personal needs which come about with the birth, adoption or fostering of a child. In recognition of our commitment to balancing family life with work life, and in order to help Team Members make the necessary adjustments that come with a new child, Rosetta provides Paid Parental Leave (PPL) for all eligible Team Members.

All Regular Full-Time Senior Team Members with six months of uninterrupted service are eligible for Paid Parental Leave. Under this policy, Rosetta will grant a Senior Team Member who is considered the primary caretaker a Paid Parental Leave at 100% of base pay for a period of up to 12 weeks upon the birth, adoption or fostering of a child. Senior Team Members who are considered the primary caretakers will not be permitted to utilize PTO at the end of a 12 week Paid Parental Leave.

Any eligible Senior Team Member who is considered the secondary caretaker can take up to five full days off at 100% pay upon the birth, fostering, or adoption of a child.

Paid Parental Leave runs concurrently with any Leave entitlement under the Family Medical Leave Act, applicable state law Leaves, and any applicable disability Leave. Senior Team Members must notify their Business Unit Leader and Human Resources Business Partner at least three months prior to the

anticipated date that the Paid Parental Leave will be activated to ensure that all documentation is completed and submitted correctly.

### **Medical Leave**

Senior Team Members with less than one year of service will be paid 100% of base salary for up to 8 weeks through a combination of the Short-Term Disability (STD) plan and PTO. STD claim approval is required. If your disability continues beyond 8 weeks the time will be unpaid.

Senior Team Members with one year of service or more will follow the Short-Term Disability benefit plan. PTO may not be used with an approved claim.

### **Personal Leave of Absence**

This policy covers personal absences not covered by any other policy (i.e. PTO, Disability, Military, and FMLA). Rosetta provides Leaves of Absence without pay to Team Members who need to take time off from work duties to fulfill personal obligations.

Team Members may request up to 30 days of unpaid Personal Leave of Absence after having completed 12-months of continuous service with Rosetta. This requirement may be waived only under emergency circumstances with the approval of your BU Leader and Human Resources Business Partner. Team Members on approved unpaid Leave may not employ themselves or be employed by another Agency.

A Team Member desiring a Personal Leave of Absence must submit, to their Human Resources Business Partner, a personal Leave of Absence request stating the purpose for the Leave and the beginning and ending dates of Leave. This request must be made at least four weeks prior to the expected first day of the Leave. Consideration will be given for a shorter notice period if emergency circumstances exist. Your Human Resources Business Partner will partner with the Business Unit Leader to determine request approval. Senior Team Members may use no more than 2 weeks of PTO for a personal leave.

Subject to the terms, conditions, and limitations of the applicable plans, all Team Member benefit plans will terminate on the last day of the month in which the 31<sup>st</sup> consecutive unpaid day occurs. Contact the People Services department for additional details and applicable information.

When a Personal Leave ends, every reasonable effort will be made to return the Team Member to the same position, if it is available, or to a similar available position for which the Team Member is qualified. However, Rosetta cannot guarantee reinstatement.

### III. Senior Team Member Separation Payment Policy

When a Senior Team Member subject to the Senior Team Member PTO Policy separates from employment, in addition to his or her final wages, the Senior Team Member shall receive payment as follows:

- Any individual who has held a Senior Team Member position for at least 6 consecutive calendar months, will be paid 80 hours of PTO equivalent.
- Any individual who has held a Senior Team Member position for less than 6 consecutive calendar months, will be paid 40 hours of PTO equivalent.
- Any Senior Team Member who was employed by Rosetta on December 31, 2013, and any individual who is promoted to Senior Team Member after December 31, 2013, *who was residing in a California office on the date this policy first applies to him or her*, will be paid the amount of unused, accrued PTO he or she had available on the last calendar day prior to the date that this policy first applied to him or her. However, if the Senior Team Member had a PTO balance of fewer than 80 hours, he or she will be paid 80 hours of PTO equivalent.

## Team Member Acknowledgment

### Senior Team Member PTO Policy

I have received and read this memorandum.

Date: \_\_\_\_\_

Team Member Name: \_\_\_\_\_  
(Please Print)

Team Member Signature: \_\_\_\_\_

**Please return this memorandum to [MyTotalRewards@Rosetta.com](mailto:MyTotalRewards@Rosetta.com) after you have signed it.**