

# Quantum Industrial Systems

## HUMAN RESOURCES POLICY DOCUMENT

Policy Title	Leave of Absence Policy
Policy ID	HR-2024-010
Effective Date	September 1, 2024
Last Updated	December 10, 2024
Organization	Quantum Industrial Systems, Los Angeles, CA
Industry	Manufacturing
Total Employees	380

### 1. TYPES OF LEAVE

Quantum Industrial Systems provides various types of leave for qualifying events.

### 2. FAMILY AND MEDICAL LEAVE ACT (FMLA)

- Up to 12 weeks (480 hours) unpaid FMLA leave
- Birth of child or adoption within 12 months
- Care for spouse, child, or parent with serious health condition
- Military caregiver leave (26 weeks in 12 months)

### 3. MATERNITY/PATERNITY LEAVE

- Primary caregiver: 12 weeks paid at 75% salary
- Secondary caregiver: 4 weeks paid at 80% salary
- Must be taken within 12 months of birth/adoption
- Job protection guaranteed upon return

### 4. MEDICAL LEAVE OF ABSENCE

- For non-FMLA medical conditions or extensions
- Duration: Up to 6 months depending on situation
- Pay status: Unpaid; short-term disability may apply

#### Approval and Implementation

This policy is approved by the Human Resources Department of Quantum Industrial Systems and is effective as of September 1, 2024. All employees are required to acknowledge receipt and understanding of this

policy. Violations may result in disciplinary action up to and including termination of employment.

**HR Director**

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

**Department Manager**

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

**Employee Acknowledgment**

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