

Employee Handbook

Citadel Servicing Corporation

California Addendum - December 2019





Lactation Accommodation

The Company provides a reasonable amount of break time to accommodate an employee desiring to express breast milk for their infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Break time for an employee that does not run concurrently with the 10-minute paid rest period shall be unpaid.

The Company will provide employees with the use of a room or location to express milk in private. This room or location may be where the employee normally works. The room or location will:

1. not be a bathroom;
2. be in close proximity to the employee's work area;
3. be shielded from view;
4. be free from intrusion while the employee is expressing milk;
5. be safe, clean, and free of toxic or hazardous materials;
6. contain a surface to place a breast pump and personal items;
7. contain a place to sit; and
8. have access to electricity or alternative devices including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump.

The Company will also provide access to a sink with running water and a refrigerator or cooling device suitable for storing milk in close proximity to the employee's workspace. The use of the room for lactation shall take precedence over other uses, but only for the time it is in use for lactation purposes.

If an employee desires an accommodation, the employee must submit a request to the Human Resource Department. If the Company is unable provide break time or a location to express milk, the Company will provide a written response to the employee's request.

If the employee feels that the employee's rights have been violated, the employee has the right to file a complaint with the Labor Commissioner.

Paid Family Leave

Employees who take time off to care for a parent, child, grandparent, grandchild, sibling, parent-in-law, spouse, or domestic partner may be eligible for benefits through the California Employment Development Department for up to eight weeks. Employees should contact their supervisor for additional information.



ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the California Addendum to the Employee Handbook ("California Addendum") and understand that it contains important information about Citadel Servicing Corporation's ("Company") personnel policies and about my privileges and obligations as an employee in California. I acknowledge that I am expected to read, understand, and adhere to Company policies and to familiarize myself with the material in the Employee Handbook and the California Addendum, and that the Company may change, rescind, delete, or add to any policies, benefits, and practices described in the Handbook and the California Addendum from time to time, at its sole and absolute discretion, with or without prior notice. The Company will advise employees of material changes within a reasonable time.

Date

Signature

Print Name