

CALIFORNIA HANDBOOK ADDENDUM

California Family Rights Act

Similar to the FMLA, eligible California employees of Kelly Services and/or its subsidiaries ("Kelly" or "Kelly Services") can take up to 12 workweeks of unpaid leave in a 12-month period under the California Family Rights Act ("CFRA"). In most cases, FMLA and CFRA leave run concurrently, meaning that the employee is not entitled to 12 weeks of leave under the FMLA and an additional 12 weeks of leave under the CFRA. Pregnancy disability leave, discussed below, is an exception to this rule.

Employees may take CFRA leave for:

- **Birth/Placement (Bonding)** — to care for a child born to or placed for adoption or foster care with the employee.
- **Family Medical** — to care for the employee's parent, child, spouse, grandparent, grandchild, sibling, parent-in-law, or registered domestic partner with a serious health condition.
- **Employee Medical** — because of the employee's own serious health condition, which renders the employee unable to perform one or more essential functions of his or her position.

The eligibility requirements are similar under the FMLA and CFRA. To be eligible for leave under the CFRA, the employee must (1) have worked for Kelly Services for 12 months or more within the seven years prior to the start of the leave (time on another leave counts toward the 12 month service requirement), (2) have worked at least 1,250 hours during the 12 months before the leave is to begin, and (3) work at a location with at least 50 employees within 75 miles of the employee's worksite.

The same advance notice and medical certification requirements that are applicable to leaves taken under FMLA are also applicable to leaves under CFRA. Benefit continuation is the same as well.

Reinstatement rights are also the same under both the FMLA and the CFRA. If leave is covered by both the FMLA and CFRA, then leave taken under the CFRA will run concurrently with leave taken under the FMLA, unless otherwise provided by law.

The rights of spouses and parents employed by Kelly Services are also the same under both the FMLA and CFRA.

Second and Third Opinions

Kelly Services may require second and third opinions only for the serious health condition of the employee.

Intermittent Birth/Placement Leave

Under the CFRA, an employee may be eligible for intermittent Birth/Placement leave. However, such intermittent leave generally must be taken in periods of at least two weeks' duration, except on two occasions an employee can request such leave for a period of less than two weeks' duration. This leave must be completed within one year of the birth or placement of the child.

Additional Leave Available In Connection with Pregnancy Disability Leave

Leave for pregnancy-related disability is covered under the FMLA, but not the CFRA. (Refer to the section below for pregnancy disability leave information). Therefore, if an employee takes a Family/Medical Leave for a pregnancy-related disability, she may be eligible for up to an additional 12 weeks of Family/Medical Leave in the 12-month period under the CFRA for reasons other than pregnancy-related disability. The amount of any such available Family/Medical Leave will be reduced by any other CFRA leave taken during the 12-month period. Additional leave may be available as an accommodation for individuals with a disability.

Leave Is Unpaid/Substitution of Accrued Paid Leave

Family Medical Leave is unpaid leave. However, the following applies if the employee is eligible for sick, vacation, or paid time off (PTO). If leave is taken for an employee's own serious health condition, then any accrued paid time available to the employee (such as sick, vacation or PTO pay) may be used by the employee during any otherwise unpaid Family Medical Leave period.

Employees taking Family Medical leave to care for the serious health condition of a covered family member or for baby bonding, adoption, or foster care placement may use accrued vacation or PTO time during their leave.

Please consult with Kelly for applicable limitations on use of accrued sick time under such a leave. If an employee is receiving state disability insurance benefits ("SDI") or workers' compensation benefits ("W/C Benefits") during the Family Medical Leave, he or she may use accrued vacation, sick or PTO time to supplement the SDI or W/C Benefits up to an amount equal to 100% of his or her wage rate. The receipt of disability, PFL, or workers' compensation benefits or the substitution of paid leave for unpaid leave time does not extend the maximum Family/Medical Leave period.

Retaliation and interference with the good faith use of CFRA leave is strictly prohibited. Employees are encouraged to immediately report any concerns of interference or retaliation for taking or requesting a CFRA leave.

PREGNANCY-RELATED DISABILITY LEAVE AND ACCOMMODATION

Under California law, an employee disabled by pregnancy, childbirth or related medical conditions is eligible for an unpaid leave of absence for the period of disability, up to a maximum of four months per pregnancy. When medically advisable, a Pregnancy Disability Leave may be taken intermittently or on a reduced work schedule. Multiple disability leaves for the same pregnancy will be combined for purposes of calculating the four months. Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law—but not with family and medical leave under California law.

A pregnant employee may be entitled to transfer to a less strenuous or hazardous position for the duration of her pregnancy upon request, where such transfer can be reasonably accommodated. An employee also may be entitled to reasonable accommodation for conditions related to pregnancy, childbirth or related medical conditions upon request, where such reasonable accommodation would not cause an undue hardship to Kelly Services. A request for reasonable accommodation or transfer must be supported by the written certification of the employee's health care provider that such an accommodation or transfer is medically advisable.

Pregnancy Disability Leaves generally are unpaid. However, employees taking leave for a pregnancy-related disability may use accrued sick time during their leave, and they may also use accrued vacation or PTO time, if they are eligible for such paid time. In addition, an employee may be eligible for state disability benefits during the leave, although she may not receive more than an amount equal to 100% of her salary from a combination of use of accrued paid time and state disability benefits. The substitution of paid time for unpaid leave time and/or the receipt of disability benefits does not extend the maximum four-month Pregnancy Disability Leave period.

Employees do not accrue PTO, vacation or sick pay during periods of unpaid Pregnancy Disability Leave.

During an approved Pregnancy Disability Leave, Kelly Services will maintain an employee's group health benefits as under the same conditions as if she had continued to be actively employed.

If possible, an employee must provide at least thirty (30) days' notice of her intention to take leave, or as much notice as is practicable under the circumstances. A request for leave must be supported by a medical certification from the employee's health care provider.

Generally, upon return from an approved Pregnancy Disability Leave that does not exceed the maximum available leave, an employee will be reinstated to the same position or a comparable position, subject to any applicable exceptions. However, an employee has no greater rights to reinstatement or to other benefits and conditions of employment than if she had not taken the Pregnancy Disability Leave. In addition, any right to reinstatement terminates if an employee fails to return to work at the end of an approved leave, in accordance with applicable laws. As a condition of returning from a Pregnancy Disability Leave, an employee must provide Kelly Services with a certification from her health care provider that she is able to resume work.

Requests for additional leave may be available based on disabilities continuing past the leave limitations discussed above will be evaluated on a case-by-case basis. Questions or concerns related to this policy may be presented to your immediate Kelly manager, your Kelly Human Resources representative and/or **Kelly Services' Business Conduct & Ethics Reporting Program at 1-877-978-0049** or www.integrity-helpline.com/kellyservices.jsp. This program is administered by a third party.