

<b><i>EAST PENN MANUFACTURING CO., INC.</i></b>			
<b>EAST PENN POLICIES AND PROCEDURES MANUAL</b>			
Revision No.:	Effective Date: 10/1/2021	Page 1 of 1	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERSONAL\NAVITAS	

### **Family Military Leave:**

The Company provides up to thirty (30) days of unpaid leave. An Employee shall not take such leave until all PTO has been exhausted. Employees who return from leave under the policy will be restored to the same position or one with equivalent seniority, benefits, and pay. During the period of leave the Employee's health benefits must be maintained at the expense of the Employee. The Employee must provide Human Resources fourteen (14) days of notice prior to taking the leave.

#### **Record of Revisions**

<b>Revision #</b>	<b>Revision Date</b>	<b>Description</b>