

Wisconsin

The following policies apply to employees located in Wisconsin. Employees are also subject to the policies in the 2025 Employee Handbook. In the event of a conflict, the policies in this Addendum govern. Employees with questions about the policies contained in this Addendum or any other matter should contact their Human Resources representative.

Wisconsin Family and Medical Leave

Like the Family and Medical Leave Act (“FMLA”) Policy described elsewhere in this handbook, the Wisconsin Family and Medical Leave Act (“WFMLA”) may require employers to provide family and medical leaves of absence for eligible employees. Either or both of these laws may apply to a leave. Where both laws apply, any leave taken will be counted under both laws at the same time. This policy will be interpreted to comply with the law(s) that apply to a particular leave. This policy provides employees information concerning any WFMLA entitlements and obligations that differ from the FMLA entitlements and obligations that are set forth elsewhere in this handbook. If employees have any questions concerning WFMLA leave, they should contact HR.

Eligibility

WFMLA leave is available to “WFMLA eligible employees”. To be a WFMLA eligible employee, an employee must be employed by the company: (1) have worked for more at least fifty-two (52) consecutive weeks; and (2) have worked at least 1,000 hours during the fifty-two (52) week period preceding the commencement of the leave; and (3) be employed by an employer that has fifty (50) or more employees.

Basic Family and Medical Leave Entitlement

The FMLA provides eligible employees up to twelve (12) workweeks of unpaid leave for certain family and medical reasons during a 12 month period. The WFMLA provides eligible employees up to six (6) workweeks of unpaid leave in a 12 month period for the birth or adoption of a child and up to two (2) workweeks in a 12 month period of leave for an employee’s own serious health condition or to care for a covered family member with a serious health condition. For FMLA purposes, the 12 month period is determined based on a rolling 12-month period measured backwards from the date the employee’s leave will be taken. For WFMLA the 12 month period is measured by a calendar year from January 1st to December 31st. The total leave shall not exceed 12 weeks in any 12 month period (FMLA) or 10 weeks in any 12 month period (WFMLA) except for leave to care for an injured Service member which shall not exceed twenty-six (26) weeks of leave during a single 12 month period as described in more detail below. It is the company’s policy to provide the greater leave benefit provided under the FMLA or WFMLA and to run leave under concurrently under the FMLA and WFMLA whenever possible.

In addition to the entitlements outlined in the FMLA policy, under the WFMLA, leave also may be taken to care for the employee's domestic partner or parent-in-law who has a serious health condition. Unlike FMLA, WFMLA does not cover leave for certain qualifying exigencies or to care for the employee's child after placement for foster care.

The WFMLA has special rules that impact the amount of leave an eligible employee may take for a particular reason in the applicable 12 month period. Eligible employees under the WFMLA may take (1) six (6) workweeks of leave for birth or adoption of a child; (2) two (2) workweeks of leave for an employee's own serious health condition; and (3) two (2) workweeks of leave to care for a covered family member with a serious health condition.

Spouses Employed by the Same Company

Unlike the FMLA which provides that spouses employed by the same company are limited to a combined total of twelve (12) workweeks in a 12-month period if the leave is taken for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition, no such limitation applies to WFMLA.

Leave Because of The Birth or Placement of a Child

Under the WFMLA, leave because the birth of a child or placement of a child with the employee for adoption must commence within sixteen (16) weeks before or after the birth or adoption. Under the FMLA, leave because of the birth of a child or placement of a child with the employee for adoption (or foster care) must be concluded within the 12 month period beginning on the date of birth or placement.

Restoration of Employment and Benefits

As with FMLA leave, at the end of WFMLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under WFMLA.

Substitute Paid Leave for Unpaid FMLA and WFMLA Leave

Employees must use any accrued sick time while taking unpaid FMLA leave and may elect to use any accrued vacation time while taking unpaid FMLA. Employees may elect to use any accrued paid vacation and sick time while taking unpaid WFMLA leave. The substitution of paid time for unpaid FMLA and/or WFMLA leave time does not extend the length of FMLA and/or WFMLA leaves and the paid time will run concurrently with an employee's FMLA and/or WFMLA entitlement.

Leave for Emergency Responders

Eligible employees who are volunteer firefighters, emergency medical technicians, first responders or ambulance drivers for a volunteer fire department, a public agency or a nonprofit corporation ("volunteer provider") are eligible for unpaid leave to respond to an emergency prior to the time they are to report to work.

Employees who become a member of a volunteer provider must notify the Company in writing within 30 days that they are a volunteer firefighter, emergency medical technician, first responder or ambulance driver. Additionally, if the employee's status changes, including termination of that status, the employee must notify the Company of the change in status.

Employees who are going to be late or absent from work due to an emergency that involves their service as a volunteer firefighter, emergency medical technician, first responder or ambulance driver, must make every effort to notify the Company that they may be late or absent from work due to the emergency. If prior notification is not possible, the employee must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service explaining why prior notification was not possible. Following being late or absent from work due to responding to an emergency, employees must provide a written statement from the chief of the volunteer fire department or person in charge of the ambulance service certifying that they were responding to an emergency and indicating the date and time of the response to the emergency.

Civil Air Patrol Leave

The Company will provide eligible employees with unpaid Civil Air Patrol leave to participate in an "emergency service operation" of the Civil Air Patrol, as defined under applicable law.

Eligibility

To be eligible for Civil Air Patrol leave, you must:

- Be a member of the Civil Air Patrol; and
- Prior to the emergency service operation, notify the Company in writing that you are a member of the Civil Air Patrol.

Use of Leave

You may take no more than five consecutive workdays of leave and no more than 15 total workdays of leave in any year.

Leave must not unduly disrupt the Company's operations.

Notice

If the emergency service operation begins before you are required to report to work, the Company may require you to provide a written statement from your commander, or the

designated representative of your commander, certifying that you were participating in an emergency service operation at the time of your absence from work.

If the emergency service operation begins after you have reported to work, you must also secure permission from the Company to leave work before responding to the emergency service operation.

Restoration

Upon return from leave, you will be restored to your previous position or a position with equivalent seniority status, benefits, pay, and other terms and conditions of employment.

Retaliation

The Company will not retaliate or discriminate against employees who request or take leave in accordance with this policy.

Witness Leave

The Company will provide leave to employees who are subpoenaed to testify in court. You must provide notice of your need for leave under this policy on the first business day after receiving the subpoena.

The Company reserves the right to require employees to provide proof of the need for leave to the extent authorized by law.

Leave under this policy is generally unpaid; however, leave will be paid if you are subpoenaed to testify:

- Against the Company; or
- Concerning a work-related incident.

The Company will not retaliate against employees who request or take leave in accordance with this policy.

Wisconsin Organ Donation Policy

Employees may use unpaid leave to donate an organ or bone marrow. Eligible employees may take up to 6 weeks in a 12-month period.