ChemNovus Incorporated Leave and Attendance Policy

1. Paid Time Off (PTO)

1.1 PTO Accrual

Full-time employees accrue PTO hours on a monthly basis, based on their years of service with ChemNovus Incorporated. The accrual rates are as follows:

- 0-3 years of service: 15 days (120 hours) per year

- 4-7 years of service: 20 days (160 hours) per year

- 8+ years of service: 25 days (200 hours) per year

Part-time employees accrue PTO on a prorated basis, based on their scheduled hours.

1.2 PTO Usage

Employees are required to request and obtain approval from their manager for any planned PTO, at least two weeks in advance. In cases of unforeseeable circumstances or emergencies, employees should notify their manager as soon as possible.

PTO can be used for vacation, personal reasons, or sick time. Employees are encouraged to use their accrued PTO to maintain a healthy work-life balance.

1.3 PTO Carryover and Payout

Employees can carry over a maximum of 40 hours of unused PTO to the following year. Any remaining unused PTO hours beyond the carryover limit will be forfeited.

Upon termination of employment, employees will be paid out for any accrued but unused PTO hours, in accordance with applicable laws and regulations.

2. Holidays

ChemNovus Incorporated observes the following paid holidays each year:

- New Year's Day

- Memorial Day

- Independence Day

- Labor Day

- Thanksgiving Day

- Christmas Day

Employees who are required to work on a designated holiday will receive holiday premium pay, in addition to their regular compensation.

3. Sick Leave

In addition to using PTO for sick time, ChemNovus Incorporated provides separate sick leave benefits in compliance with applicable state and local laws.

Employees accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year. Unused sick leave can be carried over to the following year, with no cap on the maximum accrual.

Sick leave can be used for the employee's own illness or injury, or to care for a family member's illness or injury. Employees must notify their manager as soon as possible if they need to take sick leave.

4. Family and Medical Leave (FMLA)

ChemNovus Incorporated complies with the Family and Medical Leave Act (FMLA) and provides eligible employees with up to 12 weeks of unpaid, job-protected leave for qualifying family and medical reasons, such as:

- The birth and care of a newborn child

- The placement of a child for adoption or foster care

- The care of a spouse, child, or parent with a serious health condition

- The employee's own serious health condition

To be eligible for FMLA leave, employees must have worked for ChemNovus Incorporated for at least 12 months and have worked at least 1,250 hours during the 12-month period preceding the leave request.

Employees must provide advance notice of the need for FMLA leave, when possible, and follow the established procedures for requesting and documenting the leave.

5. Bereavement Leave

ChemNovus Incorporated provides paid bereavement leave to employees who experience the loss of an immediate family member. Immediate family members are defined as:

- Spouse or domestic partner

- Child or stepchild

- Parent or stepparent

- Sibling or stepsibling

- Grandparent or grandchild

Full-time employees are eligible for up to three consecutive working days of paid bereavement leave. Part-time employees are eligible for a prorated amount of bereavement leave, based on their scheduled hours.

Additional unpaid time off may be granted in exceptional circumstances, subject to manager approval and in accordance with applicable laws and company policies.

6. Attendance and Punctuality

ChemNovus Incorporated expects all employees to maintain regular attendance and punctuality in accordance with their scheduled work hours. Excessive absenteeism or tardiness may result in disciplinary action, up to and including termination of employment.

Employees who are unable to report to work or will be late must notify their manager as soon as possible, in accordance with departmental procedures.

This policy outlines ChemNovus Incorporated' leave and attendance guidelines. For more detailed information or specific questions, please contact the Human Resources department.