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## ILLINOIS HANDBOOK SUPPLEMENT

Policies included in this state supplement are intended to be viewed in conjunction with WFS, Inc.'s Handbook, and may govern only certain employees. In the case where a state policy is more generous than its counterpart contained in WFS, Inc.'s Handbook, the more generous policy will govern. WFS, Inc., at its option, may change, delete, or discontinue parts of this supplement.

### Sexual and Other Unlawful Harassment

WFS, Inc. is committed to providing a work environment free of harassment. The Company complies with Illinois law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g. braids, locks and twists)), color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, ancestry, age (40 or over), marital status, reproductive health decisions, family responsibilities, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law. The Company's anti-harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of WFS, Inc, including supervisors, managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors or temporary or seasonal workers.

All employees are also expected to comply with the Company's Anti-Discrimination/Anti-Harassment policy as set forth in the Handbook. While the Anti-Discrimination/Anti-Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, the policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination is unlawful and will not be tolerated.

In addition to the complaint procedures set forth in the Handbook, any employee who believes that they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR).

The IDHR may be reached at the following locations:

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- Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.
- Springfield Office: 524 S. 2<sup>nd</sup> Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.
- Website: <https://dhr.illinois.gov>. Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov).

Employees may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

Sexual and Other Unlawful Harassment (Chicago)

Sexual harassment is illegal in Chicago, in addition to being unlawful under state and federal laws. WFS Inc, is committed to providing a work environment free of harassment. The Company complies with Illinois and Chicago law and maintains a strict policy prohibiting sexual harassment and unlawful discrimination against employees or applicants for employment based on their actual or perceived race (including traits associated with race, such as hair texture and protective hairstyles (e.g., braids, locks and twists)), color, religion, sex, national origin, ancestry, age (40 or over), marital status, pregnancy (including childbirth or medical or common conditions related to pregnancy or childbirth, past pregnancy condition and the potential or intention to become pregnant), reproductive health decisions, family responsibilities, parental status, physical or mental disability, military status, sexual orientation (actual or perceived), gender identity, unfavorable discharge from military service, lawful source of income or citizenship status. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

The Company's sexual and other unlawful harassment policy applies to all persons involved in its operations, including contractors or consultants, and prohibits harassing conduct by any employee of WFS. Inc, including supervisors, managers and nonsupervisory employees. This policy also protects employees from prohibited harassment by third parties, such as customers, vendors, clients, visitors, or temporary or seasonal workers.

Under Chicago's Human Rights Ordinance, "sexual harassment" is defined as any:

- Unwelcome sexual advances or unwelcome conduct of a sexual nature;
- Sexual misconduct, which means any behavior of a sexual nature which also involves coercion, abuse of authority or misuse of an individual's employment position; or
- Requests for sexual favors or conduct of a sexual nature when:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

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- o Submission to or rejection of such conduct by an individual is used as the basis for any employment decision affecting the individual; or
- o Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct that may be considered sexual harassment includes, but is not limited to:

- Repeated, unwelcome sexually suggestive comments, gestures, emails or pictures.
- Unwelcome physical contact of a sexual nature.
- Requests for sexual favors in exchange for an employment benefit, such as a raise or promotion.
- Subtle or direct threats that a sexual or personal relationship is required for employment, promotion or other favorable treatment in the workplace.

All employees are expected to comply with the Company's Anti-Discrimination/Anti-Harassment policy set forth in the Handbook. While the Anti-Discrimination/Anti-Harassment policy sets forth the Company's goals of promoting a workplace that is free of harassment, that policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that we deem unacceptable, regardless of whether that conduct satisfies the definition of unlawful harassment.

All employees are required to participate in at least one hour of sexual harassment prevention training and one hour of bystander training on an annual basis. Anyone who supervises or manages employees is required to participate in a minimum of two hours of sexually harassment prevention training, annually.

Any employee who is found to have engaged in discriminatory or harassing conduct will be subject to appropriate disciplinary action, up to and including termination. Retaliation against anyone reporting acts of harassment or discrimination, participating in an investigation, or helping others exercise their right to complain about discrimination or harassment is unlawful under Chicago, Illinois and federal laws and will not be tolerated.

In addition to the complaint procedures set forth in the Handbook, any employee who believes they have been harassed or discriminated against may file a complaint with the Illinois Department of Human Rights (IDHR) and/or the Chicago Commission on Human Relations (CCHR).

The IDHR can be reached at the following locations:

- Chicago Office: 555 West Monroe Street, Suite 700, Chicago, Illinois 60661, telephone number (312) 814-6200, (866) 740-3953 (TTY), fax number (312) 814-6251.

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- Springfield Office: 524 S. 2nd Street, Suite 300, Springfield, Illinois 62701, telephone number (217) 785-5100, (866) 740-3953 (TTY), fax number (217) 785-5106.

Website: [dhr.illinois.gov](http://dhr.illinois.gov). Email: [IDHR.Intake@illinois.gov](mailto:IDHR.Intake@illinois.gov).

The employee may also report their concerns to the IDHR's Illinois Sexual Harassment and Discrimination Helpline at (877) 236-7703.

The CCHR's office is located at 740 N. Sedgwick, 4th floor, Chicago, IL 60654, telephone number (312) 744-4111, (312) 744-1088 (TTY), fax number (312) 744-1081. The CCHR website is <https://www.chicago.gov/city/en/depts/cchr.html>.

### Access to Personnel Files

Employees can access their own personnel file at least two times each calendar year at reasonable intervals. An employee's request to access their personnel file must be in writing (including email, text messages or other electronic communication) and must do the following:

- Identify what records the employee is requesting, or if the employee is requesting all records they have a right to request under the Illinois Personnel Record Review Act;
- Specify if the employee wishes to inspect, copy or receive copies of the records;
- Specify whether the records should be provided in hardcopy or in a reasonable and commercially available electronic format;
- Specify whether the employee's representative (i.e., a family member, attorney, union official or translator) will inspect, copy or receive the records; and
- If the requested records are being provided to a representative and include medical information and medical records, include a signed waiver for the release of those records to the employee's specific representative.

The request should be submitted to Human Resources.

Current employees will be permitted to inspect, and if requested, copy or request copies of their personnel files within seven business days after the Company receives their written request. If the Company is unable to provide access to the personnel file within seven working days, the Company will do so within the next seven calendar days. If the Company does not maintain records in one or more of the requested categories, it will notify the employee. If the requested records are maintained in a manner that is already accessible by the employee, the Company may instead provide instructions on how to access the requested information.

Employees subject to recall after layoff or on a leave of absence with a right to return to work and former employees whose employment ended during the previous year may also request to inspect their personnel file.

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Inspection can take place during regular business hours at a location at, or reasonably near, the employee's place of employment, or, if an employee submits a written request, the Company will provide a copy of the personnel file by sending it to the email address or mailing address identified by the employee for receipt. Employees who request and receive a copy or partial copy of their personnel file may be required to pay the cost of duplication.

An employee who is involved in a current grievance against the Company may designate, in writing, a representative to inspect their personnel file.

Personnel file documents do not include letters of reference; any portion of a test document (except for a cumulative score); materials relating to staff planning, such as matters relating to the business's development, expansion, closing or operational goals; test information, the disclosure of which would invalidate the test; certain personal information about people other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy; certain investigatory or security records; documents which are being developed or prepared for use in civil, criminal or grievance procedures; or the Company's trade secrets, client lists, sales projections and financial data.

If an employee disagrees with any of the information contained in their personnel file, the employee may request that the Company remove or correct such information. If the employee and the Company cannot agree upon such removal or correction, the employee may submit a written statement explaining their position. The employee's written statement will be maintained as part of their personnel file or medical records and will accompany any transmittal or disclosure from such file or records made to a third party.

## Meal Breaks

Employees who work a shift of between seven and one-half and 12 consecutive hours will be provided at least one 20-minute meal break to begin no later than five hours after the start of work. Employees who work a shift of between twelve and sixteen and one-half consecutive hours will be provided two 20-minute meal breaks, with the first to begin no later than five hours after the start of work. The second break will generally be taken after the beginning of the twelfth hour of work. Employees who work more than sixteen and one-half consecutive hours of work will be provided a third 20-minute meal period, and employees who work a shift in excess of twenty-one consecutive hours of work will be provided a fourth 20-minute meal period.

During the break, employees will be relieved of all duties. Reasonable time using restroom facilities will not be considered a meal period.

An uninterrupted meal break lasting 30 or more minutes will be unpaid.

Employees who are unable to take all of the meal breaks to which they are entitled in accordance with this policy, or who have been prevented or discouraged from taking a break to which they are entitled under this policy, should notify Human Resources

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immediately and, if possible, prior to the beginning of the fifth hour of work or other applicable time frames.

## Discussion of Wages

No employee is prohibited from inquiring about, disclosing, comparing or otherwise discussing their wages or the wages of another employee. The Company will not terminate or otherwise discriminate against employees because they make such inquiries, disclosures, comparisons or discussions about their wages or the wages of another employee.

The Company also will not terminate or otherwise discriminate against any employee who files a charge, institutes a proceeding, provides information in connection with an inquiry or proceeding, or testifies in any proceeding related to the Illinois Equal Pay Act or encourages another employee to exercise their rights under the Illinois Equal Pay Act.

This policy does not apply to disclosure of other employees' wage information by representatives who have access to such information solely as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information.

## Vacation

The Company will pay employees for any accrued but unused vacation upon termination of employment.

## Pregnancy Accommodation

Employees and applicants for employment may request a reasonable accommodation for pregnancy, childbirth or related medical or common conditions to enable them to perform the essential functions of their job. In accordance with the Illinois Human Rights Act (IHRA), a reasonable accommodation will be provided unless the accommodation will impose an undue hardship on the company's business operations.

Reasonable accommodations may include but are not limited to: modifications or adjustments to the job application process; more frequent or longer bathroom, water or rest breaks; assistance with manual labor; light duty; temporary transfer to a less-strenuous or -hazardous position; acquisition or modification of equipment; reassignment to a vacant position; private, non-restroom space for expressing breast milk and breastfeeding; job restructuring; a part-time or modified work schedule; appropriate adjustment to or modification of examinations, training materials or policies; seating; an accessible worksite; and time off to recover from conditions related to childbirth, or a leave of absence necessitated by pregnancy, childbirth or medical or common conditions resulting from pregnancy or childbirth.

Employees who take leave as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, seniority, benefits and

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other terms and conditions of employment upon their notification to the Company of their intent to return to work or when the employee's need for a reasonable accommodation ends. Reinstatement is not required, however, if an undue hardship would result to the company's business operations.

When an employee is provided with a leave of absence as a reasonable accommodation and the need for time off is foreseeable, the employee must provide prior notice of the need for leave in a manner that is reasonable and practicable. When the need for time off or leave is foreseeable based on planned medical treatment or supervision, the employee must also make a reasonable effort to schedule the treatment or supervision in a manner that does not unduly disrupt company operations, subject to the approval of the employee's health care provider. If the need for leave is not foreseeable or expected, the employee must provide notice to the Company as soon as possible and practical and in a manner that is reasonable and practicable.

The Company may request certain documents from an employee or applicant's health care provider regarding the need for an accommodation. It is the employee's or applicant's duty to provide the requested documentation to the Company.

The Company will not deny employment opportunities or take adverse employment actions against employees or otherwise qualified applicants for employment based on the need to make such reasonable accommodations, nor will the Company retaliate against applicants or employees who request, use or attempt to use accommodations or otherwise exercise their rights under the IHRA.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

## Lactation Accommodation

The Company will provide reasonable breaks to accommodate an employee desiring to express breast milk for the employee's infant child, for one year after the child's birth. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the employee should work with their supervisor regarding scheduling.

The Company will make reasonable efforts to provide employees with the use of a private room in close proximity to the work area, other than a toilet stall, for employees to express milk. Employees should discuss with their supervisor or Human Resources the location to express and store their breast milk and to make any other arrangements under this policy.

The Company strictly prohibits discrimination against or harassment of employees because they are breastfeeding and request or take breaks in accordance with this policy.

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## Family Bereavement Leave

Upon request, eligible employees will be allowed a maximum of two weeks (10 workdays) of family bereavement leave in connection with the death of a family member or a loss related to pregnancy, adoption, surrogacy or fertility as described in this policy.

In the event of the death of more than one covered family member within a 12-month period, an employee may take up to a total of six weeks of leave during a 12-month period.

A covered family member includes an employee's child, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent or stepparent. For purposes of this policy, "child" is defined to include an employee's biological, adopted, or foster child, a stepchild, a legal ward or a child of a person standing *in loco parentis* (in the place of a parent).

To be eligible for leave under this policy an employee must be eligible for leave under the federal Family and Medical Leave Act (Fed-FMLA), meaning the employee must:

- Have worked for the Company for a total of at least 12 months;
- Have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and
- Work at a location where at least 50 employees are employed by the Company within 75 miles, as of the date the leave is requested.

Employees who have exhausted their Fed-FMLA leave are ineligible for leave under this policy. If employees are unsure whether they meet the above eligibility requirements, they should contact Human Resources.

Eligible employees may take leave under this policy for any of the following reasons:

- To attend the funeral (or funeral alternative) of a family member;
- To make arrangements necessitated by the death of a family member;
- To grieve the death of a covered family member; or
- Miscarriage; unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (e.g., artificial insemination or embryo transfer); failed adoption match or an adoption that is not finalized because it is contested by another party; failed surrogacy agreement; a diagnosis that negatively impacts pregnancy or fertility; or a stillbirth.

Family bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the family member or the date on which a qualifying event listed above occurs. The employee is not required to identify the covered reason for leave as a condition of taking leave.

An employee must provide the Company with at least 48 hours' advance notice of the employee's intention to take family bereavement leave, unless providing such notice is

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not reasonable or practicable. The Company may request reasonable documentation from the employee to verify the employee's eligibility for leave under this policy.

Family bereavement leave under this policy is unpaid. Employees may substitute other types of leave for family bereavement leave, including but not limited to any available paid or unpaid leave, such as vacation time. A person who uses leave under the Company's Illinois Child Extended Bereavement Leave policy because of the loss of a child by suicide or homicide may not take leave under this policy for the death of the same child. While family bereavement leave does not run concurrently with the Fed-FMLA, employees who have already exhausted their Fed-FMLA leave are ineligible for leave under this policy.

The Company prohibits adverse action against an employee because the employee exercised or attempted to exercise rights under the Illinois Family Bereavement Leave Act (FBLA), opposed practices the employee believed to be in violation of the FBLA or supported the exercise of another person's rights under the FBLA.

## Child Extended Bereavement Leave

Full-time employees who have worked for the Company for at least two weeks and experience the loss of a child by suicide or homicide may take up to 12 weeks of unpaid child bereavement leave.

For purposes of this policy, a “child” is defined to include an employee’s biological, adopted or foster child, stepchild, a legal ward or a child of a person standing *in loco parentis* (in the place of a parent).

Leave under this policy may be taken in a single continuous period or intermittently in increments of at least four hours. Leave must be completed within one year after the employee notifies the Company of the loss.

An employee must provide the Company with reasonable advance notice of the employee’s intention to take child extended bereavement leave, unless providing such notice is not reasonable and practicable. The Company may request reasonable documentation from the employee stating the cause of death.

Child extended bereavement leave under this policy is unpaid. Employees may elect to substitute other types of leave for child extended bereavement leave, including but not limited to any available paid or unpaid leave to which they are entitled, such as accrued vacation, paid time off (PTO), family and medical leave or sick leave. Employees who take leave under this policy are not entitled to additional leave under the Company’s Illinois Family Bereavement Leave policy for the death of the same child. While child extended bereavement leave does not run concurrently leave under the federal Family and Medical Leave Act (Fed-FMLA), employees who have already exhausted their Fed-FMLA leave are ineligible for leave under this policy. Upon return from child extended bereavement leave, the employee will be restored to the position the employee held when the leave commenced or to an equivalent position with equivalent employment benefits,

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pay and other terms and conditions of employment. Child extended bereavement leave will not result in the loss of any employment benefit accrued prior to the start of leave.

The Company prohibits adverse action against an employee because the employee exercised or attempted to exercise rights under the Illinois Child Extended Bereavement Leave Act (CEBLA), opposed practices the employee believed to be in violation of the CEBLA or supported the exercise of another person’s rights under the CEBLA.

**Paid Leave (Outside of Chicago and Cook County)**

The Company provides eligible employees outside of Chicago with paid leave in compliance with the Illinois Paid Leave for All Workers Act (PLAWA).

Eligibility

All employees working in Illinois for the Company are eligible to receive paid leave under this policy except for employees working in Chicago or Cook County.

Accrual and Carryover of Leave

Eligible employees begin to accrue paid leave on their first calendar day of employment with the Company or their date of eligibility, whichever is later. Paid leave accrues at a rate of one hour for every 40 hours worked, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is calendar year. Certain employees receive 40 hours of leave at the start of each calendar year, with leave prorated for new employees. Please ask Human Resources for more information regarding your leave accrual/frontloading.

Employees may carry over up to 40 hours of accrued but unused paid leave from one benefit year to the next, except for employees for whom leave is frontloaded, as they do not carry over leave. The Company does not pay out any unused paid leave at year-end in lieu of carryover.

Employees can determine the amount of paid leave available for use by reviewing their paystubs.

Using Leave

Employees cannot use paid leave until their 90<sup>th</sup> calendar day of employment with the Company. After that, employees may use paid leave as it accrues.

Paid leave may be used for any reason of the employee’s choosing, so long as such use is in accordance with this policy and applicable law. However, employees are not required to provide the Company with a reason for their absence.

Employees may use a maximum of 40 hours of paid leave per benefit year. Employees may only use paid leave during their known or anticipated work schedule.

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Employees must use paid leave in an initial increment of at least one hour per day, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid leave during an absence from work.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid leave.

Notice Required

If the need to use paid leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least seven calendar days' advance notice of an absence from work to their supervisor or Human Resources. If the need to use paid leave is unforeseeable, employees must provide notice to their supervisor or Human Resources as soon as practicable after the employee is aware of the need for leave.

Employees may provide notice to their supervisor or Human Resources by phone call, or email at [wfsusaleave@wfs.aero](mailto:wfsusaleave@wfs.aero).

When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

An employee's request for Illinois Paid Leave may be denied in order to meet the Company's operational needs for the requested time period for reasons such as peak season for operations, meeting customer deadlines, and/or accommodating other employee leave requests,

In all circumstances, employees are responsible for specifying that they are requesting to use paid leave to cover their absence (as opposed to, for example, vacation), so that the absence may be designated as paid leave accordingly.

In general, the Company will not require documentation or certification as proof or in support of paid leave unless permitted under another applicable law, such as the federal Family and Medical Leave Act (Fed-FMLA) or the Americans with Disabilities Act (ADA).]

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses paid leave in a manner not consistent with applicable law; or
- Violates this policy's requirements concerning requesting, using and/or recording use of paid leave.

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Rate of Pay

The rate of pay is calculated in accordance with applicable law.

Separation From Employment and Rehire

The Company does not pay employees for unused paid leave at any time, including upon separation from employment, for any reason.

If an employee’s employment with the Company ends and the employee is rehired within 12 months of employment ending, the employee’s previously accrued but unused paid leave balance will be reinstated and made available for use in accordance with applicable law.

No Discrimination or Retaliation

If the use of paid leave complies with the requirements of this policy and applicable law, the Company will not count employees’ use of paid leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of paid leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights or supporting someone else's rights under the law.

Additional Information

Employees who have questions about this policy should contact Human Resources.

**Paid Leave (Cook County)**

The Company provides eligible employees with paid leave pursuant to the Illinois Paid Leave for All Workers Act and the Cook County Paid Leave Ordinance.

Eligibility

All employees working in Cook County, Illinois for the Company are eligible to receive paid leave under this policy.

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Accrual and Carryover of Leave

Employees begin to accrue paid leave on their first calendar day of employment with the Company or their date of eligibility, whichever is later.

Eligible employees leave accrues at a rate of one hour for every 40 hours worked, up to a maximum of 40 hours in a benefit year. For purposes of this policy, the benefit year is calendar year. Other employees receive 40 hours of leave at the beginning of each calendar year, with leave prorated for new hires. Please contact Human Resources for more information on leave frontloading/accrual.

Employees may carry over up to 40 hours of accrued but unused paid leave from one benefit year to the next, except that employees who have leave frontloaded may not carry over unused leave. The Company does not pay out any unused paid leave at year-end in lieu of carryover.

Employees can determine the amount of paid leave available for use by reviewing their paystubs.

Using Leave

Employees cannot use paid leave until their 90th calendar day of employment with the Company. After that, employees may use paid leave as it accrues.

Paid leave may be used for any reason of the employee’s choosing, so long as the use complies with this policy and applicable law. However, employees are not required to provide the Company with a reason for their absence.

Employees may use a maximum of 40 hours of paid leave per benefit year.

Employees must use paid leave in an initial increment of at least one hour per day, to cover all or part of a workday.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid leave during an absence from work.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid leave.

Notice Required

If the need to use paid leave is foreseeable, such as for planned vacations and prescheduled medical appointments, employees must provide at least seven days’ advance notice of an absence from work to their supervisor or Human Resources. If the need to use paid leave is unforeseeable, employees must provide notice to

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[wfsusaleave@wfs.aero](mailto:wfsusaleave@wfs.aero) or as soon as practicable after the employee is aware of the need for leave.

When notifying the Company of the need to use paid leave, an employee should include the anticipated duration of the absence, when possible.

An employee's request for paid leave may be denied in order to meet the Company's operational needs for the requested time period for reasons such as maintaining staffing levels during peak season, accommodating other employee's time off requests during holidays, end of year, or peak season, as well as to meet customer service expectations and deadlines.

In all circumstances, employees are responsible for specifying that they are requesting to use paid leave to cover their absence so that the absence may be designated as paid leave accordingly.

In general, the Company will not require documentation or certification as proof or in support of paid leave unless permitted under another applicable law including, but not limited to, the federal Family and Medical Leave Act (Fed-FMLA) or the Americans with Disabilities Act (ADA).

Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses paid leave in a manner not consistent with applicable law; or
- Violates this policy's requirements concerning requesting, using, and/or recording use of paid leave.

Rate of Pay

The rate of pay for paid leave will be calculated in accordance with applicable law.

Separation from Employment and Rehire

The Company does not pay employees for unused paid leave at any time, including upon separation from employment for any reason.

If an employee is rehired within 12 months of employment ending, the employee's previously accrued but unused paid leave balance will be reinstated and made available for use in accordance with applicable law.

No Discrimination or Retaliation

If the use of paid leave complies with the requirements of this policy and applicable law, the Company will not count employees' use of paid leave as an absence or "occurrence"

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under any Company attendance policy. Therefore, any such use of paid leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid leave for authorized circumstances; making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this policy should contact Human Resources.

**Paid Leave (Chicago)**

The Company provides eligible employees with paid leave pursuant to the Chicago Paid Leave and Paid Sick and Safe Leave Ordinance (Ordinance).

Eligibility

All employees of the Company are eligible to receive paid leave under this policy if they work at least 80 hours within the geographic boundaries of the City of Chicago within any 120-day period.

Accrual and Carryover of Leave

Employees begin to accrue Chicago Paid Leave on their first calendar day of employment with the Company or their date of eligibility under the Ordinance, whichever is later.

Paid leave accrues for eligible employees at a rate of one hour for every 35 hours worked in Chicago up to a maximum of 40 hours in a year. Other employees receive 35 hours of paid leave at the start of each calendar year, and leave is prorated for new employees in this category. Please see Human Resources for more information regarding accrual/frontloading of leave.

For accrual purposes, exempt employees are assumed to work 40 hours per workweek, unless their normal workweek is fewer than 40 hours per week, in which case paid leave accrues based upon the employee’s normal workweek hours. Nonexempt employees accrue paid leave based on all hours worked, including overtime.

Employees may carry over up to 16 hours of accrued but unused paid leave from one benefit year to the next unless the leave is frontloaded yearly. If an employee believes that they are not provided meaningful access to their paid leave before the end of the benefit year (e.g., due to their workload or repeated denials of their requests for paid

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leave), they should contact Human Resources. The Company does not pay out any unused Chicago Paid Leave at year-end in lieu of carryover.

Employees will be able to determine the amount of Chicago Paid Leave available for use by reviewing their paystub.

Using Leave

Employees cannot use paid leave until their 90<sup>th</sup> calendar day of employment with the Company. After that, employees may use paid leave as it is accrued or otherwise available.

Paid leave may be used for any reason of the employee’s choosing, so long as the time is used in accordance with this policy and the Ordinance. Employees are not required to provide the Company the reason for their absence.

Employees must use paid leave in an initial increment of at least one hour.

To the extent allowed by applicable law, the Company reserves the right to require the use of paid leave during an absence from work.

Employees are not required to search for or find a replacement worker to cover the period during which they use paid leave.

Notice Required

Employees must provide at least seven days’ advance notice of an absence from work to their supervisor or Human Resources. Employees may provide notice to by informing a supervisor in-person, via email or over the phone, and/or by emailing [wfsusaleave@wfs.aero](mailto:wfsusaleave@wfs.aero) or calling [INSERT].

In general, all use of paid leave must be pre-approved before the absence from work. Even if sufficient advance notice is provided, an employee’s request for paid leave may be denied if it would interfere with the operational needs of the business for reasons such as maintaining staffing levels during peak season, meeting customer needs, and/or accommodating the leave requests of other employees.

If an employee’s request is denied, their supervisor or Human Resources will promptly provide a written denial of the employee’s request for paid leave, which will include the reason for the denial.

In general, the Company will not require documentation or certification as proof or in support of paid leave unless permitted under another applicable law like the federal Family and Medical Leave Act (Fed-FMLA) or the Americans with Disabilities Act (ADA).

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Discipline for Unprotected Use of Leave

Discipline, up to and including termination, may be taken against an employee who:

- Uses paid leave in a manner not consistent with the Ordinance, or;
- Violates this policy’s requirements concerning requesting, using, and/or recording use of paid leave.

Rate of Pay

The rate of pay is calculated in accordance with applicable law.

Separation From Employment

The Company will pay employees for any accrued but unused paid leave upon separation from employment for any reason.

No Discrimination or Retaliation

As long as the use of paid leave complies with the requirements of this policy and the Ordinance, the Company will not count employees’ use of paid leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of paid leave will not lead to or result in discipline, demotion, suspension or termination.

The Company will not retaliate or discriminate against any employee for requesting or using paid leave for authorized circumstances; for making a complaint or informing a person about a suspected violation of this policy; cooperating or participating in any investigation, administrative hearing or judicial action regarding an alleged violation; opposing any policy or practice prohibited by any sick and safe time or mandatory paid leave law; or informing any person of their potential rights under the law.

Additional Information

Employees who have questions about this policy should contact Human Resources.

**Accommodation for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence**

The Company will provide reasonable accommodations for qualified employees or applicants for employment who are or are perceived to be the victim of domestic, sexual or gender violence (including sexual assault and stalking) or any other crime of violence or who are the family or household member of such a victim, unless providing the accommodation will impose an undue hardship on the Company's business operations.

For purposes of this policy, a "family or household member" includes the following:

- Spouse or civil union partner;

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- Parent;
- Grandparent;
- Child;
- Grandchild;
- Sibling;
- Other person related by blood or by present or prior marriage or civil union;
- Other person who shares a relationship through a child;
- Any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or
- A person jointly residing in the same household with the employee.

Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism and armed violence.

Reasonable accommodations may include, but are not limited to, the following adjustments to job structure, the workplace or a work requirement in response to actual or threatened domestic, sexual or gender violence or any other crime of violence:

- Transfer;
- Reassignment;
- Modified schedule;
- Leave of absence;
- Changed telephone number;
- Changed seating assignment;
- Installation of a lock;
- Implementation of a safety procedure; and
- Assistance in documenting domestic, sexual or gender violence or any other crime of violence that occurs in the workplace or related settings.

The Company will not discriminate, harass or retaliate against any employee or applicant for employment: (1) because the individual is, or is perceived to be, a victim of domestic, sexual or gender violence or any other crime of violence or requests a reasonable accommodation in accordance with this policy; or (2) when the workplace is disrupted or threatened by the action of a person that the individual states has committed or threatened to commit domestic, sexual or gender violence or any other crime of violence against the individual or the individual's family or household member.

The Company will keep all information pertaining to an employee's request for an accommodation confidential, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal, state or local law. This includes any statement of the employee or other documentation, record or corroborating evidence and the fact that the employee has requested or obtained an accommodation in accordance with this policy.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

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## Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence

Eligible employees will be provided unpaid leave to address domestic violence, sexual violence, gender violence or any other crime of violence. An employee is eligible for leave under this policy if:

- The employee is the victim of domestic, sexual or gender violence or any other crime of violence; or
- The employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence and their interests are not adverse to the employee as it relates to domestic violence, sexual violence, gender violence or any other crime of violence.

For purposes of this policy, a "victim" includes:

- A person who was killed or injured while attempting to assist a person against whom a crime was being perpetrated or attempted or while assisting law enforcement at the request of law enforcement;
- A person who personally witnessed a violent crime; and
- A person who will be called as a witness by the prosecution to establish a necessary nexus between an offender and violent crime.

A "family or household member" includes the following:

- Spouse or civil union partner;
- Parent;
- Grandparent;
- Child;
- Grandchild;
- Sibling;
- Other person related by blood or by present or prior marriage or civil union;
- Other person who shares a relationship through a child;
- Any other individual whose close association with the employee is the equivalent of a family relationship (as determined by the employee); or
- A person jointly residing in the same household with the employee.

Crimes of violence include homicide, various sex offenses, offenses that cause bodily harm, harassing and obscene communications, terrorism and armed violence.

Eligible employees may use leave available under this policy to do any of the following for themselves or for a family or household member:

- Seek medical attention for or recover from physical or psychological injuries caused by domestic, sexual or gender violence or any other crime of violence;
- Obtain services from a victim services organization;

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- Obtain psychological or other counseling;
- Participate in safety planning, relocate temporarily or permanently or take other actions to increase safety from future domestic, sexual or gender violence or any other crime of violence or to ensure economic security;
- Seek legal assistance or remedies to ensure health and safety, including preparing for or participating in any civil, criminal or military legal proceeding relating to or derived from domestic, sexual or gender violence or any other crime of violence; or
- Engage in bereavement activities, which are defined as follows:
  - Attending the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence;
  - Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
  - Grieving the death of a family or household member who is killed in a crime of violence.

Leave may be taken consecutively, intermittently or on a reduced-schedule basis.

Except in certain circumstances pertaining to bereavement activities, leave under this policy is limited to 12 workweeks in any 12-month period. If applicable, time off under this policy will run concurrently with time off under the federal Family and Medical Leave Act (Fed-FMLA). However, employees who have already exhausted their Fed-FMLA leave are ineligible for leave under this policy.

Employees may take a cumulative total of two workweeks (10 workdays) of leave for bereavement activities, and such leave must be concluded within 60 days after the date on which the employee receives notice of the death of their family or household member.

If an employee is also entitled to take unpaid bereavement leave related to the death of a victim under the Company's Illinois Family Bereavement Leave policy, then the leave available under this policy for bereavement activities does not exceed and will run concurrently with the leave available under the Illinois Family Bereavement Leave policy. However, under those circumstances, leave taken for bereavement activities will not diminish the amount of leave available under this policy for other purposes related to being a victim (e.g., seeking medical care, counseling, or legal assistance).

If an employee is not entitled to take unpaid leave under the Illinois Family Bereavement Leave, then the leave for bereavement activities under this policy will be deducted from the total leave time available under this policy.

Employees seeking leave under this policy must provide at least 48 hours' advance notice unless such notice is impractical. Employees may also be required to periodically report on the status of their circumstances and intent to return to work. The Company may require certification that the leave was taken for one of the purposes identified above and/or that the employee or employee's family or household member is a victim of domestic, sexual or gender violence or any other crime of violence. Employees must respond to the request for certification within a reasonable period of time and can do so

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by providing a sworn statement. The employee must also provide the following documents, if they have them:

- Documentation from a victim services organization, an attorney, a member of the clergy or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, sexual or gender violence or any other crime of violence;
- A police, court or military record;
- A death certificate, published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency, documenting that a victim was killed in a crime of violence; or
- Other corroborating evidence.

The employee can choose which document to submit. The Company will not request or require that more than one document be submitted in the 12 months following the initial request for or use of leave if the reason for leave is related to the same incident(s) of violence or the same perpetrator(s) of the violence.

The Company will keep confidential all information pertaining to an employee's request for leave and/or certification of the need for leave, except in cases where an employee requests or consents in writing to disclosure or disclosure is required by federal or state law.

Time off under this policy is unpaid, except that employees will be allowed, but not required, to substitute any available paid leave, including accrued sick leave.

Upon return from leave, employees will be restored to the same position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

The Company will not retaliate or tolerate retaliation against employees who request or take leave in accordance with this policy. The Company also does not discriminate against applicants or employees who: are, or are perceived to be, victims of domestic, sexual or gender violence or any criminal violence; have a family or household member who is, or is perceived to be, a victim of domestic, sexual or gender violence or any other criminal violence; or attended, participated in, prepared for or requested leave to attend, participate in or prepare for a criminal or civil court proceeding, or a court-martial or nonjudicial punishment proceeding under the Uniform Code of Military Justice, relating to an incident of domestic violence, sexual violence, gender violence or any criminal violence of which the employee or their family or household member was a victim.

## Sick Leave to Care for Relatives

Employees may use paid or unpaid personal sick leave benefits provided by the Company (not including short- or long-term disability, an insurance policy or other comparable benefit plans or policies) for absences due to the illness, injury, medical appointment, or

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personal care of a covered relative, on the same terms that the employee is able to use personal sick leave benefits for the employee's own illness or injury. Personal care of a covered relative includes: (a) activities to ensure that the relative's basic medical, hygiene, nutritional, or safety needs are met, or to provide transportation to medical appointments, for a relative who is unable to meet their own needs; or (b) being physically present to provide emotional support to a relative with a serious health condition who is receiving inpatient or home care. Covered relatives include the employee's child, stepchild, spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent or stepparent.

The Company may, at its sole discretion, limit the use of an employee's sick time to care for a relative under this policy to what the employee would earn or accrue in six months, or half of the employee's maximum annual grant of personal sick leave benefits.

The Company may request written verification of the employee's absence from a health care professional.

The Company will not terminate, threaten to terminate, demote, suspend or in any manner discriminate against employees for requesting or using personal sick leave benefits in accordance with this policy or for attempting, in good faith, to exercise their rights under the law. Employees with questions or concerns regarding this policy or who would like to request a leave of absence under this policy should contact Human Resources.

## Witness Leave

Employees who witness a crime will be allowed time off from work for the purpose of responding to a subpoena to attend a criminal proceeding relating to that crime. Leave under this policy will be unpaid except that exempt employees will not incur any reduction in pay for a partial-week absence.

Employees who are victims of domestic, sexual or gender violence or any criminal violence, or whose family member is such a victim, will also be allowed time off in connection with related court proceedings in accordance with the Company's Leave for Victims of Domestic, Sexual or Gender Violence or Any Other Crime of Violence policy.

## Military Leave

Members of the United States armed forces, the National Guard of any state or territory regardless of status and the Illinois State Guard, as well as those serving in a federally recognized auxiliary of the United States armed forces and performing official duties in support of military or civilian authorities as a result of an emergency, are entitled to the rights, protections, privileges and immunities provided under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy set forth in the Handbook.

In addition to the military leave rights set forth in the Handbook and subject to the additional provisions set forth in the Illinois Service Member Employment and Reemployment Rights Act (ISERRA) and described in this policy, employees are entitled

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to a military leave of absence for active service in accordance with this policy so long as they provide advance notice of pending military service. There may be an exception to this advance notice requirement based on military necessity, as determined by the appropriate state military authority. For purposes of this policy, "military service" includes:

- Service (active or reserve) in the United States armed forces, the National Guard of any state or territory regardless of status, and the Illinois State Guard;
- Service in a federally recognized auxiliary of the United States armed forces when performing official duties in support of military or civilian authorities as the result of an emergency; and
- A period during which an employee is absent from employment for the purpose of medical or dental treatment for a condition, illness or injury sustained or aggravated during a period of active service and the treatment is paid for by the United States Department of Defense Military Health System.

Also for purposes of this policy, "active service" means all forms of active and inactive duty (without regard to voluntariness), including, but not limited to: annual training, active duty for training, initial active duty training, overseas training duty, full-time National Guard duty, active duty other than training, state active duty, mobilizations and muster duty. Active service includes active service without pay.

The Company may require additional documentation from an appropriate military authority for leave due to performance of official duties in support of military or civilian authorities as the result of an emergency or for the employee's medical or dental treatment.

Employees requesting leave are not required to find an employee to cover their work when they take leave under this policy. Employees taking military leave are also not required to accommodate work-related needs pertaining to the timing, frequency or duration of their leave. The Company may bring concerns over the timing, frequency or duration of military leave to the attention of the appropriate military authority, but understands that accommodation of these concerns is subject to military law and the discretion of that military authority.

Accrued, unused vacation will be paid during military leave at the employee's request.

Reinstatement

In order to be eligible for reinstatement, an employee must have completed their service on a basis that is not dishonorable or otherwise prohibited under federal or state law. A retroactive upgrade of a disqualifying discharge or release will restore reemployment rights, provided the service member employee otherwise meets the eligibility criteria under ISERRA.

An employee who is absent on military leave will, for the period of leave, be credited with the average of the efficiency or performance ratings or evaluations received for the three years immediately prior to the absence for military leave. The rating will not be less than

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the rating that the employee received for the rated period immediately prior to their absence on military leave. Except for during probationary periods, the period of military leave will also be counted in computing seniority and time-in-service requirements for promotion eligibility or any other benefit of employment.

**Family Military Leave**

Pursuant to the Illinois Family Military Leave Act, eligible employees whose spouse, parent, child, or grandparent has been called into military service that will last longer than 30 days will be granted up to 30 days of unpaid leave. In order to eligible for this leave, the employee must have worked for Company for at least 12 months and for at least 1,250 hours in the preceding year. If any employee also uses “qualifying exigency” leave under the FMLA, the amount of leave available under the state law will be reduced by the number of days the employee takes under the FMLA. Employees who wish to use leave under the Illinois Family Military Leave Act should give the Company at least 14 days’ notice of the intended date upon which the requested leave will commence if the period of leave lasts five or more consecutive days. If the requested leave is expected to last less than five days, advance notice should be given to the Company as soon as practical. When able, the employee should consult with the Company to schedule the leave so as to not unduly disrupt the operations of WFS, Inc.. The Company may request proof of the need for family military leave. Employees will be required to use any accrued paid leave, except sick leave and disability leave, prior to taking family military leave.

An employee returning from Family Military Leave will be restored to the same position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

Employees seeking to use military leave or family military leave are encouraged to speak with Human Resources for more information.

**Civil Air Patrol Leave**

Eligible employees who are members of the Civil Air Patrol may be entitled to up to 30 days of unpaid leave for the purpose of serving on a Civil Air Patrol mission. "Eligible employees" are those who have worked for the Company for 12 months and have worked 1,250 hours during the 12-month period immediately preceding the leave request.

If the leave will last five or more consecutive workdays, employees must provide at least 14 days' notice of the intended date upon which the leave will begin. If the leave will last fewer than five consecutive days, employees must provide as much notice as is practical. When possible, employees must consult with their supervisors about scheduling time off under this policy, in order to minimize the disruption to business operations.

The Company may require certification from the proper Civil Air Patrol authority to verify an employee's eligibility for leave.

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Employees returning from leave will be reinstated to the same position or one with equivalent seniority status and the same pay and benefits as they had prior to the leave, unless factors other than the exercise of leave under this policy prevent reinstatement.

Employees on Civil Air Patrol leave are entitled to continue benefits at their own expense. Taking such a leave will not result in employees losing any benefits earned prior to the leave.

## Blood and Organ Donor Leave

Upon request, eligible employees will be allowed paid leave to donate an organ or to donate, or attempt to donate, blood.

"Eligible employees" are full-time employees who have been employed by the Company for six months or longer and have obtained company approval for the time off.

For blood donation, an eligible employee can use up to one hour of paid leave to donate, or attempt to donate, blood every 56 days. Employees who attempt to donate blood but are unsuccessful (as determined by the blood bank) will still be charged the blood donor leave.

For organ donation, eligible employees will be allowed up to 10 days of leave in any 12-month period to serve as an organ donor.

Employees will not be required to use accrued or future vacation or sick leave while taking time off to donate blood or an organ.

Employees who have questions regarding this policy or who feel they have been wrongfully charged leave, denied leave or denied pay for leave under this policy should promptly notify their supervisor or Human Resources.

## Emergency Responder Leave

Employees who are volunteer emergency workers will be provided with unpaid leave when late or absent from work as a result of responding to an emergency call received prior to the time the employee is scheduled to report to work. For purposes of this policy, a "volunteer emergency worker" includes:

- Volunteer firefighters
- Emergency medical technicians and paramedics
- Ambulance drivers and attendances
- Emergency Medical Responders (as defined by 210 Ill. Comp. Stat. 50/3.50)
- Volunteers for county or municipal emergency and disaster agencies pursuant to the Illinois Emergency Management Agency Act
- Auxiliary policemen or deputies

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Employees will not be terminated for being late to or absent from work for this purpose. An employee who serves as a volunteer emergency worker that anticipates being absent or late for work as a result of responding to an emergency call must make a reasonable effort to notify his/her supervisor. The Company may require the employee to provide a written statement from the volunteer services entity confirming the employee's response to the emergency, including a date and time of the emergency. This leave is unpaid, but employees may use available sick or vacation time to receive pay during the leave.

## School Visitation Leave

Eligible employees who are the parent or legal guardian of a child (including a biological, adopted, foster or stepchild) enrolled in a public or private primary or secondary school located in Illinois or a state that shares a common border with Illinois may take time off to attend certain academic activities related to their child. Eligible employees are those who have worked for the Company for at least six consecutive months immediately preceding the leave request and who have worked, on average, a number of hours equal to or greater than one-half of a full-time position during the six-month period.

Employees will not be permitted to take leave under this policy unless they have first exhausted all accrued vacation and other appropriate leave (not including sick or disability leave). Employees are also required to submit a written request for leave at least seven days in advance in nonemergency situations, and, in emergency situations, 24 hours in advance.

Eligible employees will be allowed up to eight hours of leave during any school year to attend school conferences, behavioral meetings or academic meetings related to the employee's child, if those conferences or meetings cannot be scheduled outside of work hours. No more than four hours of leave may be taken on any single day. Employees must consult with their supervisor or Human Resources to schedule the leave so as not to unduly disrupt the Company's business operations. Time off under this policy will be unpaid except that exempt employees will be paid when required by applicable law.

Employees must provide verification of the academic activity from the school within two working days of the school visit. The verification should include the time and date of the employee's visit. For employees who fail to timely submit the verification, the absence may be treated as unexcused.

The Company will allow, but not require, nonexempt employees to make up the amount of hours taken for the leave, as long as there is a reasonable opportunity to make up the hours in a manner that does not require payment of overtime. Exempt employees may be required to make up the leave hours within the same pay period.

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

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## Election Judge Leave

Employees who have been appointed as an election judge will be allowed time off without pay to serve in that capacity. Employees must provide at least 20 days' written notice of the need for leave under this policy.

Leave under this policy will be unpaid, except that exempt employees will receive pay when required under applicable federal or state law.

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## Paid Leave for All Workers Act Notice Handbook Addendum



State of Illinois  
Illinois Department of Labor

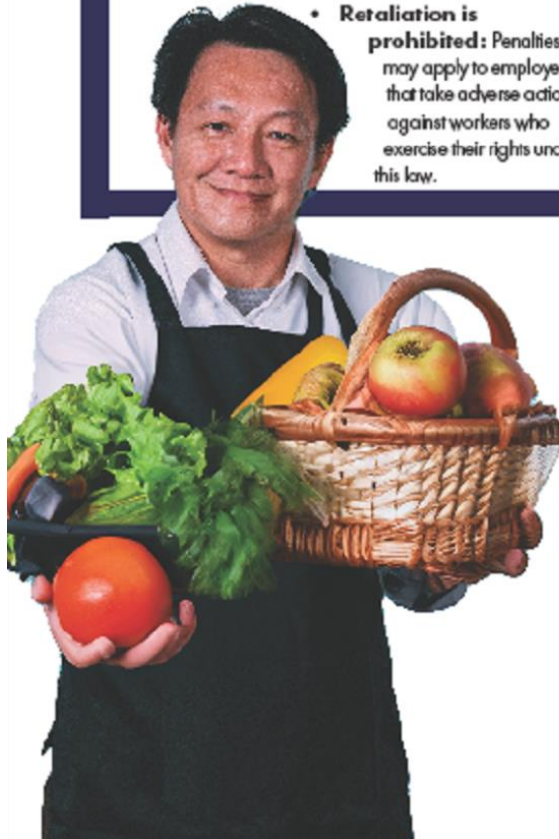
# PAID LEAVE FOR ALL WORKERS ACT NOTICE

Employers must provide employees with up to 40 hours of paid leave for any reason.

## Paid Leave

- **Workers:** Earn up to 40 hours of paid leave from work per year.
- **Use:** Workers can use paid leave for any reason of their choosing. Employers may not require workers to provide a reason for their paid leave request or require a worker to find a replacement worker.
- **Accrual:** Workers earn 1 hour of paid leave for every 40 hours they work. Employers may also provide workers with all paid leave hours at the start of the 12-month period (frontloading).
- **Carryover:** Workers rollover all unused accrued paid leave at the end of the year. Any unused frontloaded leave does not have to be carried over.

• **Retaliation is prohibited:** Penalties may apply to employers that take adverse action against workers who exercise their rights under this law.



## Penalties

Workers may recover the amount they should have been paid for the leave, penalties, and other equitable relief.

## Filing a Complaint

A worker may file a complaint with the Illinois Department of Labor alleging a violation of this Act by filling out a complaint form at [labor.illinois.gov/paidleave](http://labor.illinois.gov/paidleave).

## Existing Policy and Exclusions

Certain exceptions may apply for employers who already provide their workers with paid leave. There are also certain categories of workers that are not covered by the law.

See QR code for more information on how to file a complaint and applicable exceptions to the law.



For a complete text of the laws, visit our website at:  
[www.labor.illinois.gov](http://www.labor.illinois.gov)

For more information or to file a Complaint, contact us at:  
[DOL.PaidLeave@illinois.gov](mailto:DOL.PaidLeave@illinois.gov)  
312-793-2600

**THIS NOTICE MUST BE DISPLAYED IN A CONSPICUOUS PLACE ON THE PREMISES OF THE EMPLOYER WHERE OTHER NOTICES ARE POSTED.**

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Toni Preckwinkle, President  
 Cook County Board of Commissioners  
 Jennifer King, Director



69 W. Washington, Suite 1130  
 Chicago, IL 60602

P: (312) 603-1100  
 F: (312) 603-9988

human.rights@cookcountyil.gov

## Cook County Commission on Human Rights

### Cook County Paid Leave Ordinance NOTICE TO EMPLOYEES

**You are covered by the Cook County Paid Leave Ordinance (PLO) if:**

1. You work for an employer in Cook County; and/or
2. Your employer has a place of business in Cook County.

**You are entitled to:**

- Earn at least one (1) hour of paid leave for every 40 hours worked;
- Use paid leave for any reason; and
- Be paid for leave at your usual rate of pay.

**If you believe your employer has not issued the paid leave you are entitled to, or, has violated the Ordinance in another way, you can file a complaint with the Cook County Commission on Human Rights:**

- You may begin the complaint process by contacting a Human Rights Investigator for an intake interview.
- Investigators can be reached Monday through Friday, 9 a.m. to 4 p.m., by telephone or email.
- More information and forms for filing a Paid Leave complaint are available at [www.cookcountyil.gov/PaidLeave](http://www.cookcountyil.gov/PaidLeave)



*Effective Date 12/31/2023*

Visit [www.cookcountyil.gov/PaidLeave](http://www.cookcountyil.gov/PaidLeave) for more information.

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