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## MASSACHUSETTS 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.

### Access to Personnel File and Wage Records

Employees may review or obtain a copy of their personnel file, generally not more than two times per calendar year, by submitting a written request to the Human Resources Department. The review will take place in the presence of a company representative during normal business hours.

Employees who disagree with any of the information contained in their personnel file should notify the Human Resources Department. If an employee and the Company cannot agree to remove or correct the specified information, the employee can submit a written statement explaining his or her position regarding the disputed information. The statement will be maintained as part of the employee's personnel file and included in any disclosure to a third party, as long as the original information is retained as part of the file.

The Company will notify an employee of any information in the employee's personnel record, to the extent that the information is, has, or may be used to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation, or to subject the employee to disciplinary action, within 10 days of placement in the employee's personnel file.

Upon request, employees will also be allowed to inspect certain paper or electronic wage records maintained by the Company. Such records include the amount of pay per pay period, hours worked, rate of pay, vacation pay, and deductions from wages. These records are maintained by the Company for at least three years after entry. Employees will be allowed to inspect such wage records at a reasonable time and place. Upon request, employees will be provided with a copy of the wage records within ten business days.

### Discussion of Wages

The Company does not prohibit employees from discussing or disclosing information about their own wages or inquiring about or discussing the wages of other employees. The Company will not retaliate against employees for disclosing their wages or inquiring about or discussing the wages of other employees.

This policy does not apply to the disclosure of other employees' wage information by Human Resources managers or supervisors who have access to such information solely

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as part of their essential job functions and who, while acting on behalf of the Company, make unauthorized disclosure of that information.

### Political Opinions

The Company will not terminate or threaten to terminate an employee or take other adverse action for the purpose of influencing the employee's vote in an election or political contribution. The Company also will not attempt to influence employee votes by promising higher wages or other incentives in the terms and conditions of employment.

### Time Off to Vote

In addition to the information provided in the Voting policy in the Handbook, the Company will grant: (1) each employee in the case of a state election, or (2) each employee who is an elector in the case of any special election for United States senator, representative in Congress, state senator or state representative, two hours of unpaid time off to vote on the day of any such election. In order to receive unpaid time off, the employee must request time off not less than two working days prior to such election. Employees may use available sick or vacation time to receive pay during the leave.

### Vacation

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

### Mandatory Time Off/Day of Rest

WFS, Inc. will provide employees with at least one day (24 consecutive hours) of rest every seven days. The day of rest will include an uninterrupted period between the hours of 8:00 a.m. and 5:00 p.m.

### Pregnancy Discrimination and Accommodation

Employees and applicants for employment may request a reasonable accommodation for needs related to pregnancy and related conditions, including lactation or the need to express breast milk for a nursing child. The Company will provide a reasonable accommodation that would enable the employee or applicant to perform essential job functions unless the requested accommodation would impose an undue hardship on the company's program, enterprise or business.

A reasonable accommodation may include, but is not limited to, the following: more frequent or longer breaks; acquisition or modification of equipment or seating; assistance with manual labor; job restructuring; light duty; private non-bathroom space for expressing breast milk; modified work schedules; temporary transfers to a less-strenuous or less-hazardous position; or time off to attend to a pregnancy complication or recover from

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childbirth. The Company will not deny employment opportunities or take adverse employment action against otherwise qualified applicants or employees who request or use such reasonable accommodations.

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 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.

The Company may require that employees provide documentation about the need for a reasonable accommodation, or the need to extend an accommodation, from an appropriate health care or rehabilitation professional. The Company will not require such documentation when the requested accommodation is more frequent restroom, food and water breaks; seating; private non-bathroom space for expressing breast milk or limits on lifting over 20 pounds.

Employees who have questions about this policy or who wish to request leave or other reasonable accommodations under this policy should contact the Human Resources Department. When an employee makes a request for a reasonable accommodation, the Company and employee will engage in a timely, good-faith and interactive process to determine an effective reasonable accommodation.

**Meal Breaks**

Massachusetts requires that any employee required to work for more than six hours in any day must be granted a 30-minute meal period.

These meal breaks are required by Massachusetts State labor law and therefore you must take your meal break. During meal breaks you are not subject to any work responsibilities nor permitted to perform any work. Employees are not required to remain on the premises for meal periods. Employees may not arrive late or leave early in lieu of taking a meal period. All non-exempt employees must clock in and out for their meal periods.

In the event that an employee is unable to take the required 30-minute lunch break, you must notify your supervisor. The employee will be paid for the entire break. Employees who do not follow this policy may be subject to disciplinary action up to and including immediate termination of employment.

**Sexual and Other Unlawful Harassment**

WFS, Inc. is committed to providing a work environment free of harassment. The Company complies with Massachusetts law and maintains a strict policy prohibiting sexual harassment and harassment against employees or applicants for employment based on race, color, religious creed, sex (including pregnancy, childbirth and related medical conditions), gender identity, sexual orientation, national origin or ancestry, physical or mental disability, age (40 and over), military status, certain criminal records,

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genetic information or testing, HIV testing, a personal admission to a facility for the care and treatment of a mentally ill person and taking of maternity leave. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

All employees are expected to comply with the Company's Anti-Harassment/Anti-Discrimination policy, as set forth in the Handbook. While the Anti-Harassment/Anti-Discrimination 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 believes that they have been harassed or discriminated against should provide a written or verbal report to their supervisor, another member of management, or the Human Resources Department as soon as possible. Employees can also file anonymous complaints through [Convercent](#). Please see the WFS Inc. Handbook for more information. The responsibility to investigate complaints of harassment has been assigned to the Human Resources Department. Employees who believe they have been harassed or discriminated against may also file a formal complaint with either or both of the government agencies listed below:

- The Massachusetts Commission Against Discrimination (MCAD) is the state agency responsible for handling complaints of harassment, including sexual harassment. The MCAD can be reached at the following locations:
  - Boston Office: One Ashburton Place, Sixth Floor, Room 601, Boston, MA 02108; telephone number (617) 994-6000.
  - Springfield Office: 436 Dwight Street, Second Floor, Suite 220, Springfield, MA 01103; telephone number (413) 739-2145.
  - Worcester Office: 18 Chestnut Street, Room 520, Worcester, MA 01608; telephone number (508) 453-9630.
- The Equal Employment Opportunity Commission (EEOC) is the federal agency that investigates harassment claims, including claims of sexual harassment. The EEOC can be reached at:
  - John F. Kennedy Federal Building, Government Center, 475 Government Center, Boston, MA 02203, telephone number (800) 669-4000.

Complaints filed with the MCAD and the EEOC must be filed within 300 days of the incident giving rise to the claim.

**Paid Family and Medical Leave**

In accordance with the Massachusetts Paid Family and Medical Leave Law (MPFMLL), eligible employees may be entitled to a leave of absence with partial wage replacement benefits from the Department of Family and Medical Leave (Department) to care for a family member with a serious health condition, care for their own serious health condition, bond with a new child, care for a family member who is a covered servicemember or

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assist with obligations that arise when a family member is called into active military service.

Eligible Employees

This policy applies to eligible Massachusetts-based employees, including full-time, part-time, permanent and seasonal workers. To be eligible for paid family and medical leave (PFML), employees must meet the financial eligibility requirements established by the Department, not the Company.

Contributions

PFML benefits are funded by both a Company contribution and an employee contribution. Employee contributions are made through payroll deductions, and the amount of the contribution depends on the employee's eligible wages. The maximum deduction amount will be adjusted periodically by the Department. The amount of any deduction taken will be reflected on an employee's pay statement.

Reasons For and Length of Leave

An eligible employee may be entitled to take PFML up to a maximum of:

- 12 weeks of PFML in a benefit year for the birth, adoption or foster care placement of a child; to care for a family member with a serious health condition; or due to a qualifying exigency arising because a family member is on active duty or has been notified of an impending call to active duty in the United States Armed Forces.
- 20 weeks of PFML in a benefit year to attend to their own serious health condition.
- 26 weeks of PFML in a benefit year to care for a family member who is a covered service member undergoing medical treatment or otherwise addressing consequences of a serious injury or illness related to the family member's military service.

An employee is allowed a maximum of 26 weeks of PFML, in the aggregate, in a benefit year.

*Definitions*

- **"Benefit year"** means the period of 52 consecutive weeks beginning on the Sunday immediately preceding the first day of PFML.
- **"Child"** means a biological, adopted or foster child, a stepchild or a legal ward; a child to whom the covered individual stands *in loco parentis*; or a person to whom the covered individual stood *in loco parentis* when the person was a minor child.

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- **"Family Member"** means the spouse, domestic partner, child, parent or parent of a spouse or domestic partner of the covered individual; a person who stood *in loco parentis* to the covered individual when the covered individual was a minor child; or a grandchild, grandparent or sibling of the covered individual.
- **"Parent"** means a biological, adoptive, step- or foster parent.
- **"Qualifying Exigency"** means a need arising out of the employee's family member's active duty service or notice of an impending call or order to active duty in the Armed Forces (e.g., providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave, or making arrangements following the death of a military member).
- **"Serious Health Condition"** means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility or continuing treatment by a health care provider.
- **"Sibling"** means a biological or adoptive sibling, or a stepsibling.

Wage Replacement Benefits

Eligible employees may receive wage replacement benefits directly from the Department. The amount of wage replacement benefits is calculated based on the employee's average weekly wage in relation to the state average weekly wage and is capped at a maximum weekly benefit amount that is adjusted annually.

For certain types of PFML, there is a seven-day unpaid waiting period before benefits are payable. Employees may use available vacation, sick leave (if applicable) or other paid time off during any applicable unpaid waiting period. The unpaid leave during the initial waiting period counts against an employee's maximum PFML entitlements, as outlined above.

Health Benefits

During approved PFML, the Company will continue making contributions for an employee's group health benefits on the same terms as if the employee had continued to work. This means that, if an employee wants benefits coverage to continue during PFML, the employee must continue to make any premium payments they were required to make for themselves or their dependents prior to the leave.

Intermittent Leave

Under some circumstances, employees can take PFML on an intermittent basis (i.e., taking leave in separate blocks of time) or on a reduced schedule basis (i.e., reducing the employee's normal weekly or daily work schedule). An employee may take PFML intermittently or on a reduced schedule basis to care for their own or a family member's serious health condition or to care for a family member who is a covered service member, if a health care provider determines it is medically necessary. If an employee requests intermittent or reduced schedule PFML for their own serious health condition, the

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Company may request additional information and will work with the employee to identify a leave schedule that meets the employee's needs without unduly interrupting the Company's business operations (subject to the approval of the employee's health care provider).

In the case of PFML for the birth, adoption or foster care placement of a child, the Company will consider requests to take leave intermittently or on a reduced schedule on a case-by-case basis depending upon the needs of the Company.

Employees may take PFML on an intermittent or reduced schedule basis when leave is due to a qualifying exigency.

PFML can be taken in increments of one (1) hour. Taking leave intermittently or on a reduced leave schedule will result in a proportionate reduction in the employee's available allotment of leave. Employees cannot apply for payment of benefits for intermittent PFML until they have accumulated eight hours of leave time or until 30 calendar days following the first use of intermittent leave, whichever comes first.

Employees seeking intermittent PFML must notify the Department and the Company of their intermittent leave schedule. Employees who are approved for and use intermittent leave and fail to work in accordance with that agreed-upon schedule may be subject to discipline. If an employee's use of intermittent PFML is inconsistent with the Department's approval, the Company may also request additional information in support of the need for leave.

Applying For PFML Benefits

Employees must file claims for PFML benefits directly with the Department using the Department's forms. Applications may be submitted using the Department's online system at [www.mass.gov/DFML](http://www.mass.gov/DFML), and may be submitted starting 60 days prior to the anticipated start date of the PFML period. Applications must be submitted no later than 90 days after the start of the PFML period unless the employee establishes reasonable cause.

**Requesting PFML**

Employees must provide at least 30 days' advance written notice to the Company. Employees requesting notice must contact The Benefits Department within Human Resources via email ([benefitsdept@wfs.aero](mailto:benefitsdept@wfs.aero)) and specify the type of leave, the anticipated starting date of the leave, the anticipated length of the leave, and the expected date of return.

If an employee is unable to provide 30 days' notice due to circumstances beyond their control, the employee must provide notice as soon as practicable. Failure to provide timely notice may result in a denial or delay in an employee's receipt of PFML. A request for an extension must be filed 14 calendar days prior to the expiration of the original

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approved leave, unless the Department determines that good cause for the delay is shown.

Employees who are planning medical treatment should consult with the Company in advance of an application to the Department and make a reasonable effort to schedule the treatment so that it will not unduly disrupt the Company's business operations, subject to approval from the employee's health care provider.

The Company will treat any medical or health information as confidential and will not disclose such information except with the permission of the employee requesting leave, unless disclosure is otherwise required by law.

**The Department may deny an application for PFML benefits if proper notice is not made to the Company as described above.**

Return to Work

An eligible employee who takes PFML and returns to work on or before the approved leave's end date will be entitled to return to their former job or to an equivalent job with the same status, pay, employment benefits, length-of-service credit and seniority as of the date of leave. Upon reinstatement, taking PFML does not affect an employee's previously held right to accrue vacation time, sick leave, bonuses, advancement, seniority, length-of-service credit or other employment benefits, plans or programs.

The Company may deny restoration to any employee if:

- Other employees of equal length of service credit and status in the same or equivalent positions have been laid off due to economic conditions or other changes in operating conditions; or
- The contract for employment for which the employee was hired has concluded and the Company would not have otherwise continued to employ the employee.

Coordination With Other Leaves and Benefits

Leave taken under the MPFMLL will run concurrently with leave taken under the Massachusetts Parental Leave Act (MPLA), the federal Family and Medical Leave Act, when the leave is for a qualifying reason under the other law, plan, or program. In no case will the combined pay an eligible employee receives through any wage-replacement program(s), including PFML benefits and any Company-provided paid family and medical leave program, exceed the employee's average weekly wage. Additionally, all wage-replacement benefits will be fully integrated to avoid duplication of benefits, to the fullest extent permitted by state or federal law.

Fraudulent Use of PFML Prohibited

Employees who fraudulently obtain PFML benefits will not receive the protections and benefits provided by the law and may be required to repay any benefits received.

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Protected Rights

The Company takes its PFML obligations very seriously and will not interfere with, restrain, or deny the exercise of any right protected under the MPFMLL. The Company will not discriminate or retaliate against any individual because they use or request leave in accordance with this policy, file a complaint or institute a proceeding related to the MPFMLL, testify or provide information in an inquiry or proceeding related to the MPFMLL, or otherwise exercise their rights under the MPFMLL. If an employee believes that their MPFMLL rights have been violated in any way, they should immediately report the matter to the Human Resources Department.

Employees may also contact the Human Resources Department with questions regarding paid family and medical leave or benefits.

**Paid Sick Leave**

The Company provides eligible employees with sick leave in accordance with the requirements of the Massachusetts Earned Sick Time Law (ESTL).

Eligibility

All employees whose primary place of work for the Company is in Massachusetts are eligible to receive sick leave under this policy.

Accrual and Carryover of Leave

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

Paid sick leave accrues at a rate of one hour for every 30 hours worked for eligible employees, up to a maximum of 40 hours in a benefit year, and an overall accrual cap of 40 hours. Once an employee’s paid sick leave balance reaches 40 hours, no further sick leave will accrue until previously accrued sick leave is used. Other employees receive 40 hours of paid sick leave at the start of each calendar year, with leave prorated for new hires. Please contact Human Resources for more information on accrual/frontloading of leave.

Employees may carry over up to 40 hours of accrued but unused sick leave from one benefit year to the next, except if leave is frontloaded in which case there is no carryover of unused leave. The Company does not pay out any unused sick leave at year-end in lieu of carryover.

Using Leave

Employees may not use sick leave until the completion of 90 days from the calendar day of employment with the Company. After that, employees may use paid leave when granted.

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

Employees must use sick leave in one (1) hour increments, to cover all or part of a workday.

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

Covered Reasons for Use

Paid sick leave may be used only during times that an employee cannot work for the following reasons:

- The employee’s mental or physical illness, injury or health condition that requires home care, professional medical diagnosis or care, or preventative medical care; or routine medical appointment.
- A family member’s mental or physical illness, injury or health condition that requires home care, professional medical diagnosis or care, or preventative medical care; or routine medical appointment.
- To address the psychological, physical or legal effects of domestic violence against the employee or the employee’s child.
- To travel to and from an appointment, a pharmacy, or other location related to the purpose for which the sick leave was taken.
- To address the employee’s own physical and mental health needs, and those of their spouse, if the employee or the employee’s spouse experiences pregnancy loss or a failed assisted reproduction, adoption, or surrogacy.

For purposes of this policy, “family member” means the employee’s:

- Spouse;
- Child; or
- Parent.

Notice Required

If the need to use sick leave is foreseeable, such as for prescheduled medical appointments and court dates in domestic violence cases, employees must make a good-faith effort to provide at least seven (7) days advance notice of an absence from work. If the need to use sick leave is unforeseeable, employees must provide notice as soon as practicable. Employees may provide notice by email to their supervisor via the station’s sick call procedure or contact Human Resources for more information.

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

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In all circumstances, employees are responsible for specifying that the time off is for sick leave reasons (as opposed to, for example, vacation), so that the absence may be designated as a paid sick leave absence.

Verification of Absence

The Company may require verification of the employee’s need for sick leave. Additionally, the Company may require a doctor’s note or other documentation of the employee’s need for sick leave if the absence:

- Exceeds three consecutive scheduled workdays;
- Exceeds 24 consecutive scheduled work hours;
- Occurs within two weeks before an employee’s final scheduled day of work before termination of employment, except in the case of temporary employees;
- Occurs after four unforeseeable and undocumented absences within a three month period; or
- For employees aged 17 and under, occurs after three unforeseeable and undocumented absences within a three month period.

Depending on the circumstances, documentation may include a doctor’s note (for an employee’s or their family member’s health condition); police report, court document, or court order of protection (indicating domestic violence); and/or other verification as permitted by applicable law.

The Company will keep confidential any documentation or verification information provided regarding leave use, in accordance with federal, state and local law.

Discipline for Unprotected Use of Leave

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

- Uses sick leave for a purpose not covered by, or in a manner not consistent with, the ESTL; or
- Violates this policy’s requirements concerning requesting, using, recording, verifying, and/or documenting use of sick leave.

Rate of Pay

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

Separation from Employment and Rehire

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

If an employee is rehired within twelve months of employment ending, the employee’s previously accrued but unused sick leave balance will be reinstated and made available for use in accordance with the ESTL.

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No Discrimination or Retaliation

As long as the use of sick leave complies with the requirements of this policy and the ESTL, the Company will not count employees’ use of sick leave as an absence or “occurrence” under any Company attendance policy. Therefore, any such use of sick 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 sick 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 the Human Resources Department.

**Abuse Victim Leave**

Employees who are victims of abusive behavior, or who have a family member who is a victim of abusive behavior, may take up to 15 days of unpaid leave within a 12-month period to address issues related to the abuse. For purposes of this policy, "abusive behavior" includes domestic violence, stalking, sexual assault and kidnapping and includes conduct by a current or former spouse; a person with whom the employee or covered family member shares a child; a person cohabitating with or who has cohabitated with the employee or covered family member; a person related by blood or marriage to the employee or covered family member; or a person with whom the employee or covered family member has or had a dating relationship.

Employees may exhaust any available annual vacation leave, personal leave, and sick leave, if applicable.

An employee who is the perpetrator of the abusive behavior is not eligible for leave under this policy.

"Covered family members" include the employee's spouse; a person in a dating or engagement relationship with the employee and who resides with the employee; someone having a child in common with the employee; a parent, stepparent, child, stepchild, sibling, grandparent, grandchild or someone in a guardianship relationship with the employee.

Leave taken under this policy must be used to address issues directly related to the abusive behavior, such as to:

- Seek or obtain medical attention;

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- Receive counseling, victim services or legal assistance;
- Secure housing;
- Obtain a protective order from a court;
- Appear in court or before a grand jury;
- Meet with a district attorney or other law enforcement official; or
- Attend child custody proceedings.

Employees may take up to 15 days of leave within a 12-month period. The 12-month period begins on the date of an employee's first use of such leave and ends 12 months after that date.

Where they overlap, leave taken under this policy will run concurrently with leave under the federal Family and Medical Leave Act.

Employees needing leave under this policy must provide advance notice of the need for leave to the greatest extent possible. However, if there is a threat of imminent danger to the health or safety of the employee or a covered family member, the employee must notify the Company within three (3) working days that protected leave has been taken or is being taken. Such notice may be provided by the employee, the employee's family member or a professional assisting the employee with addressing the abusive behavior, and can be made via telephone, in person or in writing.

If an absence is unscheduled, the Company will not take any adverse action against the employee as long as the employee provides appropriate documentation within 30 days of the unauthorized absence.

The Company may require employees to provide supporting documentation demonstrating that the employee or a covered family member was the victim of abusive behavior and that the reason for taking leave was related to that behavior. Such documentation should be provided within a reasonable period of time and may include:

- A protective order or other document issued by the court;
- A document under the letterhead of a court, provider or public agency that the employee attended for the purpose of obtaining assistance regarding the abusive behavior;
- A police report or witness statement provided to the police;
- Documents showing that the perpetrator was convicted of an offense constituting abusive behavior, or admitted to facts sufficient to establish guilt of abusive behavior;
- Medical documentation;
- A sworn statement, signed under penalty of perjury, from a counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional advocate who has assisted the employee and/or their family member with addressing the effects of abusive behavior; or

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- A sworn statement, signed under penalty of perjury, from the employee, attesting that the employee or a covered family member has been the victim of abusive behavior.

All information and documentation related to an employee's use of leave under this policy will be kept confidential, unless such disclosure is expressly required by law, requested in writing by the employee or necessary to protect the safety of the employee or other employees.

Upon return from leave, employees will be restored to their original position or to an equivalent position. The Company will not take any adverse action against an employee for exercising their rights under this policy. Additionally, employees taking leave under this policy will not lose any benefits accrued prior to the start of the leave.

### Crime Witness Leave

Employees who are victims of a crime may time off from work to appear as a witness in a criminal proceeding regarding 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 due to witness duty.

Employees should notify the Company of their required service prior to the day of court attendance.

### Emergency Responder Leave

Employees who serve as volunteer firefighters or emergency medical technicians may take time off from work to respond to an emergency that occurred prior to the time the employee is scheduled to report to work. For purposes of this policy, “respond to an emergency” means responding to, working at the scene of, or returning from a fire, rescue, emergency medical service call, hazardous materials incident or a natural or man-made disaster in the good faith belief that such action is necessary to prevent the imminent loss of life or property.

Leave under this policy will be unpaid except that exempt employees may be paid, as required by law. Employees may use available sick or vacation time to receive pay during the leave.

The Company may request employees to provide a statement signed by the chief of the fire or ambulance department certifying the date and time the employee responded to and returned from the emergency.

### Veterans Day and Memorial Day Leave for Veterans

The Company will provide employees who are also veterans unpaid time off to participate in local Veterans Day or Memorial Day exercises, parades or services. For purposes of

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this policy, a veteran is someone who has received an honorable discharge from military service.

Employees whose services are essential to the Company’s safety and security are not eligible for this leave.

Leave under this policy will be unpaid, except that exempt employees may receive pay, as required by law. Employees may use available sick or vacation time to receive pay during the leave.

Employees should contact their supervisor to make appropriate arrangements.

**Parental Leave**

Eligible full-time employees working in Massachusetts are entitled to take up to eight weeks of unpaid leave per child for the:

- Birth of a child; or
- Adoption of a child under 18 years of age or under 23 years of age if the child is mentally or physically disabled.

If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a combined total of eight workweeks off for the birth, adoption, or placement of the same child.

Eligibility

Employees are eligible for leave under this policy if they are full-time and have been employed by the Company for at least three consecutive months.

Notice of Leave

Employees must give at least two weeks’ notice of their anticipated date of departure and intention to return to work. If the need for leave arises under circumstances that, for reasons beyond the employee’s control, do not allow for two weeks’ notice, employees must give notice as soon as practicable.

Compensation and Benefits During Leave

Parental leave will be without pay, unless an employee chooses to use available vacation or sick leave concurrently with all or part of the unpaid parental leave. Sick leave may only be used during portions of the parental leave that qualify for leave under the Company’s MA sick leave policy, however. Eligible employees may apply for disability benefits related to their childbirth and/or pregnancy-related disabilities under the same terms and conditions that apply to other medical disabilities.

Parental leave will not affect the employee’s rights to receive other benefits for which the employee was eligible at the commencement of his or her leave. While on parental leave,

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employees will continue to receive health benefits on the same terms and conditions, which includes the employees' obligation to continue paying their portion of the premiums.

Return to Work

At the conclusion of parental leave, employees will be reinstated to their previous position or to a similar position with the same status, pay, length of service credit and seniority as of the date of their leave, unless other employees of equal seniority and status in the same or similar position were laid off due to economic conditions or other changes in operating conditions during the employee's parental leave. However, employees returning from parental leave do not retain any preferential consideration for another position to which they may be entitled as of the date of the leave.

If an employee requests and is granted an extension of parental leave beyond eight weeks, and if this extension is not covered by any other law such as the federal Family and Medical Leave Act (FMLA), the employee's job will not be protected beyond the initial eight-week period. Under these circumstances, the Company provides no assurance that the employee will be restored to his or her previous position or a similar position when the extension expires.

Anti-Discrimination

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

Eligible full-time employees working in Massachusetts are entitled to take up to eight weeks of unpaid leave per child for the:

Employees eligible for leave under the Company's Family and Medical Leave policy, as outlined in the Handbook, may take an additional 24 hours of unpaid leave during 12 months to:

- Participate in school activities directly related to the educational advancement of their children (such as parent-teacher conferences and interviewing for new schools);
- Accompany their children to routine medical and dental appointments (such as check-ups or vaccinations); or
- Accompany elderly relatives (individuals who are at least 60 years old and related to the employee by blood or marriage) to medical or dental appointments or appointments for other professional services related to the elder's care (such as nursing home interviews).

Notice of Leave

When foreseeable, employees must request leave no less than seven days in advance. If the need for the leave is not foreseeable, the employee must request the leave as soon as practicable under the circumstances. The employee's request must be supported by

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a written statement from the employee certifying the date and reason for the requested time off.

Terms of Leave

Leave under this policy can be taken intermittently or on a reduced-schedule basis. Employees are required to use any available paid time off during this leave before taking the leave unpaid. Leave under this policy may be taken intermittently or on a reduced leave schedule.

If you have any questions about this policy, please contact the Human Resources Department.

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