



**TABLE OF CONTENTS**

INDIANA HANDBOOK SUPPLEMENT ..... 1

Lactation Accommodation ..... 1

Pregnancy Accommodation ..... 1

Family Military Leave..... 1

Military Leave ..... 2

Mobile Support Unit Leave ..... 3

Civil Air Patrol Leave ..... 3

Emergency Responder Leave ..... 4

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## INDIANA 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.

### Lactation Accommodation

The Company will, to the extent reasonably possible, provide employees with the use of a private location, other than a toilet stall, for the employee to express milk during periods away from assigned duties, such as regularly scheduled meal breaks.

To the extent reasonably possible, the Company will provide a refrigerator or other cold storage space or allow the employee to provide her own portable cold storage device for storage of expressed milk. Employees should discuss with their supervisor or Human Resources the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy.

Employees should provide reasonable notice to the Company that they intend to use break time for expressing breast milk upon returning to work.

### Pregnancy Accommodation

Employees can request, in writing, an accommodation related to their pregnancy. The Company will respond to such a request within a reasonable time. Employees who wish to request an accommodation for their pregnancy should contact Human Resources.

The Company will not discipline, terminate or retaliate against an employee because they have requested or used an accommodation for their pregnancy.

### Family Military Leave

In addition to the Military Leave policy in the Handbook, an employee who has been employed by the Company for at least 12 months, has worked at least 1,500 hours during the 12 month period immediately preceding the day the leave begins, and who is the spouse, parent, grandparent, child, or sibling of a person who is ordered to active duty, is entitled to up to 10 working days of unpaid leave during one or more of the following periods:

- During the 30 days before active duty orders are in effect;
- During a period in which the person ordered to active duty is on leave while active duty orders are in effect; or
- During the 30 days after active duty orders are terminated.

Employees are required to use available vacation time for any part of the ten-day period of military family leave prior to taking the leave unpaid.

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An employee who seeks to take military family leave must provide written notice of the date the leave will begin, including a copy of the active duty orders, if available, to the Company at least 30 days prior to the commencement of the leave, unless the active duty orders are issued less than 30 days before the date the requested leave is to begin. The Company may require verification of the employee’s eligibility for such military family leave. Failure to provide the verification when requested will result in the employee’s absence from work being unexcused.

During the period of military family leave, the Company will allow the employee to continue his/her health care benefits at the employee’s expense.

Upon conclusion of the leave, the employee will be restored to the position he/she held before the leave, or a position equivalent to the position that the employee held before the leave, with equivalent seniority, pay, benefits, and other terms and conditions of employment unless the reason the employee was not restored to such a position is unrelated to the employee’s exercise of his/her right to take military family leave under the law.

The Company will not interfere with, restrain, or deny the exercise of or the attempt to exercise any right to take military family leave as provided by law.

**Military Leave**

Indiana National Guard

Indiana regular full-time or part-time employees who are members of the Indiana National Guard or the National Guard of another state, military reserve components or retired personnel of the United States naval, air or ground forces will be granted a leave of absence for the duration of any active state duty. This leave is in addition to any vacation entitlement.

Employees who are members of the Indiana National Guard or the National Guard of another state and ordered to training or duty under federal law or state active duty are also entitled to the rights, privileges and responsibilities with respect to employment that are set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). National Guard members ordered to active duty for at least 30 consecutive days are also entitled to the rights, benefits and protections of the federal Soldiers' and Sailors' Civil Relief Act. Accordingly, if eligible employees are called to active duty, they are entitled to a leave of absence in accordance with the Military Leave policy set forth in the National Handbook.

Leave under this policy will be unpaid, except that exempt employees will not incur any reduction in pay for a partial week's absence. To the extent that an employee is entitled to military leave under both state and federal law, such leaves will run concurrently.

Military Training Leave for Reserve Members

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		Rev Date:	09/30/2025



Regular full-time or part-time employees who are reserve members of the United States armed forces are entitled to a leave of absence of up to 15 days per calendar year to attend military training. Employees must provide evidence of their departure and return date for purposes of military training 90 days before the departure date and provide evidence of satisfactory completion of the training.

Employees who take leave under this policy and remain qualified for their job will be restored to the previous position or a similar position with the same status and pay. Seniority will continue to accrue during a leave of absence for military training, and the leave will not affect the employee's right to receive vacation, sick leave or other advantages of the employee's position.

Leave under this policy will be unpaid, except that exempt employees will not incur any reduction in pay for a partial week's absence.

Requesting Leave

Employees should contact Human Resources for more information.

**Mobile Support Unit Leave**

Employees who are members of an Indiana mobile support unit created by the Executive Director of the Department of Homeland Security are eligible for a paid leave of absence for the length of the employee's mobile support unit service.

Employees who are selected to serve in an Indiana mobile support unit must provide advance written notice of their selection and the need for leave to their supervisor or Human Resources prior to the date of their leave. The written notice should indicate the purpose (training, an exercise or a response upon orders of the governor) and the expected duration of the employee's term of duty. Employees whose term of duty is renewed should provide notice of the renewal to their supervisor or Human Resources as soon as practicable.

The Company will not discipline or terminate employees who serve as a member of a mobile support unit.

**Civil Air Patrol Leave**

Indiana employees who are members of the civil air patrol and have notified the Company of their status as such, will not be disciplined for being absent from employment in order to engage in an emergency service operation that began before the time the employee was to report to work, or for leaving his/her duty station to engage in an emergency service operation if the emergency service operation began after the employee had reported for work and the employee secured authorization from his/her supervisor to leave his/her duty station before leaving to engage in the emergency service operation.

The Company may reject the notification submitted by the employee if the employee is deemed to be an essential employee to the Company. In such circumstances, the

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employee is not entitled to such leave and is required to promptly notify their commander or other officer in charge of the rejection.

The Company may require an employee who has been absent for the above reasons to present a written statement from the commander or other officer in charge of the civil air patrol at the time of the absence indicating that the employee was engaged in an emergency service operation at the time of the absence.

Civil Air Patrol leave is generally unpaid, but employees may use available vacation time to receive pay during this leave period.

**Emergency Responder Leave**

An Indiana employee who is a volunteer firefighter or volunteer member and has notified the Company in writing of his or her status as such will be provided with unpaid leave for the following qualifying reasons:

- Being absent from employment by reason of responding to a fire or emergency call that was received before the time that the employee was to report to work;
- Leaving the employee’s duty station to respond to a fire or emergency call if the employee has secured authorization from his/her supervisor to leave the duty station in response to a fire or an emergency call received after the employee has reported to work; or
- An injury or absence from work because of an injury that occurs while the employee is engaged in emergency firefighting or other emergency response.

For each instance of emergency firefighting activity or other emergency response that results in an injury to the employee, the employee will only be provided with a period of leave that does not exceed 6 months from the date of the injury.

The Company may reject the notification from the employee regarding his/her status as a volunteer firefighter or volunteer member on the grounds that the employee is an essential employee to the Company. In such a circumstance, the employee is not entitled to leave as provided above and must promptly notify the fire chief or other officer in charge of the volunteer fire department or the officer in charge of the volunteer emergency medical services association of the rejection.

The Company may require an employee to present a written statement from the fire chief or other officer in charge of the volunteer fire department or the officer in charge of the emergency medical services association at the time of the absence or injury, verifying that the employee was engaged in emergency firefighting or emergency activity at the time of the absence or injury.

The Company may also require an employee who is injured or absent from work as provided above, to provide evidence from a physician or other medical authority showing treatment for the injury at the time of the absence and a connection between the injury and the employee’s emergency firefighting or other emergency response activities. Any

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such information obtained will be retained in a separate medical file and treated as a confidential medical record.

Volunteer Emergency Responder leave is generally unpaid, but employees may use available vacation time to receive pay during this leave period.

Employees are eligible to take one absence per calendar year to (1) Attend a conference regarding school attendance or (2) attend a meeting regarding an Individualized Education Program (IEP) for a student with a disability for the employee’s biological child, adopted child, foster child, or step-child.

Employees must provide notice of the conference or meeting requiring the need for leave at least five days in advance to their supervisor or Human resources, and must make an effort to schedule the conference or meeting electronically if possible. WFS, Inc. may require that the employee provide documentation that they attended a conference or meeting as described by the law and this policy.

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