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## OHIO 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 Wage Information and Medical Records

#### Wage Information for Nonexempt Employees

Nonexempt employees may obtain records regarding their pay rate, hours worked, and amount paid by submitting a written request to Human Resources. Specific individuals, including the employee's attorney, parent, guardian, legal custodian, or collective bargaining representative, may also request this information on the employee's behalf. A request to provide the information to a person acting on the employee's behalf must be signed by the employee whose information is being requested. It should reasonably specify the particular information being requested.

Upon receipt of the request, the Company will provide the information within 30 business days, unless doing so would cause a hardship for the Company or unless the Company and the employee or the person acting on behalf of the employee agree to an alternative time. If providing the information within 30 business days presents a hardship for the Company, it will provide the requested information as soon as practicable.

#### Medical Records

Upon written request, employees or their designated representatives will be allowed to access any of their medical records retained by the Company, including any medical reports by physicians or healthcare professionals and any hospital or laboratory tests related to physical examinations or tests required as a condition of employment or arising out of a work-related injury or disease.

The Company will provide copies of medical records covered under this policy but may require employees to pay the cost of furnishing the copies, up to twenty-five cents for each page of a report.

### Pregnancy Discrimination and Accommodation

In addition to the information provided in the Pregnancy Accommodation policy in the Handbook, the Company will offer women affected by pregnancy, childbirth, or related medical conditions at least the same amount of leave and benefits as all other employees who have a similar ability or inability to work due to temporary disabling conditions. The Company will not penalize employees because they require time away from work for childbearing and will reinstate a female employee who signifies her intent to return from leave following childbirth within a reasonable time to her original position, or a position of comparable status and pay, without a loss of seniority. Ohio Pregnancy Disability Leave

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will run concurrently with FMLA and any other applicable leave laws whenever the leave qualifies under both laws. This leave will be unpaid, but employees may use available vacation or sick time to receive payment during the leave.

**Military Leave – Right to Reinstatement**

Ohio employees who are members of the uniformed services or Ohio organized militia are entitled to the same reinstatement and reemployment rights as are set forth in the federal Uniformed Services Employment and Reemployment Rights Act (USERRA) and described more fully in the Military Leave policy outlined in the Handbook.

**Notice of Continuing Coverage Under a Group Policy for Reservists**

Employees who are members of reserve components of the United States or the Ohio National Guard ("reservists") and their covered spouses and dependents are permitted to continue group policy coverage for a period of 18 months after coverage would otherwise terminate because reservists are called for or ordered to active duty.

A reservist, their spouse and their dependents can extend continuation of coverage to a period of 36 months if any of the following events occur during the initial 18-month continuation of coverage period:

- The death of the reservist;
- The divorce or legal separation of the reservist from their spouse; or
- The reservist's dependent children reach the group policy's limiting age.

To elect continuation of coverage, reservists, their spouses and/or their dependents must provide a written election of continuation of coverage and pay the initial premiums within 31 days after the reservist's group policy coverage would otherwise terminate.

**Family Military Leave**

Once per calendar year, the Company will allow employees up to 10 days or 80 hours (whichever is less) of time off from work for family military leave, if all of the following conditions are satisfied:

- The employee has been employed with the Company for at least 12 consecutive months and for at least 1,250 hours in the 12 months immediately preceding commencement of the leave.
- The employee is the parent, spouse or a person who has or had legal custody of a person who is a member of the uniformed services and is called into active duty in the uniformed services for a period longer than 30 days or is injured, wounded or hospitalized while serving on active duty in the uniformed services.
- The employee provides notice of the need for leave under this policy at least 14 days prior to taking the leave if the leave is being taken because of a call to active duty, or at least two days prior to taking the leave if the leave is being taken because of a uniformed servicemember's injury, wound or hospitalization. If the

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employee receives notice from a representative of the uniformed services that the injury, wound or hospitalization is of a critical or life-threatening nature, the employee may take leave under this policy without providing notice to the Company.

- The dates on which the employee takes leave under this policy occur no more than two weeks prior to or one week after the deployment date of the employee's spouse, child or ward or former ward, in the case of a call to active duty.
- The employee does not have any other leave available except sick leave or disability leave, meaning that the employee does not have family military leave available under the FMLA policy outlined in the Handbook.

Employees may be required to provide certification from the appropriate military authority to verify that the employee satisfies the above leave eligibility criteria.

The Company will continue to provide benefits to employees during any period of leave under this policy. Employees will be responsible for the same proportion of the cost of the benefits as they regularly pay during periods of time when not on leave. Leave under this policy is unpaid, except that exempt employees may receive pay for partial-day absences, as required by applicable law.

Upon the completion of the leave, employees will be restored to the position they held prior to taking the leave or a position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

Employees should contact Human Resources with any questions they may have about this policy.

### Emergency Responder Leave

Employees who are members of a volunteer fire department, or who are employed by a political subdivision of the state as a volunteer firefighter, or who are a volunteer provider of emergency medical services, will not be disciplined for being absent or late to work with the Company because they were responding to an emergency in the scope of acting as a volunteer firefighter or volunteer provider of emergency medical services prior to the time the employee is to report to work. Leave time required to respond to any such emergency is unpaid.

Employees requiring leave under this policy are required to provide the Company with a written notification signed by the chief of a volunteer fire department with which the employee serves, or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical organization with which the employee serves, to notify the employer of the employee's status as a volunteer firefighter or volunteer provider of emergency services, within 30 days after receiving certification as such a volunteer member. Employees are also required to make every effort to notify the Company that they may report late or may be absent from work due to their dispatch to an emergency. If notification of dispatch to an emergency cannot be made either due to extreme circumstances of the emergency or the inability to contact the employer, the employee must submit a written explanation from the chief of the volunteer fire

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department with which the employee serves, or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization with which the employee serves, as applicable, to explain why prior notice was not given.

The Company may request that the employee provide a written statement from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization, as applicable, stating that the employee responded to an emergency and listing the time of that response.

Employees who are members of a volunteer fire department, or who are employed by a political subdivision of this state as a volunteer firefighter, or who are volunteer providers of emergency medical services must notify the Company if their status as such changes, including when the employee's status as a volunteer firefighter or volunteer provider of emergency medical services is terminated.

Employees may use their available sick or vacation time to receive pay during this leave; otherwise, the leave is unpaid. Employees will not be discriminated against or retaliated against for taking leave under this policy.

**Crime Victim Leave**

Eligible employees who are crime victims or family members of crime victims may take time off from work to participate, upon the prosecutor's request, in preparation for a criminal or delinquency proceeding; for attending such a proceeding where attendance is reasonably necessary to protect a crime victim's interests; or for attending such a proceeding if the victim's attendance is pursuant to a victim's constitutional and statutory rights.

Employees are eligible for time off under this policy if they are: (1) the victim of the crime at issue in the proceeding; (2) the spouse, child, stepchild, sibling, parent, stepparent, grandparent or other relative of a victim of the crime at issue in the proceeding; or (3) a representative of the crime victim.

Employees who are the victims of, or represent a victim of, an act for which a child has been committed to the legal custody of the Department of Youth Services, will not be terminated, disciplined, or otherwise retaliated against for participating in a hearing before the release authority pertaining to the release of the child.

Employees will not be eligible for leave under this policy if they are charged with, convicted of, or adjudicated to be a delinquent child for the crime or delinquent acts against the victim or another crime or delinquent act arising from the same episode or conduct.

Time off under this policy will be without pay except as required by applicable state law and except that exempt employees will not incur any reduction in pay for a partial week's absence for leave to appear as a witness.

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## Election Official Leave

Employees will be allowed time off to serve as an election official on any registration or Election Day.

Time off for this purpose will be without pay, except that exempt employees may receive compensation for partial-day absences, as required by applicable law.

The Company asks that employees provide reasonable advance notice of the need for time off to serve as an election official, so that the time off can be scheduled to minimize disruption to normal work schedules.

Proof of having served as an election official may be required.

In addition to the information provided in the Voting policy in the Handbook, Ohio employees that are registered to vote are permitted to take a reasonable amount of leave to vote on election day or serve as an election official on any registration or election day. Employees may use their available vacation time to receive pay during this leave; otherwise, the leave is unpaid. Employees must provide the Company with sufficient advance notice of the need for leave for this purpose.

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