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DISTRICT OF COLUMBIA 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.

Family and Medical Leave

WFS, Inc. employees in the District of Columbia are eligible for leave under the District of Columbia (DC) Family and Medical Leave Act (DCFMLA), if the following apply:

- You work in the District.
- You have been employed by WFS, Inc. for at least 12 consecutive months.
- You have worked, or have been paid for, at least 1,000 hours within the 12-month period before taking leave.

You work in the District if you are based in DC and spend at least 50% of your time working there or, if you work in multiple locations, you spend a substantial amount of your time working in DC and do not spend more than 50% of your time working elsewhere.

DCFMLA Qualifying Circumstances

Under the DCFMLA, you may take leave for the following reasons:

- When your own serious health condition makes you unable to perform the functions of your job (Medical Leave).
- To care for your family member who suffers from a serious health condition (Family Care Leave).
- Due to the birth of your child, the foster care or adoption placement of a child with you, or the placement of a child for whom you assume permanent parental responsibility, within 12 months of birth or placement (Parental Leave).

Family member includes:

- Any person to whom you are related by blood, legal custody, or marriage.
- Any person with whom you have shared, within the last year, a committed relationship and a mutual residence.

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- Any child who lives with you and for whom you have permanently assumed parental responsibility or for whom you are the legal custodian.

Serious health condition generally means a physical or mental illness, injury, or impairment that involves either:

- In-patient care and any subsequent treatment.
- Continuing treatment or supervision at home by a health care provider or other competent individual, and ongoing treatment.

DCFMLA Amount of Leave Available

Under the DCFMLA, you may take:

- Up to 16 workweeks of Medical Leave in a 24-month period.
- Up to 16 workweeks of Family Care Leave, Parental Leave, or both in a 24-month period.
- If both you and a family member who works for WFS, Inc. seek Family Care Leave or Parental Leave for the same reason, you may take four weeks of leave at the same time and may take a combined maximum of 16 weeks of Family Care Leave or Parental Leave.

Pay During DCFMLA Leave

DCFMLA leave is unpaid. However, you may choose to use available paid leave if your DCFMLA leave otherwise meets the requirements of the applicable paid leave.

You may also be eligible to receive partial wage replacement benefits from the District of Columbia during all or part of your leave. The amount of the benefit is on a sliding scale based on your income, up to 90% of your average weekly wage and a maximum of \$1,000 for each week you are on leave.

Benefits determinations are made by the District's Office of Paid Family Leave. For more information and to apply for benefits, go to the DC Paid Family Leave [website](#).

If you have elected to use [paid vacation/sick/personal/other leave] during your DCFMLA leave and are also receiving partial wage replacement benefits from the District, all such payments will be integrated by WFS, Inc. so that you receive no more than your regular compensation during your DCFMLA leave.

Accrued Sick and Safe Leave

All employees of the Company are eligible to accrue and use paid sick leave.

Employees may use sick leave for absences from work:

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- Resulting from their physical or mental illness, injury, or medical condition
- To obtain a medical diagnosis or care or preventative medical care
- To care for a family member who has a physical or mental illness, injury, or medical condition, or who requires a medical diagnosis or care or preventative medical care –or–
- If they or a member of their family is a victim of stalking, domestic violence, or sexual abuse, to:
 - Seek medical attention for the employee or the employee's family member for physical or psychological injuries or disabilities caused by domestic violence or sexual abuse
 - Obtain services from a victim services organization
 - Obtain psychological or other counseling
 - Temporarily or permanently relocate
 - Take legal action related to or resulting from the domestic violence or sexual abuse –or–
 - Take other actions to enhance the health or safety of the employee or the employee's family member or to enhance the safety of those who associate or work with the employee

Employees may only use sick leave for the purposes described in this policy. Employees may not use sick leave for other personal absences or to increase vacation days.

Some employees accrue sick leave on a prorated basis at the rate of one hour of leave per 37 hours worked, up to a maximum of seven days each year, and may carry over accrued, unused sick leave from one year to the next. Other employees receive 56 hours of sick leave at the beginning of each calendar year, and have leave prorated from their start date. For more information on what time of leave you receive, please contact Human Resources.

For sick leave purposes, a year is measured as the 12-month calendar year. Accrual begins on the employee's first day of work, but employees are not entitled to use their accrued sick time until they have been employed by the Company for 90 consecutive days. Employees may be eligible to take unpaid sick leave in the first 90 days of employment.

Except in an emergency, an employee seeking to use sick leave must give advance notice to their supervisor. If the absence is foreseeable (e.g., if the employee will be absent to attend a previously scheduled appointment), the employee must provide at

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least 10 days' written notice. If an employee is going to be absent on multiple days, the employee must provide notice of the expected duration of the leave. If the employee does not know when the leave will end, they must notify the Company on each day of the absence, unless the circumstances make such notice unreasonable. If an employee is unable to provide the notice required by this paragraph, the employee's representative (e.g., spouse, adult family member, or other responsible party) may do so.

The Company may require an employee to submit a doctor's note or other documentation to support the use of sick leave. Absent extenuating circumstances, if an employee is absent for three or more consecutive days, they must submit required documentation when they return to work. If an employee fails to timely comply with the documentation requirements, the Company may charge the employee's absence to unpaid leave.

Unused sick leave is not paid out to an employee upon their separation from employment.

Universal Paid Leave

In accordance with the District of Columbia Universal Paid Leave Act (UPLA), eligible employees are entitled to a leave of absence from WFS, Inc. to bond with a new child, care for a family member with a serious health condition, or for the employee's own serious health condition. Eligible employees may receive partial wage replacement benefits during the leave from the District of Columbia through the District's Office of Paid Family Leave.

Eligibility

You are eligible for UPLA leave if:

- You spend more than 50% of your work time working for WFS, Inc. in DC; or
- Your employment for WFS, Inc. is based in DC and you regularly spend a substantial amount of your work time for WFS, Inc. in DC and not more than 50% of your work time for WFS, Inc. elsewhere.

Qualifying Events and Amount of Leave

You may take leave for the following reasons:

- Parental Leave: You may take up to twelve (12) weeks of leave in a 52-week period due to the birth of your child, the placement into your household of a child from adoption or foster care, or the placement into your household of a child for whom you legally assume parental responsibility. Parental leave must be taken within twelve (12) months following the birth or placement of the child.

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- Family Medical Leave: You may take up to twelve (12) weeks of leave in a 52-week period to care for a family member with a serious health condition.
- Personal Medical Leave: You may take up to two (2) weeks of leave in a 52-week period due to your own serious health condition.

The maximum amount of UPLA leave you may take, in any combination of the above, is twelve (12) weeks per year. Pregnant women are eligible for an additional (2) weeks of pre-natal leave for a maximum of fourteen (14) weeks per year. You may take this leave continuously or intermittently in increments of at least one day.

You may be eligible for additional unpaid leave under the District of Columbia Family and Medical Leave Act (DCFMLA) or the federal Family and Medical Leave Act (FMLA) following the expiration of your UPLA leave.

As used in this policy, a "family member" is your:

- Biological, adopted, foster, or stepchild, legal ward, child of your domestic partner, or person to whom you stand in loco parentis.
- Biological, foster, or adoptive parent, parent-in-law, stepparent, legal guardian, or person who stood in loco parentis for you.
- Domestic partner or spouse.
- Grandparent.
- Sibling.

A "serious health condition" is a physical or mental illness, injury, or impairment that requires inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision at home by a health care provider or other competent individual.

Requesting Leave

You must provide Human Resources written notice before taking leave if practicable. In your notice, you must include:

- The type of leave requested (Parental Leave, Family Medical Leave, or Personal Leave).
- The expected duration of the leave.
- The expected start and end dates of the leave.
- Whether the leave will be taken continuously or intermittently.

If your leave is:

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- Foreseeable, you must provide the notice as early as possible, but at least ten days before you intend to take leave.
- Unforeseeable, you must provide either oral or written notice before the start of the work shift for which you are using the leave.
- An emergency that prevents you from providing notice before the start of your shift for which you are using the leave, you (or someone on your behalf) must provide notice within 48 hours of the emergency, and if the notice is oral, supplement the notice with a written notice as soon as practicable.

Pay During Leave

UPLA leave is unpaid by WFS, Inc.. However, you may request partial wage replacement benefits from the District of Columbia to receive compensation during your leave. The amount of the benefit is on a sliding scale based on your income, up to 90% of your average weekly wage and a maximum of \$1,000 for each week you are on leave.

Benefits determinations are made by the District's Office of Paid Family Leave. For more information and to apply for benefits, go to the DC Paid Family Leave [website](#).

During your leave, you may choose to apply available sick or vacation leave to supplement the wage replacement benefits received from the District in order to receive full wages during some or all of your leave. All such payments will be integrated by WFS, Inc. so that you receive no more than your regular compensation during your UPLA leave.

Interaction with Other Laws and Policies

If your UPLA leave also qualifies as leave under the DCFMLA and/or FMLA, leave entitlements under all laws will run concurrently. You will not receive more than the maximum amount of leave available under the UPLA, DCFMLA, or FMLA, as applicable.

Voting Leave

In addition to the Voting Leave policy in the Handbook, WFS, Inc. will grant upon request of an employee that is eligible/registered to vote two hours of paid leave to vote in person in any election held under DC voting laws or in an election in a jurisdiction the employee is eligible to vote, provided that the employee is scheduled to work during the time for which leave is requested.

The Company requires that the employee request use of such leave a reasonable time in advance. The Company may specify the hours during which the employee may take the leave, including requiring the employee to take the leave during a period designated for early voting instead of the day of the election, or at the beginning or end of the employee's work hours.

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Personnel Files and Records Access

In addition to the information provided in the Personnel Files and Records Access policy in the Handbook, upon receipt of a written request by a current or former Virginia employee, the Company will provide the individual with a copy of all records or papers retained by the Company regarding the following: (i) the employee’s dates of employment with the Company; (ii) the employee’s wages or salary during employment; (iii) the employee’s job description and job title; and (iv) any injuries sustained by the employee during the course of employment with the Company.

The Company will provide these documents within 30 days of receipt of a written request. If the Company is unable to provide these documents within 30 days, the Company will notify the individual, in writing, about the reason for the delay and will provide the documents within 30 days after the date of the written notice. The Company may charge a reasonable fee for copying or for the electronic records.

Records will not be provided when the employee or former employee’s treating physician or clinical psychologist has made a written statement that in his/her opinion, the furnishing to or review by the employee would be reasonably likely to endanger the life or physical safety of the employee or another person, or that such records make reference to a person, other than a health care provider, and access to the requested records would be reasonably likely to cause substantial harm to that person. However, if requested, such records must be provided within 30 days to the employee’s attorney or authorized insurer.

Reproductive Health Protections

The Company will not discriminate or retaliate against an employee because of the employee’s, or a dependent of the employee’s, reproductive health decision-making, including the use of particular drugs, devices or medical services. The Company also will not, without prior informed written consent, access personal information regarding the reproductive health decision-making of employees or their dependents, and will not require an employee to sign any document or waiver denying that employee the right to make their own reproductive health decisions.

Employees who feel they have been subjected to discrimination or retaliation on the basis of their reproductive health decision-making, or that of a dependent, or to any other violation of this policy, should contact Human Resources.

Election Official Leave

WFS, Inc. provides unpaid leave for employees serving as an election officer, who is a person appointed by an electoral board to serve at a polling place for any election. If you take leave under this policy for four or more hours, including travel time, in one day, you will not be required to start any work shift that begins:

- On or after 5:00 p.m. on the day of election service.

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- Before 3:00 a.m. on the day after election service.
- Retaliation against employees who take leave under this policy is prohibited.

Employees may use available vacation time to receive pay during this leave, which is otherwise unpaid. Employees who seek additional information about this policy should contact Human Resources.

Military Leave

In addition to the information provided in the rights and benefits in the Handbook, Virginia employees who are members of the Virginia National Guard, Virginia Defense Force, a member of the National Guard of another state, and who are otherwise employed in the Commonwealth of Virginia, who are called to state active duty or military duty as defined by Title 32 of the United States Code, will be provided with unpaid leave necessary to fulfill such obligations and may, at their sole discretion, use any accrued vacation for the period of active service.

Upon honorable release from state active duty or military duty, Virginia employees who are members of the Virginia National Guard, Virginia Defense Force, or a member of the National Guard of another state who was previously employed in the Commonwealth of Virginia, are required to make a written application to the Company for reemployment within fourteen (14) days of their release from duty or from hospitalization following release, if the length of the member’s absence does not exceed 180 days, or within ninety (90) days of their release from duty or from hospitalization following release if the length of the member’s absence exceeds 180 days. The Company will restore such employees to the position they held when they were ordered to duty, unless the position previously held no longer exists, in which case the employee shall be reinstated to a position of like seniority, status, and pay, or to a comparable vacant position for which they are qualified, unless to do so would be unreasonable. If the employee’s cumulative length of absence and of all previous absences with the Company by reason of service in the uniformed services exceeds five years, he/she will not have reemployment rights and entitlements under the law and this policy.

Employees will not be discriminated against or subject to retaliation due to their membership application for membership, service, application for service or obligation in the Virginia National Guard, Virginia Defense Force, or National Guard of another state or for taking leave under this policy.

Civil Air Patrol Leave

Virginia employees who are volunteer members of the Civil Air Patrol will be provided with up to ten (10) workdays days of unpaid leave to engage in training for emergency missions as a Civil Air Patrol volunteer, or up to thirty (30) workday days of unpaid leave to respond to an emergency mission as a Civil Air Patrol volunteer, in a federal fiscal year. Employees who take Civil Air Patrol leave will not suffer loss of seniority, accrued leave, benefits, or efficiency rating on all days during such leave.

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Employees must request leave under this policy as soon as practicable and provide the Company with certification that the employee has been authorized by the United States Air Force, the Governor, or a department, division, agency, or political subdivision of the state to respond to or train for an emergency mission, as well as verification from the Civil Air Patrol of the emergency need of the employee’s volunteer service. Employees may use available vacation time to receive pay during this leave, which is otherwise unpaid.

Matriculation Leave

The Company will provide an employee with a reasonable period of unpaid leave to register for school or college. Employees must give Human Resources or a supervisor reasonable advance notice of their need for leave, if such leave is foreseeable.

Emancipation Day Leave

Employees may request on day of leave each year on April 16 for the District of Columbia Emancipation Day, The Company may deny this leave if it would disrupt the Company’s business, or making achieving production or service delivery unusually difficult. This leave will be unpaid. Employees must give their supervisor or Human Resources 10 days’ notice prior to taking the leave.

School Activities Leave

WFS, Inc. provides up to 24 hours of unpaid leave during any 12-month period to enable our employees to participate in their children's qualifying school-related events. Employees may use available vacation time to receive pay during this leave, which is otherwise unpaid.

A parent is defined as:

- The natural mother or father of a child;
- A person who has legal custody of a child;
- A person who acts as a guardian of a child regardless of whether they have been appointed as such;
- An aunt, uncle, or grandparent of a child; or
- A person who is married to, or in a domestic partnership with a person listed above.

Qualifying school events include activities where your child is directly involved as a participant or as a subject, and are sponsored by the school or an associated organization, such as:

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- A student performance in a concert, play, or rehearsal.
- A school team's sporting game or practice.
- A meeting with a teacher or counselor.
- Any similar activity.

If the activity is foreseeable, you must provide at least ten calendar days' advance notice of your need for leave. If it is not foreseeable, you must provide notice as soon as possible.

Equal Employment Opportunity

In addition to the information provided in the Equal Employment Opportunity policy in the Handbook, WFS, Inc. prohibits discrimination against employees because of their sex (specifically including pregnancy, childbirth, breastfeeding, reproductive health decisions, and related medical conditions), marital status, personal appearance (including style of dress and personal grooming), family responsibilities (including being the subject of proceedings for child support payments), matriculation, status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking, political affiliation, credit information, unemployment status, homeless status, or any other category protected by federal, state, or local law.

The Company encourages employees to fulfill their civic duties. To that end, the Company will provide employees time off to serve on a jury or grand jury as required by law.

For jury service of five days or less, nonexempt, full-time employees will receive their usual pay minus the amount they receive as compensation for their jury service. After those five days, leave will be unpaid for nonexempt, full-time employees.

Leave will be unpaid for nonexempt, part-time employees.

Exempt employees who work any portion of a workweek in which they also perform jury duty will receive their full salary for that workweek. Exempt employees will not be paid for a week in which their jury service causes them to be absent for the complete workweek, unless applicable law requires otherwise.

Employees who receive a summons to report for jury duty must notify their supervisors immediately or within [number] business days.

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