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## KENTUCKY 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.

### Overtime

Employees who are not exempt from overtime requirements will be paid overtime in compliance with federal and state law. In addition to the overtime pay provisions set forth in the Handbook, Kentucky employees who are nonexempt, work more than 40 hours in a week and work every day during a seven-day workweek will be paid one and one-half times their regular rate of pay for all time worked on the seventh day.

### Meal and Rest Breaks

Employees in Kentucky are entitled to a paid ten (10) minute rest period for every four (4) hours worked. Employees will also be provided with their meal period between the third and fifth hour of their scheduled work shift.

During the meal break, employees will be relieved of all duties. An uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

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

### Adoption Leave

Employees who adopt a child under the age of 10 may take a reasonable amount of time off, not to exceed six weeks, to receive the adopted child. Employees wishing to take leave under this policy must submit a written request to Human Resources as far in advance as possible. Leave under this policy will be unpaid.

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

This policy does not apply to adoption by fictive kin (i.e., individuals unrelated by birth, adoption or marriage who have kinship based only upon a social agreement), stepparents, stepsiblings or blood relatives (including relatives of half-blood, first cousins, aunts, uncles, nephews, nieces, grandparents, great-grandparents or great-great grandparents), or when a foster parent adopts a foster child already in their care.

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## Pregnancy and Lactation Accommodation

The Company will provide a reasonable accommodation for limitations related to pregnancy, childbirth, or a related medical condition, including lactation or the need to express breast milk, unless doing so would impose an undue hardship on the Company's program, enterprise or business.

Reasonable accommodations may include, but are not limited to: more frequent or longer breaks; time off to recover from childbirth; acquisition or modification of equipment; appropriate seating; temporary transfer to a less strenuous or less hazardous position; job restructuring; light duty; modified work schedule; or private space (other than a bathroom) for the purpose of expressing breast milk.

When an employee requests an accommodation under this policy, the employee and the Company will engage in a timely, good faith interactive process to determine what accommodation, if any, may be effective.

Employees with questions or concerns regarding this policy or who would like to request an accommodation should contact Human Resources.

## Court Attendance Leave

Employees will be allowed time off from work for a required appearance in court or an administrative tribunal or hearing, so long as they provide advance notice of the need for leave. Employees seeking leave under this policy must notify Human Resources and provide a copy of the court or administrative certificate regarding the employee's required appearance.

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

## Election Official Leave

Employees will be granted a full-day leave of absence when serving or training to serve as an election official. Employees wishing to take leave under this policy should notify Human Resources in advance. Employees will not be terminated or otherwise penalized or discriminated against for taking leave under this policy. Leave under this policy will be unpaid, except that exempt employees may be compensated for partial day absences, as required by applicable law.

The Company may specify the hours during which the employee can be absent from work.

## Military Leave

In addition to the military leave rights set forth in the Handbook, Kentucky employees who are members of the National Guard (including the Army National Guard and Air National Guard of Kentucky or of any other state) are entitled to an unpaid leave of absence for

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the period required to perform active duty or training. Upon release from a period of active duty or training, returning employees will be reinstated to their former position of employment with the seniority, status, pay and other rights and benefits they would have had if they had not been absent.

**Emergency Responder Leave**

Kentucky employees who are volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, or members of an emergency management agency, will not be terminated solely because they are absent or late to work because they responded to an emergency prior to the time the employee was required to report to work. The Company may charge any time that an employee loses because of his or her response to an emergency against the employee’s regular pay.

The Company may request that an employee provide a written statement from his or her supervisor or acting supervisor stating that the employee responded to an emergency and listing the time and date of the emergency. Employees may use their available vacation time to receive pay during this leave; otherwise, the leave is unpaid.

The Company will not terminate Kentucky employees who are volunteer firefighters, rescue squad members, emergency medical technicians, peace officers, or members of an emergency management agency and who are absent for twelve (12) months or less because of injuries incurred in the line of duty. The Company may request that an employee taking leave under this provision provide a written statement from his or her supervisor, acting supervisor or director at the time the injury occurred and a written statement from at least one (1) licensed and practicing physician stating that the individual is injured and providing a date for the employee’s return to work.

**Voting**

In addition to the information provided in the Voting policy in the Handbook, Kentucky employees who are qualified and registered to vote will be provided with a reasonable time of at least four (4) hours of leave to apply for or execute an absentee ballot or to vote on the day of an election. The Company will designate the hours during which an employee may take leave to vote or to apply for, or cast, an absentee ballot. Employees will not be penalized for taking reasonable time off to vote. If a qualified voter exercises his or her right to voting leave but fails to cast a vote, under circumstances which did not prohibit him or her from voting, he or she may be subject to disciplinary action. Kentucky employees who are selected to serve as an election officer are entitled to up to one (1) day of leave to attend training or to serve as an election officer. The Company will specify the hours during which the employee may be absent. Employees may use their available vacation time to receive pay during this leave; otherwise, the leave is unpaid.

Employees will not be discharged, threatened with discharge, or penalized for taking leave pursuant to this policy.

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## Equal Employment Opportunity

In addition to the information provided in the Equal Employment Opportunity Policy in the Handbook, the Company will not discriminate against Kentucky employees on the basis of status as a smoker or non-smoker, AIDS or HIV status, membership in the Kentucky National Guard or Kentucky active militia, garnishment for any one indebtedness, and child support withholding, or any other category protected by federal, state or local laws.

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