



Options For Youth

Public Charter Schools

CALIFORNIA ADDENDUM

JULY 2015

SECTION 3

OVERTIME PAY

Employees may be required to work overtime from time to time. Although the Company gives as much advance notice of overtime work as possible, employees may be required to work overtime without notice when necessary to meet job requirements. All overtime hours worked must receive advance approval from your supervisor. Employees who work overtime without authorization will be paid all wages due, but are subject to disciplinary action, up to and including termination of employment.

Only nonexempt employees are eligible for overtime pay. Hours worked by an employee, both scheduled and unscheduled, are paid at the employee's normal rate until the total exceeds forty (40) hours in the work week or eight (8) hours in the day. For the purposes of these calculations, the work week is considered to begin on Saturday at 12:00 A.M. through Friday at 11:59 P.M. Pay for hours worked beyond forty (40) in a work week or eight (8) hours (up to and including twelve [12] hours) in a work day, and for the first eight hours worked on the 7th consecutive day of work in a work week is calculated at one-and-one-half (1 ½) times the employee's normal pay rate and is paid in the form of overtime pay and subject to the provisions in this policy. Pay for hours worked beyond twelve (12) hours in a work day and for all hours worked beyond eight (8) on the seventh (7th) consecutive day of work in a work week is calculated at two (2) times the employee's normal pay rate and is paid in the form of overtime pay and subject to the provisions in this policy.

Overtime wages are based solely on actual hours worked. Holiday pay, paid time off, bereavement leave, or other pay for time not worked is not considered hours worked for purposes of determining overtime.

Exempt employees do not receive overtime pay. An exempt employee is responsible for managing his/her own schedule within reason, working the time necessary to discharge his/her duties and accomplish company objectives.

Any employee who believes that this policy has been violated (e.g., because a manager or supervisor has encouraged someone to misreport time worked, or because an improper deduction has been made to an employee's salary, etc.) should immediately report the problem to Human Resources. All reports will be promptly investigated. Taking any form of retaliation against any employee who reports a violation or otherwise assists with an investigation is prohibited.

MEAL PERIODS

Waiving Meal Periods:

A meal period may be voluntarily waived by mutual consent of the Company and the employee, if the employee works no more than six (6) hours in the workday.

A waiver is only approved for the thirty (30) minute unpaid meal break when the employee's work and/or schedule shift will be completed in six (6) hours or less in one workday, and is authorized by the employee's supervisor in writing.

Meal Waiver Request forms are available from Human Resources.

Meal Periods:

If an employee works more than ten (10) hours in a workday, they are entitled to take a second thirty (30) minute meal period.

The first meal must be taken before the end of the employee's fifth (5th) hour, and the second meal must be taken before the end of the employee's tenth (10th) hour of work.

Employees may not skip the meal period or delay the meal period beyond the timeframe indicated in this paragraph unless expressly authorized by Management. Employees may not waive their meal breaks in order to leave work early or start work later. Employees may not eat lunch or other meals at their desks or working areas and request additional time off for a meal break.

Non-exempt employees must record the start/end of every meal period.

During an employee's meal period, the employee is free to leave the Company's premises.

Rest Periods:

All non-exempt employees who work a minimum of three and one half (3 ½) hours per day are authorized and permitted to receive one paid ten-minute rest period for every four (4) hours, or major fraction thereof, worked. Employees should try to take this rest period in the middle of each work period, in so far as this is practicable. The amount of rest period time that may be taken by non-exempt employees is set forth as follows:

- Employees with shifts of less than three and one half (3 ½) hours: No rest period.
- Employees with shifts of three and one half (3 ½) to six (6) hours: One (1) ten (10)-minute rest period.
- Employees with shifts of more than six (6) but less than ten (10) hours: Two (2) ten (10)-minute rest periods.
- Employee with shifts of more than ten (10) to fourteen (14) hours: Three (3) ten (10)-minute rest periods.

Thus, by way of example, non-exempt employees who work an eight (8)-hour workday are authorized and permitted to receive two (2) paid ten (10)-minute rest periods, one in the morning before the meal break and one in the afternoon.

A rest period also includes time at your work station or work area when you can make or receive a personal telephone call, eat a snack, attend to personal business or otherwise “relax.” Thus employees may take their breaks without actually leaving their work stations or work areas.

VOLUNTARY MAKE-UP TIME POLICY

The Company allows the use of make-up time upon approval in advance by the supervisor, when a non-exempt employee needs to take time off to tend to a personal obligation. An employee's request for or use of make-up time is completely voluntary. The Company does not encourage, discourage, or solicit the use of make-up time. Make-up time worked will be paid at an employee's straight time hourly rate of pay and will not be paid at an overtime rate.

All make-up time must be worked in the same work week as the time taken off.

Employees may not work more than eleven (11) hours in a day or forty (40) hours in a workweek as a result of making up time that was or would be lost due to personal obligations.

Make-up time requests must be submitted in writing to your supervisor, with your signature on a form provided by the Company. A separate written request is required for each occasion that an employee requests make-up time. The Company will have the discretion to grant or deny an employee's request for make-up time based upon the Company's staffing and operational needs.

An employee may take time off and then make up the time later in the same work week, or may work extra hours earlier in the work week to make up for time that will be taken off later in the same work week.

If an employee requests time off that he or she will make up later in the work week, the employee must submit the request for make-up time at least twenty-four (24) hours before the desired time off. If an employee is requesting to work make-up time first in order to take off time later in the work week, he or she must submit the request for make-up time at least twenty-four (24) hours before working the make-up time. The request for make-up time must be approved in writing before an employee takes the requested time off or works the make-up time, whichever is earlier.

If an employee takes time off and is unable to work the scheduled make-up time for any reason, the hours missed will normally be unpaid. However, the Company may arrange with you for another day within the work week to make up the time if possible, based on staffing and operational needs. If an employee works make-up time before he or she plans to take time off, the employee must take the time off, even if the employee no longer needs the time for any reason.

SECTION 4

COBRA

The State of California has Cal- COBRA which works in conjunction with the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees and qualified beneficiaries may be eligible to continue their group insurance benefits at the Company group rate plus an administrative fee. The length of COBRA continuation coverage, up to a maximum of thirty six (36) months, will be determined by the applicable qualifying event.

STATE DISABILITY INSURANCE

The Employment Development Department (EDD) administers a plan that provides benefits when an employee cannot work because of an illness or injury that is not work related. Benefits are based on employee earnings, and eligible benefits may begin from the first day an employee is hospitalized or after the seventh (7th) day of the illness or accident if the employee is not hospitalized. You can get a claim form from your doctor or any office of the Employment Development Department, as well as applying on-line at <http://www.edd.ca.gov/Disability/>.

PAID TIME OFF

The Company has provided paid time off (PTO) as one of the many ways in which we show our appreciation for employee loyalty and continued service. This time can be used both for vacation and for time off for illness or family needs. Accruals are based on a twenty six (26) Pay Period Payroll Schedule. PTO accrual will depend upon the start date of the actual accrual and not on hire date.

Regular full-time, and part-time employees earn PTO based on their length of continuous service with the Company and the hours they regularly work and are paid per pay-period in accordance with the guidelines established below.

Regular, full-time and eligible part-time employees will begin to accrue PTO on the 91st day of continuous eligible employment, and may not use PTO until the ninety first (91st) day of employment. Employees are required to give as much advance notice as possible when requesting to use PTO, and may use PTO any time as approved in advance by their supervisor. Therefore, their earliest PTO accrual date is ninety one (91) days after their hire date.

The PTO accrual schedule for employees is as follows:

(Based on a 26 Pay Period Payroll Schedule) **EXEMPT EMPLOYEES**

| Length of Service | Accrual Rate - Per Eligible Pay Period | Maximum Accrual | Max. Balance |
|--------------------------|-----------------------------------------------|-------------------------------|-------------------------------|
| Up to 5 years | Scheduled hours x .06538 | 17.00 Days or 136.00 Hours | 30.00 Days or 240.00 Hours |
| 5 years or more | Scheduled hours x .08461 | 22.00 Days or 176.00 Hours | 37.50 Days or 300.00 Hours |

(Based on a 26 Pay Period Payroll Schedule) **NON -EXEMPT EMPLOYEES**

| Length of Service | Accrual Rate - Per Eligible Pay Period | Maximum Accrual | Max. Balance |
|--------------------------|-----------------------------------------------|-------------------------------|-------------------------------|
| Up to 5 years | Hours worked and paid per pay period x .06538 | 17.00 Days or 136.00 Hours | 30.00 Days or 240.00 Hours |
| 5 years or more | Hours worked and paid per pay period x .08461 | 22.00 Days or 176.00 Hours | 37.50 Days or 300.00 Hours |

PTO will not accrue on any overtime hours worked, or any hours worked in excess of forty (40) hours per week. Accrual rates are subject to change at the Company's discretion. Relax, travel, or spend some time with your family. It's up to you. Accrual hours are those work hours reflected on the most current pay-stub.

PTO Maximum Accruals

Employees are encouraged to use all PTO during the twelve (12)-month period after the PTO has been earned. Please note we do not allow use of PTO before it is earned. Employees who accumulate the maximum balance will not earn, accrue or vest additional PTO until the employee has taken some of the previously earned PTO, thereby reducing their accumulated total below the maximum accrual. Thereafter, PTO will only be earned up to the maximum balance allowed.

PTO Requests for Vacation

Every effort will be made to grant you your PTO at the time you desire. When possible, written requests for PTO should be submitted to your supervisor for approval at least two (2) weeks in advance. PTO requests will be approved on a first come, first served basis, and only if the time off will not interfere with the business needs or operations of the Company. The amount of time requested cannot exceed the accrued amount available. If any conflicts arise in requests for PTO time, preference will be given to the employee with the most seniority, assuming Company business needs are met.

The Company reserves the right, in its discretion, to designate PTO periods during which employees are expected or may be required to schedule and take their PTO in order to accommodate overall Company business needs and/or to insure employees actually use all of their accrued PTO benefits.

PTO and Leaves of Absence

During unpaid leaves of absences, PTO does not accrue. The use of accrued but unused PTO is required for most leaves. Under California law, the employee may use accrued, unused PTO in an amount that does not exceed one half ($\frac{1}{2}$) of the maximum accrual PTO to attend to illness of a child, parent, spouse or registered domestic partner of the employee. You must utilize accrued PTO, up to two (2) weeks, prior to the employee receiving partial wage-replacement benefits under California's "paid family leave" benefits program. For more information, please refer to the company's specific policy on Leave of Absences.

PTO Use by Exempt Employees

For exempt employees, PTO must be taken for absences of four (4) hours or more on a scheduled workday.

PTO and Overtime Pay

PTO pay will be based on the employees' regular pay rate in effect at the time PTO is taken. Payment for PTO will be made on an employee's regularly scheduled payday. PTO pay is not considered "hours worked," e.g. when calculating overtime pay.

Holiday During PTO

If a Company observed holiday occurs during a scheduled PTO and the employee is otherwise eligible for holiday pay, such employees will be paid for the holiday rather than a PTO day, and will be expected to return to work on the date originally authorized by their supervisor.

Payment of PTO at Termination

Eligible employee will be paid in a lump sum for all accrued, unused PTO benefits through the date of termination at their current regular pay rate, subject to payroll deductions and withholdings.

CALIFORNIA SICK LEAVE

In addition to PTO, and in line with the Company's efforts to maintain a healthy and productive workforce, the Company will provide all eligible employees, who, on or after July 1, 2015, work in California for thirty (30) or more days within a year from commencement of employment with paid sick leave as described below.

All such current employees who meet the eligibility requirement stated above by working for any parent, subsidiary or affiliated entity, including any charter school(s), or any combination thereof will be granted a total of twenty four (24) hours or three (3) days of paid sick leave effective July 1, 2015, and thereafter on July 1 of each calendar year. Eligible employees hired after July 1 will receive their twenty four (24) hours or three (3) days on their date of hire and thereafter on each July 1. Employees may not use sick time until they have completed ninety (90) days of employment.

The rate of pay for sick leave for most employees is based solely on the employee's straight-time rate of pay. However, for employees who are paid different hourly rates, employees who are paid by commission or piece rate, and nonexempt salaried employees, the rate of pay for sick leave will be calculated by dividing the employee's total wages (not including overtime premium pay) by the employee's total hours worked in the full pay periods of the prior ninety (90) days of employment.

This sick leave may be used for the diagnosis, care or treatment of an existing health condition of, or for the preventive care of, the employee or a family member of the employee. Family members include: child (including stepchild), parent (including stepparent), sibling, spouse, registered domestic partner, grandparent, and grandchild.

This sick leave also will be made available to victims of domestic violence, sexual assault or stalking to obtain treatment for mental or physical injuries; to obtain services from a domestic violence shelter, program or rape crisis center; or to participate in safety planning and to take action to increase safety from future domestic violence, sexual assault or stalking.

Where the need for time off is foreseeable, the employee is required to give reasonable advance notice. If the need for leave is unforeseeable, the employee shall provide notice as soon as practicable.

For temporary employees, unused sick days shall not roll over to the following year. For regular full time or part time employees, unused sick days/hours will be transferred into the employee's PTO bank on June 30 and subject to PTO maximum accruals. Except for any unused sick leave that is transferred into the employee's PTO bank, any unused sick day(s) will be forfeited upon the employee's separation from Company, and will not be paid out.

Employees will be permitted to use their paid sick days in whole-day or thirty (30) minute increments.

LEAVES OF ABSENCE

During your employment with the Company, you may find it necessary to request a leave of absence. Under federal and state laws, there are a number of leaves permitting time off. Personal leaves may also be requested, but this type of leave may not protect your position within the Company.

Leaves may be requested for the following reasons:

- Family/Family-Medical Leave
- Pregnancy Disability Leave
- Personal and Bereavement Leave
- Jury Duty/Witness Leave/Subpoenas/Witness Duty Leave
- Military/Military Spouse Leave/Emergency Duty Leave
- Crime Victims Leave/Domestic Violence Leave/Sexual Assault Victims Leave
- Family School Partnership Leaves
- Student Teaching Leaves
- Other leaves may be added

RULES REGARDING ALL LEAVES

Approval

All leaves of absence must be approved in advance in writing by an employee's immediate supervisor and by the Human Resources Department. Employees who falsify the reason for their leave of absence are subject to discipline, up to and including termination. Human Resources should be notified immediately of the possibility of a need for a leave of absence.

Communication

Employees on a leave of absence must communicate with the Company on a regular basis, at least once every thirty (30) days of absence, unless otherwise instructed by the Company, regarding their status and anticipated return to work date, unless excused in advance.

Accrual of Benefits While on Leave

Holidays do not accrue during any period of a leave of absence. PTO will accrue only if PTO is taken during a leave of absence.

Extensions

A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate must be accompanied by documentation, e.g. a doctor's written certification, attesting to the need for an extension.

Failure to Return After Leave

Failure to return from leave of absence by the anticipated return date or failure to obtain approval of an extension before the return date will result in the employee being considered as resigned from the Company.

Other Employment

Employees on leave who seek or accept work or other employment without the Company's prior written approval will be considered to have voluntarily resigned from the Company.

FAMILY AND MEDICAL LEAVE ACT (FMLA and CFRA)

The FMLA provides both Family Medical Leave and Service Member Family Medical Leave.

1) FAMILY MEDICAL LEAVE

Family Medical Leave - A leave of absence for the birth, adoption, or foster care placement of an employee's child, or the care of an employee's child, parent, spouse, or registered domestic partner with a serious illness/health condition, or the employee's serious illness/health condition that makes the employee unable to perform his or her duties. This leave section is to comply with both the federal Family and Medical Leave Act provisions (FMLA) and the California Family Rights Act (CFRA) provisions, where applicable.

Qualifying exigency leave arising out of the fact that the employee's spouse, registered domestic partner, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active military duty) is mentioned later in the Addendum.

Serious Health Condition - A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Length of Leave

Employees who have completed at least twelve (12) months of employment and have worked at least 1,250 hours prior to the commencement of leave and who are employed at a worksite where the Company maintains on the payroll, at least fifty (50) part or full-time employees within seventy five (75) miles of the worksite where the employee requesting the leave is employed, may be eligible for unpaid family and medical care leave under this policy. Eligible employees may submit a written request for a family and medical leave of absence, without pay, for any length of time up to a maximum of twelve (12) work weeks in a rolling twelve (12)-month period. The rolling twelve (12)-month period is measured forward from the date the employee's first FMLA leave begins.

For example, if an employee first takes an FMLA-qualifying leave on June 15, 2009, then that employee has until June 15, 2010 to take up to twelve (12) workweeks of leave. The next twelve (12)-month period would begin the first (1st) time the employee takes an FMLA leave after completion of any previous twelve (12)-month period. Thus, if this employee takes another FMLA-qualifying leave on August 1, 2010, then the next twelve (12)-month period runs until August 1, 2011.

Request for Leave

Employees are eligible for leave if (a) they have completed at least twelve (12) months of employment, (b) they have worked at least 1,250 hours prior to the commencement of leave and (c) at least fifty (50) Company employees work for the Company within seventy five (75) miles of the employee's worksite.

If the need for FMLA absence is foreseeable, employees must submit their request in writing at least thirty (30) days in advance to their supervisor and to Human Resources. If not foreseeable, then requests must be sent as soon as is practical. Requests for family and medical leaves will normally be granted by the Company based on the facts and circumstances surrounding each individual request. If granted, employees will be given written notice designating the leave as a family and medical leave of absence, as well as notice of their rights and obligations during the leave. Requests for family medical leave to care for a child, parent, or spouse with a serious illness/health condition, or an employee with a serious illness/health condition, must be accompanied by a health provider's written statement (within fifteen [15] days of request for the leave) that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the serious illness/health condition. Please contact Human Resources to obtain the form to give to your health care provider for this certification.

Use of Leave

Employees do not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Insurance

Throughout the duration of an approved leave, the employee's medical coverage continues at the same level and conditions, and the employee will remain personally responsible for paying the employee's portion of the insurance premium, including the employee's portion of dependent coverage, if any. Failure to pay premiums in a timely manner may result in a lapse of coverage.

Use of PTO

The Company requires employees to use any accrued PTO to the extent authorized by law. Paid benefits and unpaid time together will not exceed the twelve (12) work week maximum. Leaves of absence in excess of available, accrued PTO time will be without pay to the extent authorized by law.

Return from Leave

Employees on family medical care leave who return to work immediately upon the end of an approved leave will be reinstated to the original or equivalent position (if available) with no loss in seniority or benefits which accrued prior to the leave of absence. If however, for business reasons, the original or equivalent position ceased to exist during the leave period, and, had the employee not taken the leave, they would not otherwise have been employed at the time reinstatement is requested, the employee will not be reinstated at the end of their leave period.

If the employee fails to return to work for at least thirty (30) days following the expiration of leave under this policy, the employee will be required to reimburse the Company for the group health insurance premiums paid for by the Company on behalf of the employee during the leave, unless the employee's failure to return is caused by the continuation, recurrence, or onset of a serious health condition that entitles employee to leave under this policy or circumstances beyond the employee's control.

Employees with a serious illness/health condition must present a health provider's written release verifying that they are able to return to work, with or without reasonable accommodation.

If an employee does not return to work or obtain an extension, the employee will be treated as voluntarily resigned.

(2) SERVICE MEMBER FAMILY MEDICAL LEAVE

Service Member Family Medical Leave - a leave of absence as a result of a family member's service in the Armed Forces under certain conditions. This policy supplements the Company's FMLA policy and provides general notice of employee rights to such leave. Except as discussed below, an employee's rights and obligations under the FMLA as a result of a family member's military service are still governed by the Firm's existing FMLA policy.

Employees may qualify for unpaid leave for either (or both) of the following reasons:

- Eligible employees are entitled to up to twelve (12) work weeks of leave during any twelve (12)-month period for "any qualifying exigency" arising because the spouse, son, daughter, or parent of the employee is on active military duty, or has been notified of an impending call to active duty status, in support of a contingency operation. The family member must be a member of the National Guard, Reserve, or be a retired member of the Armed Forces;
- An employee who is the spouse, child, parent, or next of kin of a covered service member may go on leave for up to twenty six (26) work weeks during a single twelve (12)-month period to care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces (provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating).

Both Family Medical Leave and Service Member Medical Leave run concurrently with some other leave entitlements provided under federal, state, and local laws. The Company may require that an employee's request for military family leave be supported by appropriate certification. The Company also provides leave in accordance with any applicable state leave laws.

If you have questions about, or would like to apply for a particular leave of absence, please contact the Human Resources Department.

PREGNANCY DISABILITY LEAVE (PDL)

Pregnancy Disability Leave (PDL) - A leave of absence for a disability related to a female employee's pregnancy, childbirth, or related medical condition.

Length of Leave

If an employee is disabled due to a pregnancy or childbirth related condition, they may take an unpaid pregnancy related disability leave of absence of up to four months for PDL, or up to eighty eight (88) working days for regular full-time employees. For employees who work more or less than five (5) days a week, or who work on alternative work schedules, the number of working days which constitutes four (4) months is calculated on a pro rata or proportional basis. If the employee is eligible under the California Family Rights Act (CFRA), up to an additional twelve (12) weeks of unpaid leave may be granted after the birth of the baby in order to care for the newborn. Pregnancy disability leaves do not run concurrently with California CFRA but will run concurrently with federal family and medical leave. This leave may be taken intermittently or on reduced work schedule for illness or treatment related to the pregnancy, and for medical appointments related to pregnancy. Employee may be required to be transferred temporarily to accommodate intermittent or reduced leave.

Request for Leave

Employees must submit their request at least thirty (30) days in advance, excluding unforeseeable circumstances or if the notice is impractical. Pregnancy leaves will be granted to employees who present a physician's written statement that certifies the need for the leave due to disability and estimates the length of time the employee will be unable to work due to the disability.

Insurance

Throughout the duration of an approved leave, the employee will remain personally responsible for paying their portion of the insurance premium, including the employee's portion of dependent coverage, if any. Failure to pay premiums in a timely manner may result in a lapse of coverage.

Use of PTO

For PDL, employee may elect to use accrued PTO during the leave, and the Company reserves the right to require the employee to use accrued PTO to the extent authorized by law. Leaves of absence in excess of available, accrued PTO time will be without pay to the extent authorized by law. An employee on PDL may be eligible for State Disability Insurance (SDI), and Paid Family Leave (PFL). An employee may not receive wages from both SDI or PFL and the Company in an amount exceeding the employee's calculated weekly pay. Doing so might cause the disqualification, and/or a penalty issued by the State, and is the responsibility of the employee to notify both the Company and the Employment Development Department for your state.

Return from Leave

Employees on pregnancy leave who return to work immediately following the end of an approved leave, which does not exceed four (4) months, with a physician's written release verifying that they are able to safely perform their duties will be returned to the same position held immediately prior to their leave, unless that employee would not otherwise have been employed in her same position at the time the leave was requested for legitimate business reasons unrelated to the employee's pregnancy disability leave. If the employee is not entitled to reinstatement to her same position, as described in the foregoing sentence, or, if that position has been eliminated, the Company will assign the employee to a comparable position if one is available, unless the Company would not have offered a comparable position to the employee if she had worked continuously throughout the leave period. If a comparable position is not available as of the scheduled date of reinstatement to an employee not entitled to reinstatement to her same position, the Company will notify the employee of any comparable positions that become available within sixty (60) calendar days of the employee's scheduled date of reinstatement by means reasonably calculated to inform the employee, e.g., in person, by letter, telephone or e-mail, or by links to postings on the Company's website regarding job openings.

If available, a transfer to a less strenuous or hazardous position will generally be granted to employees who submit certification from a health provider that a transfer is medically advisable. Certification must include the date of the medical advisability of the transfer, the probable duration of the need for the transfer, and a statement that, due to a pregnancy-related disability, the employee is unable to work, or perform any one or more of the essential functions of the current position, without undue risk to her or the successful completion of her pregnancy.

Employees who do not return to work at the end of their authorized leaves and do not obtain an approved extension of the leave will be treated as having voluntarily resigned.

Lactation Accommodation

Of course, to the full extent required by applicable law, the Company will reasonably accommodate an employee who desires to express breast milk for her infant child during the workday. Please speak to Human Resources if you require such accommodation.

PERSONAL LEAVE

Personal Leave - A leave of absence for a compelling personal reason that does not qualify under the provisions of the California Family Rights Act (CFRA), federal Family and Medical Leave Act (FMLA), or Pregnancy Disability Leave.

Length of Leave

Regular full time and regular part time employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence. Personal leaves are unpaid and are not to exceed more than thirty (30) calendar days.

Requests for Leave

Written requests must state the reason for the leave, as well as the beginning and ending dates. Requests must be submitted to HR 30 days prior to leave and approval for leave is at the sole discretion of the Company, based on the facts and circumstances surrounding each individual request, and business needs. In emergency situations, management may waive the advance notice requirement.

Insurance

An employee who requires a leave of less than thirty (30) days will remain personally responsible for paying the employee's portion of the insurance premium, including the employee's portion of the dependent coverage, if any. Failure to pay premiums in a timely manner may result in a lapse of coverage.

An employee who requires a leave of more than one (1) month will be given an opportunity to continue benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA). More information on COBRA can be obtained by contacting the Human Resources Department.

Use of PTO

All personal leaves require the use of all accrued but unused PTO. If an employee has exhausted all accrued but unused PTO, the leave will be taken without pay.

Return from Leave

Employees who return to work at the end of a personal leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. The company reserves the right to permanently replace an employee during an approved leave of absence.

BEREAVEMENT LEAVE

Bereavement Leave - A leave of absence due to the death of a child, spouse, domestic partner, parent, sibling, grandchild, grandparent, or immediate in-law or step-relations in these categories.

Length of Leave

Regular full time and regular part time employees will be granted a leave of absence with pay for up to three (3) workdays because of a death of an immediate family member as referenced above. Employees are immediately eligible for this leave upon the date of hire. Additional unpaid time off may be granted at the discretion of management.

Requests for Leave

Employees must notify their supervisor of a leave due to the death of an immediate family member as referenced above on or before the first day the leave commences.

Use of PTO

This is a paid leave of absence and does not require the use of PTO by the employee. Additional days, if approved, will be deducted from an employee's accrued but unused PTO balance. If no PTO is available, additional approved days may be unpaid.

Return from Leave

The employee must complete and submit a Leave of Absence Request Form and submit this form to their supervisor along with their time sheets in the same pay period the leave was taken. If the leave spans across two pay periods, one Leave of Absence Request Form must be completed for each pay period the leave took place.

JURY DUTY LEAVE

Jury Duty Leave - A leave of absence to serve on jury duty. Employees are encouraged to fulfill their civic responsibilities by serving on jury duty when required. Employees who are summoned for jury duty at a time that would be a particular hardship for our business may be asked to request the court to reschedule the jury duty.

Length of Leave

Regular full time and regular part time employees are eligible to be compensated for up to ten (10) jury duty days in a rolling twelve (12)-month period. Eligibility is from the date of hire. Any time off taken for jury duty beyond the ten (10) days will not be compensated by the Company, except as required by laws governing the compensation of exempt employees.

Request for Leave

The employee must give a copy of the Juror's summons to their supervisor within seven (7) days of notification.

Use of PTO

Employees called for jury duty will be compensated at their normal base wage for a maximum of eight (8) hours per each day served on jury duty without the use of PTO. This may be a full eight (8) hours served on jury duty, or a combination of hours worked and hours served on jury duty up to a maximum of forty (40) hours during a five (5)-day work week. Time spent on jury duty is not considered time worked for overtime purposes.

Return from Leave

The employee must complete and submit a Leave of Absence Request Form and submit this form to their supervisor along with their time sheets, and the documentation provided by the Court detailing the days/hours served in the same pay period the leave was taken. If the leave spans across two pay periods, one Leave of Absence Request Form must be completed for each pay period the leave took place.

SUBPOENA/WITNESS LEAVE

Subpoena/Witness Leave - A leave of absence for a subpoena to appear in Court on Company business. Employees will not qualify for this leave if summoned to appear in court because of a subpoena on matters not required by Company business or on matters in which they are personally involved in the legal action.

Use of PTO

Employees will be paid their normal wage or salary if required by a subpoena by the company to appear in court on Company business and does not require the use of PTO by the employee. If Subpoena/Witness Leave does not involve company business and accrued but unused PTO is not available, additional time may be unpaid.

Return from Leave

Employees are expected to report for work if they are excused by the Court on any day after less than four (4) hours. Employees not reporting for work during off-time at the court will be subject to disciplinary action. The employee must complete and submit a Leave of Absence Request Form and submit this form to their supervisor along with their time sheets in the same pay period the leave was taken. If the leave spans across two pay periods, one Leave of Absence Request Form must be completed for each pay period the leave took place.

MILITARY SERVICE LEAVE

Military Service Leave - Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), an employee who leaves the company to perform military duties on behalf of the state or U.S. Government will be eligible for unpaid leave of absence in accordance with Federal and State laws governing such leaves.

Length of Leave

Under USERRA, employees are allowed absences from work for military duty for up to five (5) years. This five (5)-year leave is the cumulative length of all absences from employment due to military service and not necessarily one continuous period. Certain exceptions might provide for an extension of the five-year limitation. For more information, please contact the Human Resources Department.

Request for Leave

All employees must provide advance written or verbal notice of the need for military leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

Insurance

An employee who requires a leave of less than thirty (30) days will remain personally responsible for paying the employee's portion of the insurance premium, including the employee's portion of dependent coverage, if any. Failure to pay premiums in a timely manner may result in a lapse of coverage.

An employee who requires a leave of more than one (1) month will be given an opportunity to continue benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA) or USERRA. More information can be obtained by contacting the Human Resources Department.

Use of PTO

This is an unpaid leave of absence, however, an employee has the option to use their accrued but unused PTO. Leaves in excess of available, accrued PTO time will be without pay to the extent authorized by law.

Return from Leave

The employee will be reinstated in accordance with applicable laws, and if the employee is qualified to return to work and reapplies for work within the time periods permitted by law. For more information, please contact the Human Resources Department.

MILITARY SPOUSE LEAVE

Military Spouse Leave - A leave of absence intended for the spouses, or registered domestic partner of military personnel. An employee working twenty (20) hours or more a week and have a spouse or registered domestic partner who is a member of the United States Armed Forces (the Army, Navy, Air Force, Marines, and Coast Guard), National Guard, or Army Reserve who has been deployed during a period of military conflict, and is on leave (not returning from) on military deployment.

Request for Leave

The employee must provide notice to their Supervisor, no later than two (2) business days after receiving an "official notice" that the spouse will be on leave (not returning from) on military deployment, and that the employee intends to take the time off from work during the leave from deployment. The employee must use the company's Leave of Absence Request form to provide notice to the employer. Further, the employee must provide "written documentation, certifying" that the spouse will be on leave from deployment during the time of the employees requested leave.

Length of Leave

Employees are entitled up to ten (10) unpaid days off from work per deployment.

Use of PTO

This is an unpaid leave of absence, however an employee has the option to use their accrued but unused PTO. Leaves in excess of available, accrued PTO time will be without pay to the extent authorized by law.

Return from Leave

The employee must complete and submit a Leave of Absence Request Form and submit this form to their supervisor along with their time sheets in the same pay period the leave was taken. If the leave spans across two pay periods, one Leave of Absence Request Form must be completed for each pay period the leave took place.

EMERGENCY DUTY/VOLUNTEER FIREFIGHTERS LEAVE

Emergency Duty/Volunteer Firefighter Leave - No employee shall be discharged or in any manner discriminated against for taking time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel.

Leave for Training

An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate of fourteen (14) days per calendar year, for the purpose of engaging in fire or law enforcement training.

Request for Leave

The employee must use the company's Leave of Absence Request form to provide notice to the employer.

Use of PTO

This is an unpaid leave of absence, however an employee has the option to use their accrued but unused PTO. Leaves in excess of available, accrued PTO time will be without pay to the extent authorized by law.

Return from Leave

The employee must complete and submit a Leave of Absence Request Form and submit this form to their supervisor along with their time sheets in the same pay period the leave was taken. If the leave spans across two pay periods, one Leave of Absence Request Form must be completed for each pay period the leave took place.

DOMESTIC VIOLENCE AND SEXUAL ASSAULT VICTIMS

Employees who are victims of domestic violence or sexual assault are eligible for unpaid leave to obtain or attempt to obtain relief, including but not limited to, a restraining order or other injunctive relief, to help ensure their physical and/or mental health, safety or welfare, or that of their child(ren).

Victims of domestic violence or sexual assault are permitted to take unpaid time off from work to attend to any of the following:

- To seek medical attention for injuries caused by domestic violence or sexual assault.
- To obtain services from a domestic violence shelter, program, or rape crisis center.
- To obtain psychological counseling related to an experience of domestic violence or sexual assault.
- To participate in safety planning or take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Length of Leave

To the extent permitted by law, the maximum amount of combined time that an employee can take a leave under this policy and the Family and Medical Care Leave policy, if eligible, is twelve (12) weeks in a rolling twelve (12)-month period.

Request for Leave

Employees are required to provide reasonable advance notice of the intention to take time off, unless the advance notice is not feasible. When an employee takes unscheduled time off for these purposes, the employee must provide certification in any of the following forms:

- a. A police report indicating that the employee was a victim of domestic violence or sexual assault.

- b. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee appeared in court.

- c. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

Insurance

Throughout the duration of an approved leave, the employee will remain personally responsible for paying the employee's portion of the insurance premium, including the employee's portion of dependent coverage, if any. Failure to pay premiums in a timely manner may result in a lapse of coverage.

Use of PTO

Employees may use accrued PTO in lieu of unpaid time off. Leaves of absence in excess of available, accrued PTO time will be without pay to the extent authorized by law.

Return from Leave

Refer to Return from Leave under Federal Family and Medical Leave(s).

DOMESTIC VIOLENCE AND SEXUAL ASSAULT VICTIMS - TIME OFF TO OBTAIN RELIEF

Employees who are victims of domestic violence or sexual assault are eligible for unpaid leave to obtain or attempt to obtain relief, including but not limited to, a restraining order or other injunctive relief, to help ensure their health, safety or welfare, or that of their child(ren).

Employees must provide reasonable advance notice (unless advance notice is not feasible) of their need to take leave under this policy. In addition, employees who take unscheduled time off must provide certification of the following:

- A police report indicating that the employee was a victim of domestic violence or sexual assault.
- A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee appeared in court.
- Documentation from a medical professional, domestic violence advocate, sexual assault victim's advocate, health-care provider, or counselor that the employee was undergoing treatment for injuries or abuse from an act of domestic violence or sexual assault.

Employees may use PTO in lieu of unpaid leave status.

SCHOOL ISSUES & ACTIVITIES LEAVE

The Company encourages employees who are a parent, guardian or custodial grandparent of a dependent child enrolled in a licensed day care center, kindergarten or grades one (1) through twelve (12) to take time off to attend the school activities of their child(ren). An employee may also take time off if they need to appear at the school in connection with a suspension of their child.

Length of Leave

An employee may take up to forty (40) hours off work without pay each school year for purpose of participating in activities of the school or licensed day care facilities, and no more than eight (8) hours of scheduled work time per month.

Request for Leave

An employee must obtain prior approval from and schedule all such absences with his or her Supervisor as far in advance of an absence as possible.

Use of PTO

Except for time off granted in connection with a child's suspension from school, time off will be charged to the employee's accrued but unused PTO. Additional time off allowed under this policy in excess of available accrued PTO, will be unpaid to the extent authorized by law. Time off allowed in connection with a request by the school for the employee to appear at school due to a suspension of the child will be unpaid time off.

Return from Leave

The employee must complete and submit a Leave of Absence Request Form and submit this form to their supervisor along with their time sheets, and the documentation provided by their child's school or licensed day care facility as proof that the employee participated in the activity, or suspension meeting on a specific date and at a specific time.

STUDENT TEACHER LEAVE

Regular full-time and regular part-time employees may request a student teaching leave if required by a teacher preparation program.

Length of Leave

The length of leave will be determined by the requirements of the teacher preparation program.

Request for Leave

Employees must provide thirty (30) days' advance notice of the need to take a leave by submitting a Leave of Absence Request form to the supervisor. The request must be approved by the supervisor, and will be granted on a case by case basis in accordance with business needs.

Use of PTO

All student teaching leave(s) require the use of all accrued but unused PTO. If an employee has exhausted all accrued but unused PTO, the leave will be taken without pay.

Insurance

An employee who requires a leave of less than 30 days will remain personally responsible for paying the employee's portion of the insurance premium, including the employee's portion of dependent coverage, if any. Failure to pay premiums in a timely manner may result in a lapse of coverage.

An employee who requires a leave of more than (1) month will be given an opportunity to continue group medical insurance benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA). More information on COBRA can be obtained by contacting the Human Resources Department.

Return from Leave

Employees who return to work at the end of a student teaching leave will normally be returned to their former job classification if an opening exists or, if there is no such opening, they will be considered for a comparable position if one is available. The company reserves the right to permanently replace an employee during an approved leave of absence.

ORGAN AND BONE MARROW DONOR LEAVE

An employee may take the leave to donate an organ or bone marrow to another person. The employee must provide you with written verification of the need for donation leave. The verification must state that the employee is a bone marrow or organ donor and that the donation is medically necessary.

Length of Leave for Organ Donation

An employee may take a paid leave of absence not exceeding thirty (30) business days in a one-year period for the purpose of donating his or her organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of twelve (12) consecutive months.

Length of Leave for Bone Marrow Donation

An employee may take a paid leave of absence not exceeding five (5) business days in any one-year period for the purpose of donating his or her bone marrow to another person. The one-year period is measured from the date the employee's leave begins and shall consist of twelve (12) consecutive months.

Request for Leave

Employees must provide thirty (30) days advance notice of the need to take a leave by submitting a Leave of Absence Request form to the Supervisor. The request must be approved by the supervisor, and will be granted on a case by case basis in accordance with business needs.

Use of PTO

Employees must take five (5) days of earned but unused PTO for bone marrow donation leave and two (2) weeks of earned but unused PTO for organ donation leave.

UNEMPLOYMENT INSURANCE

The Company pays unemployment insurance taxes on your behalf to both the state and federal governments. These taxes fund the payment of unemployment insurance benefits to you should you become eligible to receive them. Detailed information about unemployment insurance benefits can be obtained from the Employment Development Department at www.edd.ca.gov.

SECTION 5

DRESS CODE

Business Casual Attire (Monday through Thursday)

All clothing should be clean, pressed and professional looking. Guidelines for tasteful business casual attire are as follows:

- Women: Business casual slacks or dress pants, sweaters, blouses, jackets, skirts or dresses. Nylons are recommended when wearing skirts, but not required when wearing slacks. Belts are required when belt-looped slacks are worn. Denim attire is not allowed.
- Men: Business casual slacks or dress pants, shirts, jackets and sweaters. Shirts must have collars and be worn tucked in. Belts are required when belt-looped slacks are worn. Denim attire is not allowed.
- Men should be clean-shaven or, if a beard or mustache is worn, it must be kept neatly trimmed.

Casual Friday Dress Code

For casual Friday, all employees must maintain professional attire at all times. Employees should wear a top and shoes that would be appropriate for the office Monday through Thursday (please see the business casual directives above for specific information on these items of clothing and footwear). Employees may wear jeans, but they must be work appropriate. No holes, tears, shorts, or skirts with a hem more than two inches above the knee will be allowed.

Inappropriate Attire

Not all casual clothing is appropriate for the center. Following is a listing of some of the more common items that are not seen as appropriate. This list is not intended to be all inclusive, but should help set the general parameters for proper business casual attire.

Attire that is inappropriate at all times for both men and women:

- Tops: Flannel shirts, tank tops, sweat shirts, spaghetti-strapped tops, jogging suits, halters, bare midriff or low-cut tops and any apparel with an open back, slogans or logos. (Small logos, such as those sewn on Polo, Nautica, Nike, etc., clothing items are okay.)
- Pants/Skirts: Shorts, short skirts (more than two inches [2"] above the knee), bib overalls, skorts, stirrup pants, leggings, jean-cut corduroy pants, any color jeans (unless casual Friday applies), cargo pants, sweat pants, jogging suits or beachwear.
- Footwear: Athletic shoes, hiking boots, army boots, motorcycle boots, casual sandals, flip flops, sports shoes, shoes with logos or slogans.
- All Attire: All hats; any attire or footwear bearing logos or slogans; hunting, fishing, sporting or motorcycle attire; any soiled, wrinkled, torn, faded or excessively worn attire; any tightly fitting, distracting, revealing or ill-fitting attire and/or footwear.
- Jewelry: No large or distracting jewelry; no facial jewelry or excessive number of earrings.

All body art must be covered by normal clothing or uniforms while at work when students are present. The Company reserves the right to ask you to remove any accessories and/or refrain from wearing hairstyles or makeup that may be considered unprofessional, excessive, distracting, unconventional or unsafe during working hours.

Supervisors are responsible for interpreting and enforcing the dress and grooming standards in their areas.

Employees who report to work inappropriately dressed or groomed may be asked to leave work, without pay, and return properly attired or groomed. Repeated occurrences may result in further disciplinary action, up to and including termination of employment.

Please contact Human Resources for information or guidance.

SECTION 6

MANDATORY REPORTING

Child Abuse Incidents Reports

In the instance of suspected child abuse, all teachers, instructional aides, and any center personnel who work at the school site are mandated reporters. In the case of suspected child abuse, supervisors, school psychologists and the child abuse hotline for your county must be notified IMMEDIATELY. A written "Suspected Child Abuse Report" form must be submitted within thirty six (36) hours to the appropriate investigating Child Protective Agency. Please see below for the hotline to call for your county, and for the website to complete a suspected child abuse form (or contact your supervisor).

Fresno County
559-255-8320
<http://www.co.fresno.ca.us/>

Riverside County
800-442-4918
<http://dpss.co.riverside.ca.us>

Kern County
661-631-6011
<http://www.co.kern.ca.us/dhs/>

Sacramento County
916-875-5437
<http://www.dhhs.saccounty.net>

Los Angeles County
800-540-4000
<https://mandreptla.org>

San Bernardino County
800-827-8724
<https://hss.sbcounty.gov/dcs>

Orange County
800-207-4464
<http://ssa.ocgov.com>

Ventura County
805-654-3200
<http://www.ventura.org/>

SECTION 7

STUDENT RELATIVES OF EMPLOYEES

The Company strongly recommends that relatives of employees do not enroll at the same location where the relative is employed, provides supervision, or any type of instructional support. It can raise serious morale, management, and conflict of interest issues, as well as create an appearance of impropriety for an employee to have direct or indirect authority over an employee who determines their relatives' grades, extracurricular opportunities, eligibility and selection for camps, or any other honor. An employee shall not:

- (a) Directly instruct in a Company facility his or her own relative. "Relative" includes child, step-child, minor that cohabitates with the employee, grandchild, brother, sister, niece, nephew, or cousin.
- (b) Be responsible for selecting his or her relative for any camp, trip, or honor. The related employee must recuse themselves from that decision and defer to an employee at the same level to make the decision regarding the related student attending any camp, trip, or receiving any honor.
- (c) Be involved in a professional capacity in any disciplinary matter involving their relative. The related employee must recuse themselves from any professional or administrative role and be involved only as a relative of the student.

The Department Head and all applicable supervisors are to be notified, in writing, by the employee in the event that a relative of that employee enrolls at the same center they are employed, provides supervision, or any type of instructional support.