

VOLUNTEER LEAVE

The Company encourages all employees to volunteer for activities that enhance and serve the local communities in which we live and work. Volunteer opportunities could be something you personally select or something that is organized as a group effort at your work location. This policy provides employees with an opportunity to give back and support our local communities and have a meaningful impact on the world around us - one community at a time.

All full-time and part-time employees who work a minimum of 20 hours per week are eligible for paid volunteer leave to volunteer for eligible charities and/or community organizations after completion of the initial employment period.

Employees will be paid for up to one (1) day of paid volunteer leave for the period January through June and up to one (1) day of paid volunteer leave from the period July through December of each calendar year. For full-time employees, this is the equivalent of eight (8) hours of paid volunteer leave each day; this is prorated for part-time employees at an equivalent of .20 of average weekly hours for each day. For new hires, this time is prorated in the first year of employment based on date of hire.

The pay rate will be equal to the employee's current hourly rate on the day(s) the time is taken. Paid volunteer leave is not considered time worked for purposes of overtime calculation

Guidelines and Procedures

- The organization must be registered as a 501(c)(3) charity or not-for-profit or tax-exempt organization under the U.S. Internal Revenue Code and not classified as a private foundation.
- The Company does not support employee efforts for organizations that discriminate; the organization must be a secular, non-denominational, non-politically affiliated organization.
- To be eligible for pay under this policy, your volunteer leave must not be eligible for any type of compensation by the charity or community organization.
- You are responsible for planning how work will be covered while volunteering, just as would be the case for other paid time off.
- All requests for paid volunteer leave will be considered. However, the Company reserves the right to deny or delay requests at its sole discretion.
- Paid volunteer leave must be requested in advance and pre-approved by your immediate manager and Human Resources. Where possible, requests should be made at least thirty (30) days in advance of the volunteer event or activity.

- To request paid volunteer leave, complete the **Volunteer Leave Request Form** and submit it to your immediate manager and Human Resources for pre- approval, prior to committing to the volunteer event or activity.
- Upon completion of the volunteer event or activity, please obtain confirmation of your participation by a designated charity or community organization representative and return the form to Human Resources.
- Paid volunteer leave that is not used does not carry-over from year to year and is not paid out if an employee leaves the Company.

For further information, please contact Human Resources.