

CALIFORNIA STATE HANDBOOK ADDENDUM

BREAKS AND MEAL PERIODS: NON-EXEMPT EMPLOYEES

REST BREAKS

Non-Exempt Employees who work 3.5 hours or more in a day are entitled to a timely, complete, uninterrupted, unrestricted and paid ten (10) minute rest break for every four (4) hours worked or major fraction thereof. A major fraction of a four (4) hour work period is anything over two (2) hours. For example, an employee who works more than six (6) hours is entitled to take a second timely, complete, uninterrupted, unrestricted and paid ten-minute rest break. You should take your rest break as close as practicable to the mid-point of each four (4) hour work period. Rest breaks are paid, so employees should not record time out on their timesheet, but are free to leave the work area. Employees should notify their Human Resources Representative if you are not permitted to take timely, complete, uninterrupted and unrestricted rest breaks.

MEAL BREAKS

Non-Exempt Employees who work five (5) or more hours in one work period are entitled to take a timely, complete, uninterrupted, unrestricted and unpaid meal break for a minimum of 30 minutes, which should be started before completion of the employee's fifth hour of work. Employees who work over six (6) total hours should not waive their first meal break.

Employees who work more than ten (10) hours in a day are entitled to take a second timely, complete, uninterrupted, unrestricted and unpaid meal break for a minimum of 30 minutes. This second meal break should start no later than the end of the employee's tenth hour of work. The employee may voluntarily waive the second meal break if he or she did not waive the first meal break and the total work period will be completed in no more than twelve (12) hours.

Employees are also entitled to a third timely, complete, uninterrupted, unrestricted and unpaid meal break for a minimum of 30 minutes when he or she works more than fifteen (15) hours per day. This third meal break should start no later than the end of the employee's fifteenth hour of work. The employee should not waive his or her third meal break (if he/she works long enough to be entitled to one). Only one meal break should be waived each work period, and only if the employee will complete all work within 12 hours.

You may leave the work area during your meal break. It is important that you return to work promptly at the end of your meal break. Meal breaks cannot be saved and taken at the end of a shift.

You must accurately record the start and end of the meal break(s) on your timesheet.

Non-Exempt Employees should not perform any work-related duties during meal or rest breaks.

If anyone prevents you from taking your timely, complete, uninterrupted and unrestricted rest or meal breaks, as described above, report it immediately to your Human Resources Representative. The Company does not retaliate against employees who request to or decline to waive their right to an unpaid meal break.

MakeupTime

Non-exempt employees who wish to make up work time that is or would be lost as a result of personal obligations may make up the time without being paid an overtime premium under the following conditions: (1) the employee must voluntarily make a written request of his or her manager or supervisor to make up time, in advance; (2) the make-up time must be worked in the same workweek in which the work time was lost; (3) the total hours worked in a day cannot exceed 11; and (4) the total hours worked in the workweek cannot exceed 40.

Managers and supervisors are prohibited from encouraging or otherwise soliciting an employee to request approval to take personal time off and make up the work hours within the same week.

An employee who wishes to request make up time should submit the request in writing to his or her immediate manager or supervisor and a copy of that should be forwarded to your Human Resources Representative. Requests to allow make up time will be evaluated based upon business needs.

Reporting Pay

Non-exempt employees who report to work for their regularly scheduled shift but are not put to work or are furnished with less than half of their usual or regularly scheduled day's work, may be entitled to reporting time pay. Non-exempt employees who are required to call in to see if they must report to work for a scheduled on-call shift that day and then told that they are not needed will also be entitled to reporting time pay.

Employees eligible for reporting time pay will be paid half of their usual or regularly scheduled day's work, but no fewer than two hours' pay and no more than four hours' pay at their regular rate. All time worked prior to dismissal counts towards these totals. Reporting time will be paid at the employee's regular rate of pay. Reporting time hours, with the exception of any actual hours worked, will not count toward overtime calculations.

If an employee is required to report to work a second time in any one working day and is given fewer than two hours of work on the second reporting, they will be paid for two hours at their regular rate of pay.

Reporting time pay will not apply if operations cannot begin or continue due to threats to employees or property, or when civil authorities recommend that work not begin or continue; when public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities or sewer system; or when the interruption of work is caused by an Act of God or other cause not within the Company's control, for example, an earthquake. Employees who are regularly scheduled to work a shift of less than two hours do not qualify for reporting time pay.

Time Off for Voting

Employees are encouraged to exercise the right to vote. If employees cannot vote due to their work schedules, they may take up to two hours off work with pay to vote if it is requested two days before the election and is authorized by a supervisor. In most situations, an employee should take such time off at the beginning or end of the workday, whichever will cause less missed work time.

Volunteer Firefighter, Reserve Peace Officer, and Emergency Rescue Personnel Leave

Employees will be granted unpaid time off to serve as volunteer firefighters, reserve peace officers, or other emergency rescue personnel as required by law. Employees may be entitled to up to 14 days of unpaid leave per year for the purposes of engaging in fire, law enforcement, or emergency rescue training. These employees may request to substitute any accrued vacation for any unpaid portion of leave to perform these emergency duties. An employee who requires time off under this policy should notify Human Resources and provide appropriate documentation as soon as possible so that arrangements to accommodate the absence may be made.

Military Spouse Leave

Employees who work for an average of 20 or more hours per week and have a spouse or registered domestic partner in the Armed Forces of the United States, the National Guard or the Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse or registered domestic partner is on leave from (not returning from) military deployment.

Employees must notify Human Resources to request this leave within two business days of receiving official notice that their spouse or registered domestic partner will be on leave. Employees requesting this leave are required to submit written documentation to Zempleo certifying the spouse or registered domestic partner will be on leave from deployment during the time the leave is requested.

Leave for Crime Victims to Attend Judicial Proceedings and Victim's Rights Proceedings

Zempleo will provide leave to an eligible employee in order to appear in court to attend Judicial Proceedings related to certain crimes or to attend Victim's Rights Proceedings. Request for such leaves will be maintained as confidential to fullest extent possible, and consistent with the law.

Judicial Proceedings

Time off from work may be used to attend a judicial proceeding for: a violent felony, a serious felony, or a felony of theft or embezzlement. Leave for attending judicial proceedings for any of the crimes listed in this policy will be granted if the employee is: a victim of the crime; a crime victim's "immediate family member"; a crime victim's registered domestic partner; or a child of a registered domestic partner. For purposes of this policy, an employee's "immediate family member" includes the employee's spouse, child, stepchild, brother, stepbrother, sister, stepsister, mother, stepmother, father, or stepfather.

An employee who requires time off under this policy should notify Human Resources and provide documentation of proof the proceeding as soon as possible so that arrangements can be made to accommodate the absence. Documentation of the proceeding may include: (1) a document from the court or agency setting the hearing; (2) a document from the district attorney or prosecuting attorney's office; or (3) a document from the victim or witness assistant's office advocating on the victim's behalf.

Employees taking leave to attend judicial proceedings may use accrued paid time off to the extent applicable ; otherwise, the leave is unpaid.

Victim's Rights Proceedings

Zempleo will provide a leave to an employee if either the employee, or the employee's spouse, child, parent or sibling was a victim of a certain crime, and the employee seeks to be heard at any proceeding, including any delinquency proceeding, or a proceeding involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.

The crimes for which the employee may seek leave under this policy are as follows: vehicular manslaughter while intoxicated; felony child abuse likely to produce great bodily harm or death; assault resulting in the death of a child under eight years of age; felony domestic violence; felony physical abuse of an elder or dependent adult; felony stalking solicitation for murder; a serious felony, as defined in subdivision (c) of Section 1192.7 of the Penal Code; hit-and-run causing death or injury; felony driving under the influence causing injury; and sexual assault.

An employee who requires time off to attend a Victim's Rights Proceeding under this policy should notify Human Resources as soon as feasible in advance of taking the leave, so arrangements can be made to accommodate the absence. If advance notice is not feasible, the employee should provide notice as soon as possible. When an unscheduled absence occurs, Zempleo will not take any action against the employee if the employee, within a reasonable time after the absence, provides a certification to Zempleo of the proceeding. Certification will be sufficient in the form of any of the following: a police report indicating that the employee was a victim of an offense listed above; a court order protecting or separating the employee from the perpetrator of an offense listed above, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or 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 offense listed above

To the extent allowed by law, Zempleo will maintain the confidentiality of any employee requesting leave under this policy.

Employees taking leave to attend victim's rights proceedings may use accrued paid time off, if applicable; otherwise, the leave is unpaid. Employees will never be required to use paid sick leave.

Zempleo will not discharge or in any manner discriminate or retaliate against an employee because of the employee's use of leave to attend judicial proceedings or victim's rights proceedings as set forth in this policy.

Bone Marrow Transplant and Organ Donation Leave

An employee who is donating bone marrow may take up to five (5) business days of paid time off. An employee who is donating an organ may take up to thirty (30) business days of paid time off. However, employees must first use five (5) business days of available paid sick leave or vacation for bone marrow donation, and ten (10) business days for organ donation. Employees who do not have sufficient paid sick leave or vacation to cover their leaves will be paid by Zempleo for up to five (5) business days for bone marrow donations or thirty (30) business days for organ donations. Zempleo

will also allow employees to take an additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of organ donation.

All employees who require time off to donate an organ or bone marrow should notify Human Resources as soon as possible so that arrangements can be made to accommodate the absence. Employees may be asked to provide supporting medical documentation. At the conclusion of leave under this policy, employees will return to their positions or an equivalent one, and the leave will not be considered a break in service for the purposes of benefits accrual or salary adjustments.

School Activities Leave

An employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis and who has custody of a child may take up to forty (40) hours per year of leave to find, enroll, or reenroll his or her child in a K-12 school or licensed childcare provider, to participate in activities at the child's school or licensed childcare provider (including a licensed day care facility), or to address an emergency of the childcare provider or school.

Emergency of the childcare provider or school means that the child cannot remain in school or with the childcare provider because the school or childcare provider has requested that the child be picked up or has an attendance policy that prohibits the child from attending or requires the child to be picked up. The reasons can be behavioral/discipline problems, closure or unexpected unavailability of the school or childcare provider, or natural disaster.

Other than leave to address an emergency of the childcare provider or school, leave under this policy may not exceed eight (8) hours in any calendar month. If both parents work for Zempleo and request leave to attend the same planned event, Zempleo reserves the right, in its sole discretion, to approve leave for the first-requesting parent only.

Employees must provide reasonable notice for time off under this policy to Human Resources. Generally speaking, this means notice at least one (1) week in advance of the desired leave. Employees may be required to present verification of attendance at the school activity.

Employees will be required to use any available accrued vacation, to the extent applicable, to cover this leave; if an employee does not have sufficient vacation accrued to cover the absence, time off will be unpaid. Zempleo will not require Covered Employees to use accrued paid sick leave.

Leave for School Meetings Concerning Suspension

An employee who is the parent or guardian of a child may take time off to attend a meeting at the child's school concerning a suspension. Employees must give reasonable advance notice to Human Resources of the need for time off.

Literacy Leave

Zempleo will reasonably accommodate an employee's request to attend adult literacy programs, including by providing unpaid time off, where such accommodation will not impose an undue hardship on Zempleo. Employees needing accommodation under this policy should contact Human Resources.

Sick, Medical, and Caregiver Leaves

Sick Leave

The Company will comply with California's paid sick leave law.

Uses for Leave

Eligible California employees may use their sick leave in a minimum increment of 2 hours for the following reasons:

- The diagnosis, care, or treatment of an existing health condition or preventive care for illnesses of their child, parent, spouse, registered domestic partner, grandparents, grandchildren, or siblings, and designated persons, as defined below. For purposes of this policy, the term "child" means a biological, foster or adopted child, a stepchild, a legal ward, or a child to whom the employee stands in loco parentis (in place of a parent). The term "parent" means a biological, foster, or adoptive parent, a stepparent, a legal guardian of the employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child. The term "spouse" means a legal spouse, as defined by state law.
- Victims of domestic violence, stalking, or sexual assault may also use their accrued Paid Sick Leave to take time off to seek related aid, treatment, or assistance. Covered employees may also use Paid Sick Leave if either the employee or the employee's immediate family member were victims of a serious crime (as outlined in the Crime Victim's policy of this Addendum) and need to attend a judicial proceeding.

Use for a Designated Person

If an eligible employee does not have a spouse or registered domestic partner, the employee may designate one person as to whom the employee may use Paid Sick Leave to aid or care for the person. The opportunity to make such a designation shall be extended to the employee no later than the date on which the employee has worked 30 hours after Paid Sick Leave begins to accrue. There will be a window of 14 business days for the employee to make the designation. Thereafter, the opportunity to make such a designation, including the opportunity to change a designation previously made, shall be extended to the employee annually, by January 31 of each year, with a 14-day window of time to make the designation. Provided the eligible employee has made the designation, sick leave can be used to care for the designated individual in the same manner as the eligible employee can use sick leave to care for a covered family member.

Notice and Verification

For foreseeable leave, the employee must provide reasonable advance written or verbal notice to Zempleo so that alternative arrangements can be made. For unforeseeable leave, the employee must notify Zempleo as soon as practicable. An employee's failure to contact Zempleo may result in discipline, up to and including termination. Fraudulent use of Paid Sick Leave or misrepresentation of the need to use Paid Sick Leave may subject the employee to disciplinary action, up to and including termination of employment. Sick Leave hours will not be counted as hours worked for

calculating overtime pay. Accrued but unused Paid Sick Leave is not payable at termination of employment.

Family and Medical Leave Act and California Family Rights Act

The California Family Rights Act (“CFRA”) provides protected family and medical leaves of absence for eligible California employees. Specifically, eligible employees may take an unpaid CFRA leave on a continuous or intermittent basis for up to 12 weeks in any 12-month period, and up to 26 weeks of Military Caregiver Leave (“MCL”).

Note on Broader Protections Under CFRA: CFRA provides eligible employees with protected leave to care for a broader group of the employee’s family members than does, the FMLA. For example, only CFRA provides protected leave to an employee to care for the employee’s domestic partner, sibling(s), grandparent(s), and/or grandchildren. Where family care leave is covered under CFRA but not under FMLA, such leave does not count against the FMLA leave entitlement.

Eligibility: In order to qualify for CFRA leave, an employee must have been employed for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the leave.

Permissible Uses: An eligible employee may use CFRA leave of up to 12 weeks for any of the following purposes:

- the birth of the employee’s child;
- the placement of a child with the employee in connection with an adoption or foster care;
- to care for a child of any age (which includes a biological, adopted, foster or stepchild, legal ward, a child of the employee’s domestic partner or a person to whom the employee stands in loco parentis);
- to care for a spouse (including same sex spouse) or registered domestic partner;
- to care for a parent (which includes a biological, foster, adoptive parent, stepparent, legal guardian, parent-in-law, or other person who stood in loco parentis to the employee when the employee was a child);
- to care for a sibling (which includes any person related to the employee by blood, adoption or affinity through a common legal or biological parent);
- to care for a grandchild (which means a child – as defined above – of the employee’s child)
- to care for a grandparent (which means the parent – as defined above – of the employee’s parent);
- to care for a designated person;
- for the employee’s own serious health condition, which prevents him or her from performing one or more of the essential functions of his or her position;
- to care for the employee’s spouse, child, parent (including parent-in-law), or “next of kin” of a covered service member (including certain veterans) recovering from a serious illness or injury sustained in the line of duty on active duty, and the employee will be providing care for the service member. This is referred to “Military Caregiver Leave” (“MCL”) and is prescribed by the FMLA. The term “Next of kin” means the nearest blood relative other than the service member’s spouse, domestic partner, parent, son or daughter, in the following order of priority: a blood relative to the employee who has been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave. MCL runs concurrent with CFRA if the covered family member falls within CFRA’s coverage;

- for a qualifying exigency which arises out of the deployment or military activities of a U.S. Armed Forces member who is a child, spouse, domestic partner or parent of the employee.

Length of Leave

For all family and medical leaves other than MCL, if an employee qualifies for CFRA leave as set forth above, they may request up to 12 weeks of leave in a 12-month period. The 12-month period used under this Policy is based on a rolling 12-month period measured backward from the date an employee uses any leave.

MCL provides for a maximum of 26 weeks during the applicable 12-month period. Any leave taken for another reason covered under CFRA will count toward and be deducted from the maximum 26 weeks of Military Caregiver Leave. For example, if the employee has already taken 12 weeks of CFRA leave in the applicable 12-month rolling period, the employee may take 14 weeks of Military Caregiver Leave.

Leaves related to pregnancy disability are not covered under CFRA and are addressed in a separate policy in this Handbook. Thus, women disabled by pregnancy and/or childbirth may take California Pregnancy Disability Leave for the time they are actually disabled by pregnancy and/or childbirth in addition to CFRA leave for baby bonding, for a maximum of 12 weeks of CFRA leave plus up to 4 months of California Pregnancy Disability Leave (limited to the time of actual disability).

Request for Leave

An employee must submit a written request for a CFRA leave. This written request should describe the reason for the requested leave (but not the actual diagnosis), the start date of the leave, and the anticipated duration of the leave.

If the leave is requested as the result of an employee's non-work-related injury or illness, the employee must also furnish a health care provider's written certification stating the beginning date, and length of such leave needed. If the leave is requested as a result of a qualifying exigency related to military service, the employee must also furnish a certification of the necessity. If the leave is requested as a result of the need to care for a service member, the employee must also furnish a written certification from the service member's health care provider.

This written request for leave must be submitted to the employee's immediate supervisor or Human Resources for approval at least 30 days before the leave is needed, or if the need for leave is not known at least 30 days in advance, as soon as the need for such a leave is known. Failure to provide satisfactory certification may lead to denial or delay of the leave.

Compensation: CFRA leaves of absence are unpaid by Zempleo.

Employees must use any accrued but unused sick leave benefits for CFRA leave if the leave is for their own health condition. Employees are not required to use any accrued but unused vacation benefits for CFRA leave if the leave is for a family member's health condition and/or for baby bonding, but may use such accrued and unused sick leave for that reason, if they so choose.

Paid Family Leave and State Disability Benefits

Employees taking CFRA leave may be eligible for California's Paid Family Leave (PFL) program or State Disability Insurance (SDI), which is administered by the Employment Development Department (EDD). Employees receiving paid leave such as PFL, SDI or workers' compensation is not on "unpaid leave" and, therefore, is permitted but not required to use any accrued but unused vacation (or paid sick leave, if applicable) benefits during such time.

If paid sick leave, if applicable, is exhausted prior to the end of the CFRA leave, the remainder of leave is without paid leave benefits. However, for purposes of calculating the 12-week limit, any paid and unpaid portions of CFRA leave are added together, whether or not they are taken consecutively.

Extension of Leave

Requests to extend CFRA leave must be in writing and include an explanation of the need for an extension period from the employee's health care provider.

Benefits: Health and life insurance benefits for which the employee is otherwise eligible will be continued during the CFRA leave for up to 12 weeks only if the employee pays their share of the premiums for such coverage. The cost of any dependents covered by the employee will also be the employee's sole responsibility. The employee should contact Human Resources and make the appropriate arrangements for such costs prior to the CFRA leave.

Return from Leave and Reinstatement

If the CFRA leave is requested as the result of an employee's non-work-related injury or illness, the employee returning from leave must furnish a health care provider's written certification of their fitness to perform the essential functions of their job, with or without reasonable accommodation. An employee who fails to return to work immediately after CFRA leave ends will be deemed to have voluntarily resigned. Upon return from a CFRA leave, the employee will be reinstated to the same or similar position held prior to the leave of absence, provided that the total leave period did not exceed 12 weeks.

Pregnancy Disability Leave and Transfer Privileges

An employee will be granted a leave of absence up to 4 months due to disability arising from pregnancy, childbirth, or a related medical condition. A pregnant employee may also be entitled to temporarily transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and can be reasonably accommodated. Employees should contact Human Resources for more details.

Request for Leave

A written request for pregnancy disability leave must be submitted to the employee's immediate supervisor or Human Resources at least 30 days before the leave is needed, or if the date for the leave is not known at least 30 days in advance, then as soon as the need for such leave is known. Failure to provide satisfactory certification may lead to denial or delay of the leave.

The employee must also provide a healthcare provider's written certification stating the expected beginning date and length of such leave or transfer, and that the leave is required as the result of a

disability arising from pregnancy, childbirth, or a related medical condition. Failure to provide satisfactory certification may lead to denial or delay of the leave or transfer.

Use of Paid Sick Leave: Employees must use any accrued but unused sick leave benefits and may use any accrued vacation during pregnancy leave. However, an employee receiving any form of disability payments (such as State Disability Insurance, workers' compensation, Paid Family Leave, etc.) is not on "unpaid leave" and, therefore, is permitted but not required to use any accrued but unused paid sick leave or other paid time off benefits during such time.

Compensation: Pregnancy disability leave is without pay from Zempleo.

Benefits: Health and life insurance benefits for eligible employees will be continued during the pregnancy leave for up to 4 months only if employees pay their share of the premiums for such coverage. The employee should contact Human Resources and make arrangements for such costs prior to the leave.

Return from Leave: Upon return from a pregnancy leave, Zempleo will reinstate the employee to the same or similar position held prior to the leave.

This addendum may not be a complete list of all leaves or benefits available to you under applicable state and local law. If you have questions, please contact Human Resources.

Reproductive Loss Leave

Beginning January 1, 2024, employees who have been employed by the Company for at least 30 days and who experience a reproductive loss may take up to five (5) days of leave following a reproductive loss event. These days may be nonconsecutive but shall be completed within three months of the reproductive loss event or if the employee is on or chooses to go on leave pursuant to Pregnancy Disability Leave or the California Family Right Act (CFRA) or any other leave entitlement under state or federal law prior to or immediately following a reproductive loss event, the employee shall complete their reproductive loss leave within three months of the end date of that other leave.

If an employee experiences more than one reproductive loss event within a 12-month period, the employee may take up to 20 days of leave within a 12-month period. Any requests for reproductive loss leave shall be made to human resources who will maintain the confidentiality of the employee requesting leave. The leave will be unpaid unless the employee elects to use any other paid leave that is otherwise available to the employee (such as vacation or sick leave).

For purposes of this reproductive loss leave policy, a reproductive loss event means the day or, for a multiple-day event, the final day of a *failed adoption*, *failed surrogacy*, *miscarriage*, *stillbirth* or an *unsuccessful assisted reproduction*.

- "Failed adoption" means the dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party. This event applies to a person who would have been a parent of the adoptee if the adoption had been completed.
- "Failed surrogacy" means the dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate. This event applies to a person who would have been a parent of a child born as a result of the surrogacy.

- “Miscarriage” means a miscarriage by a person, by the person’s current spouse or domestic partner, or by another individual if the person would have been a parent of a child born as a result of the pregnancy.
- “Stillbirth” means a stillbirth resulting from a person’s pregnancy, the pregnancy of a person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy that ended in stillbirth.
- “Unsuccessful assisted reproduction” means an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (a method of achieving a pregnancy through an artificial insemination or an embryo transfer and includes gamete and embryo donation). This event applies to a person, the person’s current spouse or domestic partner, or another individual, if the person would have been a parent of a child born as a result of the pregnancy.

The Company will not discriminate or retaliate against employees who request or take leave in accordance with this policy.