



ADDENDUM TO EMPLOYEE HANDBOOK

As originally published 7/2020

Effective June 1, 2021, the following information is a supplement to Section IV: employee benefit programs contained in the Employee Handbook that was originally published in July 2020. All supervisors and affected employees are responsible for becoming familiar and abiding by the policy as revised.

Policies within the Employee Handbook, including any addendums are not to be construed as a contract of employment for a specified period of time, and contains no guarantee of employment.

PAID PARENTAL LEAVE POLICY

Schupan provides Paid Parental Leave to assist and support new parents. Paid Parental Leave provides eligible employees with paid time to care for and bond with a newborn or newly adopted or newly placed foster child.

Paid Parental Leave is available during the first 12 weeks following the birth, adoption, or foster placement of a child. This policy will be in effect for births, adoptions, or placements of foster children occurring on or after 4/1/2021.

Eligibility:

Schupan employees who have completed 60 days of employment with Schupan are eligible to take Paid Parental Leave for the birth of a child or placement of a child in the employee's home for adoption or foster care. For the birth of a child, paid leave is available to an employee who has given birth, and to an employee whose spouse/partner has given birth.

For purposes of this policy, "child" means an individual under the age of 18 who is the employee's legal dependent. An individual who adopts a spouse or partner's previous child(ren) is not eligible for Paid Parental Leave under this policy.

Procedure and Types of Leave:

Eligible employees will receive supplemental pay following the birth, adoption or foster care placement of a child as indicated below:

- Birth Parent/Child Care Leave:
 - Available for an employee who (1) has given birth, who has adopted a child, or has a foster child placed in his/her home; (2) who resides in the same home as the child, and (3) if the parent has not given birth, has assumed day-to-day responsibilities for childcare during the employee's regular working hours
 - Amount of Paid Parental Leave: up to twelve (12) weeks annually per event of Paid Parental leave. Amount of pay during leave is as follows:
 - Weeks one (1) through eight (8): Paid at 100% of the employee's regular base earnings;
 - Weeks nine (9) through twelve (12): Paid at 60% of the employee's regular base earnings
 - Where an employee is eligible for the Company's short-term disability benefit:
 - And the Paid Leave Benefit is *more than* the short-term disability benefit: The Company will supplement the remaining benefit
 - And the Paid Leave Benefit amount is *less than* the short-term disability benefit: The Employee will receive the greater short-term disability benefit.

- Bonding Leave:
 - Available for an employee (1) whose spouse/partner has given birth, or who has adopted a child, or has a foster child placed in his/her home; and (2) who resides in the same home as the child.
 - Amount of Paid Parental Leave: up to 2 weeks annually per birthing event of Paid Parental Leave. Amount of pay during leave is as follows:
 - Week one (1): Paid at 100% of the employee's regular base earnings;
 - Week two (2): Paid at 60% of the employee's regular base earnings

Where multiple birth, adoption or placement occurs (e.g., the birth of multiples or adoption or foster placement of multiple children at one time), an employee is not eligible for an increase in the total amount of paid leave granted for that event.

Eligible employees must take Paid Parental Leave in one continuous period of leave and must use all Paid Parental Leave within 12-weeks after birth or adoption or placement. Any unused Paid Parental Leave after such time will be forfeited.

Upon termination of employment, an employee will not be paid for any unused Paid Parental Leave that he or she may have been eligible to receive.

Interaction with other Benefits/Policies:

Short Term Disability

- Where an employee who requests Paid Parental Leave is also eligible for benefits under the Company's short-term disability benefit, the employee must apply for the Company's short-term disability benefit.
- Paid Parental Leave will run concurrently and in coordination with the Company's short-term disability benefit, where the employee is eligible.

Family and Medical Leave (FMLA)

- Paid Parental Leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period.
- All other requirements and provisions under the FMLA will apply.
- In no case will the total amount of leave- whether paid or unpaid- granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.
- Please refer to the Company's Family and Medical Leave policy or ask Human Resources for further information on FMLA leave.

Insurance Coverage:

- Unless an employee's Paid Parental Leave also qualifies as FMLA, all other Company insurance coverage will continue or terminate according to the applicable plan document.
- Where Company insurance coverage will terminate, an employee on Paid Parental Leave will be given the option to maintain insurance coverage at his or her own expense pursuant to COBRA (which requires timely premium payment to continue benefits).
- Upon return to work, an employee will be eligible for Company insurance coverages according to the eligibility requirements outlined in the applicable plan document.
- For additional information, please refer to Schupan & Sons, Inc. Welfare Benefit Summary Plan Description.

Employee Responsibilities:

To prevent unnecessary burden on co-workers or disruption to operations, employees must submit their request for Paid Parental Leave to their supervisor or Talent Management & Retention at least 30 days' in advance of the first day of leave.

The Company reserves the right to require medical certification or proof of adoption/foster placement to verify that the employee's request for leave is consistent with the eligible reasons for leave under this policy.

Employees that fail to return to work at the end of the approved leave period will be considered to have voluntarily resigned, effective as of the day following the last day of the authorized leave period.