

Uplift Family Leave

Eligible employees may take an Uplift Family Leave of absence for the purpose of:

1. The birth of a child or to care for a child within the first twelve (12) months after birth;
2. The placement of a child with the employee for adoption or foster care within the first twelve (12) months of placement; or
3. To care for an employee's spouse, child, or parent who has a serious health condition as defined by the Family and Medical Leave Act and corresponding regulations.

"Eligible employee" for purposes of Uplift Family Leave means a full-time employee or part-time employee who:

1. Has been employed by Uplift for at least twelve (12) months and has worked at least 1,250 hours within the preceding twelve-month period; and
2. Has available leave under the Family and Medical Leave Act; and
3. Has used any accrued paid leave time, state days, local days, and/or vacation days.

Uplift Family Leave shall be for a maximum of thirty (30) workdays (240 hours) within a twelve (12) month period and may be taken intermittently (upon approval) within the twelve (12) months following the employee's first official day of Uplift Family Leave. Uplift Family Leave shall run concurrently with any leave under the Family and Medical Leave Act and/or other leaves, as applicable. Uplift Family Leave will not be granted for any period of time in which the employee does not have available leave under the Family and Medical Leave act.

Employees must use any accrued paid leave time, state days, local days, and/or vacation days, before he/she is eligible for an Uplift Family Leave of absence. After an employee has exhausted all paid leave time, state days, local days, and/or vacation days, the employee may receive a maximum of thirty (30) workdays (240 hours) of paid Uplift Family Leave. The total of paid Uplift Family Leave shall not exceed thirty (30) workdays (240 hours) in a twelve-month period.

On days/periods when an employee is not expected to report for work (*e.g.* a school year employee during the summer break), those days/periods will not be counted against the employee's Uplift Family Leave.

Requests for Uplift Family Leave must be submitted to Talent Management, in advance of the absence(s). Whenever possible, employees who request Uplift Family Leave must provide their supervisor and Talent Management with at least thirty (30) days advance notice of their absence(s).

A request for Uplift Family Leave for a family member's serious health condition must be substantiated with a medical certification from the appropriate health care provider. A request for Uplift Family Leave for the birth, care, adoption, or foster care of a child must be substantiated

with appropriate documentation. Failure to provide the appropriate certification or documentation within fifteen (15) calendar days may result in denial of Uplift Family Leave.

Requests for Uplift Family Leave are subject to approval by Talent Management.