

# LEAVE OF ABSENCE

ESS recognizes that there are times when our employee-owners may have personal situations where they need to be absent from work for an extended period of time. In those times, we offer two unpaid leave of absence options: a personal leave or an extended medical leave.

## PERSONAL LEAVE OF ABSENCE

An unpaid personal leave of absence may be available for times when you have a personal or family medical issue that does not qualify for FMLA, a family emergency such as a house fire or accident, or similar situations. In these cases, you may request an extended personal leave for a minimum of 5 consecutive days, up to a maximum of 30 days. Should your circumstances extend beyond the initial approved time, a one-time extension of up to an additional 30 days may be requested from your branch management team and Human Resources.

## EXTENDED MEDICAL LEAVE OF ABSENCE

An extended medical leave of absence may be available should you qualify for and exhaust FMLA due to your own personal injury or illness. In those circumstances, you may request an additional 30 days of unpaid extended medical leave from Human Resources. This extension must include updated information from your medical team, including a projection for your return-to-work. If, at the end of the initial 30-day extended medical leave you are still unable to return-to-work, you may request one additional extension of time.

### ELIGIBILITY

All active, full-time employee-owners working an average of 30 or more hours a week are eligible. Part-time, intern and temporary positions are not eligible.

### GUIDELINES

- Eligible EOs must have successfully completed thirty (30) days of service with the company before requesting a leave of absence.
- EOs who wish to apply for either a Personal Leave or Extended Medical Leave should request the leave from Human Resources, who will coordinate with the EO's direct management team. All leave requests will need to include the reason for the leave and the length of time being requested.
- An unpaid leave of absence may only be requested after all other leave (PTO, FMLA, etc.) has been exhausted.
- Job performance, absenteeism and departmental/job requirements will all be taken into consideration before any initial or extension request is approved.
- EOs are required to coordinate their return to work through Human Resources, who will coordinate with the EO's direct management team and safety as needed.