

(I) TOURNEAU/BUCHERER PREGNANCY DISABILITY LEAVE, ADOPTION & SURROGACY LEAVE, AND PATERNITY LEAVE POLICIES – ALL LOCATIONS (Except CA, MA, NY and San Francisco)

A. Tourneau/Bucherer Pregnancy Disability Leave Policy

In addition to any applicable eligibility for family and medical leave under the Federal Family and Medical Leave Act (FMLA) which offers up to (12) twelve concurrent weeks of unpaid leave annually*, Tourneau/Bucherer offers the below Pregnancy Disability Leave benefits.

The Tourneau/Bucherer Pregnancy Disability Leave Policy is a paid leave benefit associated with the pregnancy and birth of an employee's own child. The Pregnancy Disability Leave Policy is not associated with an employee's annual paid time off benefits and the amount of paid days received pursuant to this policy is dependent upon the type of birth; six (6) weeks for traditional birth or eight (8) eight weeks for caesarean section.

The Tourneau/Bucherer Pregnancy Disability Leave must be taken in one continuous period of leave immediately following the birth of employee's own child, and is provided as follows:

- After one (1) full year of service, all eligible and salaried employees will receive one hundred percent (100%) of their base salary (net of all applicable taxes and deductions) for the applicable duration of leave, based upon the type of birth noted above.
- After one (1) full year of service, all eligible hourly employees (40 hours for full time/25 hours for part-time) will receive one hundred percent (100%) of their base hourly wages (net of all applicable taxes and deductions) for the applicable duration of leave, based upon the type of birth noted above.

Any unused portion of this leave will be forfeited.

* If after the exhaustion of the Tourneau/Bucherer Pregnancy Disability Leave benefit, any applied for FMLA leave remains, then employees are required to use any applicable accrued time off; excluding sick time while utilizing any remaining unpaid FMLA leave. The use of accrued paid time during FMLA and/or state leave or local law(s) does not extend the length of such leave and shall run concurrently with an employee's FMLA and/or state leave or local law(s) entitlement.

For the duration of the Tourneau/Bucherer Pregnancy Disability Leave period and any applied for unpaid leave (if applicable), Tourneau/Bucherer sponsored health insurance benefits received by the employee will continue to be provided. Employees will be required to acknowledge their contribution amounts owed, and agree to pay or reimburse Tourneau/Bucherer for any employee contributions paid on their behalf during their unpaid leave.

B. Tourneau/Bucherer Adoption & Surrogacy Leave Policy

In addition to any applicable eligibility for family and medical leave under the Federal Family and Medical Leave Act (FMLA) which offers up to (12) twelve concurrent weeks of unpaid leave annually*, Tourneau/Bucherer offers the below Adoption & Surrogacy Leave benefits.

The Tourneau/Bucherer Adoption & Surrogacy Leave Policy is a paid leave benefit associated with the adoption (age 17 or younger) and surrogate birth of an employee's own child. The Adoption & Surrogacy Leave Policy is not associated with an employee's annual paid time off benefits.

The Tourneau/Bucherer Adoption & Surrogacy Leave must be taken in one continuous period of leave immediately following the adoption or surrogate birth of the employee's own child, and is provided as follows:

- After one (1) full year of service, all eligible and salaried employees will receive one hundred percent (100%) of their base salary (net of all applicable taxes and deductions) for up to six (6) weeks.
- After one (1) full year of service, all eligible and hourly employees (40 hours for full time/25 hours for part-time) will receive one hundred percent (100%) of their base hourly wages (net of all applicable taxes and deductions) for up to six (6) weeks.

Any unused portion of this leave will be forfeited.

* If after the exhaustion of the Tourneau/Bucherer Adoption & Surrogacy Leave benefit, any applied for FMLA leave remains, then employees are required to use any applicable accrued time off; excluding sick time while utilizing any remaining unpaid FMLA leave. The use of accrued paid time during FMLA and/or state leave or local law(s) does not extend the length of such leave and shall run concurrently with an employee's FMLA and/or state leave or local law(s) entitlement.

For the duration of the Tourneau/Bucherer Adoption & Surrogacy Leave period and any applied for unpaid leave (if applicable), Tourneau/Bucherer sponsored health insurance benefits received by the employee will continue to be provided. Employees will be required to acknowledge their contribution amounts owed, and agree to pay or reimburse Tourneau/Bucherer for any employee contributions paid on their behalf during their unpaid leave.

C. Tourneau/Bucherer Paternity Leave Policy

In addition to any applicable eligibility for family and medical leave under the Federal Family and Medical Leave Act (FMLA) which offers up to (12) twelve concurrent weeks of unpaid leave annually*, Tourneau/Bucherer offers the below Paternity Leave benefits.

The Tourneau/Bucherer Paternity Leave Policy is a paid leave benefit associated with the birth of an employee's own child. The Paternity Leave Policy is not associated with an employee's annual paid time off benefits.

The Tourneau/Bucherer Paternity Leave must be taken in one continuous period of leave immediately following the birth of the employee's own child, and is provided as follows:

- After one (1) full year of service, all eligible and salaried employees will receive one hundred percent (100%) of their base salary (net of all applicable taxes and deductions) for up to two (2) weeks.
- After one (1) full year of service, all eligible and hourly employees (40 hours for full time/25 hours for part-time) will receive one hundred percent (100%) of their base hourly wages (net of all applicable taxes and deductions) for up to two (2) weeks.

Any unused portion of this leave will be forfeited.

* If after the exhaustion of the Tourneau/Bucherer Paternity Leave benefit, any applied for FMLA remains, then employees are required to use any applicable accrued time off; excluding sick time while utilizing any remaining unpaid FMLA leave. The use of accrued paid time during FMLA and/or state leave or local law(s)

does not extend the length of such leave and shall run concurrently with an employee's FMLA and/or state leave or local law(s) entitlement.

For the duration of the Tourneau/Bucherer Paternity Leave period and any applied for unpaid leave (if applicable), Tourneau/Bucherer sponsored health insurance benefits received by the employee will continue to be provided. Employees will be required to acknowledge their contribution amounts owed, and agree to pay or reimburse Tourneau/Bucherer for any employee contributions paid on their behalf during their unpaid leave.

(II) TOURNEAU/BUCHERER PREGNANCY DISABILITY LEAVE, ADOPTION & SURROGACY LEAVE, AND PATERNITY LEAVE POLICIES FOR CALIFORNIA, MASSACHUSETTS, NEW YORK AND SAN FRANCISCO EMPLOYEE ONLY

Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act (FMLA) which offers up to (12) twelve concurrent weeks of unpaid leave annually*. Whenever permissible by law, FMLA leave will run concurrently with any other leave provided under the applicable statutory state or local leave law(s) as provided below.

In addition to FMLA the below States/cities offer the following:

California

California Pregnancy Disability Leave (PDL):

All employees are eligible for up to 16 weeks of unpaid job-protected leave for pregnancy-related disability only. Employer provided benefits are not required to be paid during PDL. PDL runs concurrently with FMLA. Employee may apply for income replacement through California Employment Development Department (CA EDD) **.

California Family Rights Act (CFRA):

Employees with at least one year of service are eligible for 12 weeks of unpaid job-protected leave with benefits to bond with a newborn. This runs concurrently with FMLA for a non-pregnancy leave (i.e. adoptive, etc.). For a pregnancy leave, CFRA begins after the pregnancy disability (PDL) ends and can be used solely to bond with a newborn. CFRA only requires employer to cover total of 12 weeks of benefits during leave so no benefits are required if 12 weeks have been paid during FMLA.

California Paid Family Leave (PFL):**

All employees are eligible for 8 weeks of paid leave for bonding with newborn baby. Runs concurrently with FMLA and CFRA and does not provide job protection.

San Francisco Paid Parental Leave (SFPPL):**

In San Francisco only, in addition to PFL, all employees are also eligible for 8 weeks of paid supplement of wages during PFL to make employee whole, to be paid by Tourneau/Bucherer.

Massachusetts

Massachusetts Parental Leave Act (PLA):

Employees who have completed Tourneau/Bucherer probationary period, not to exceed three months, are eligible for up to 8 weeks of job-protected unpaid leave for pregnancy-related disability after birth. Runs concurrently with FMLA, before PFML.

Massachusetts Paid Family and Medical Leave (PFML):**

Employees with at least four quarters of service are eligible for up to 12 weeks of job-protected paid leave for bonding with newborn. Runs concurrently with FMLA but once PLA is exhausted.

New York

New York Short Term Disability Leave (STD):**

All employees are eligible for up to 26 weeks of paid leave for pregnancy-related disability only and does not provide job protection. Runs concurrently with FMLA.

New York Paid Family Leave (PFL):**

Employees with at least 26 weeks of service are eligible for 12 weeks of paid job-protected leave with benefits to bond with a newborn. Runs concurrently with FMLA for a non-pregnancy leave (i.e. adoption, paternal). For a pregnancy leave, PFL begins after the pregnancy disability ends and can be used solely to bond with a newborn. Employee can elect to begin PFL immediately after birth of baby and forego DBL benefit.

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In order to receive the paid supplement under the Tourneau/Bucherer Pregnancy Disability Leave, employees will be required to and **MUST apply for **ALL** applicable State provided paid benefits as noted for each State above where employee works.

The Tourneau/Bucherer Pregnancy Disability Leave must be taken in one continuous period of leave immediately following the birth of employee's own child, and is provided as follows (any required state provided benefits will be netted from the following):

- After one (1) full year of service, all eligible and salaried employees will receive one hundred percent (100%) of their base salary (net of all applicable taxes and deductions) for the applicable duration of leave, based upon the type of birth noted above.
- After one (1) full year of service, all eligible and hourly employees (40 hours for full time/25 hours for part-time) will receive one hundred percent (100%) of their base hourly wages (net of all

applicable taxes and deductions) for the applicable duration of leave, based upon the type of birth noted above.

Any unused portion of this leave will be forfeited.

* If after the exhaustion of the Tourneau/Bucherer Pregnancy Disability Leave benefit, any applied for FMLA remains, then employees are required to use any applicable accrued time off; excluding sick time while utilizing any remaining unpaid FMLA leave. The use of accrued paid time during FMLA and/or state leave or local law(s) does not extend the length of such leave and shall run concurrently with an employee's FMLA and/or state leave or local law(s) entitlement.

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In order to receive the paid supplement under the Tourneau/Bucherer Adoption & Surrogacy Leave, employees will be required to and **MUST apply for **ALL** applicable State provided paid benefits as noted for each State above where employee works.

The Tourneau/Bucherer Adoption & Surrogacy Leave must be taken in one continuous period of leave immediately following the adoption or surrogate birth of the employee's own child, and is provided as follows (any required state provided benefits will be netted from the following):

- After one (1) full year of service, all eligible and salaried employees will receive one hundred percent (100%) of their base salary (net of all applicable taxes and deductions) for up to six (6) weeks.
- After one (1) full year of service, all eligible and hourly employees (40 hours for full time/25 hours for part-time) will receive one hundred percent (100%) of their base hourly wages (net of all applicable taxes and deductions) for up to six (6) weeks.

Any unused portion of this leave will be forfeited.

* If after the exhaustion of the Tourneau/Bucherer Adoption & Surrogacy Leave benefit, any applied for FMLA remains, then employees are required to use any applicable accrued time off; excluding sick time utilizing any remaining unpaid FMLA leave. The use of accrued paid time during FMLA and/or state leave or local law(s) does not extend the length of such leave and shall run concurrently with an employee's FMLA and/or state leave or local law(s) entitlement.

For the duration of the Tourneau/Bucherer Adoption & Surrogacy Leave period and any applied for unpaid leave (if applicable), Tourneau/Bucherer sponsored health insurance benefits received by the employee will

continue to be provided. Employees will be required to acknowledge their contribution amounts owed, and agree to pay or reimburse Tourneau/Bucherer for any employee contributions paid on their behalf during their unpaid leave.

C. Tourneau/Bucherer Paternity Leave Policy

The Tourneau/Bucherer Paternity Leave Policy is a paid supplement to the state provided benefits for paid leave(s) associated with the birth of an employee's own child. The Tourneau/Bucherer Paternity Leave Policy is not associated with an employee's annual paid time off benefits. This paid supplement will recoup the employee for any deficiency in pay between the required state provided benefits and the Tourneau/Bucherer Paternity Leave Policy, if applicable, to bring the employee up to 100% of full base pay during the Tourneau/Bucherer Paternity Leave.

In order to receive the paid supplement under the Tourneau/Bucherer Paternity Leave, employees will be required to and **MUST apply for **ALL** applicable State provided paid benefits as noted for each State above where employee works.

The Tourneau/Bucherer Paternity Leave must be taken in one continuous period of leave immediately following the birth of the employee's own child, and is provided as follows (any required state provided benefits will be netted from the following)):

- After one (1) full year of service, all eligible and salaried employees will receive one hundred percent (100%) of their base salary (net of all applicable taxes and deductions) for up to two (2) weeks.
- After one (1) full year of service, all eligible and hourly employees (40 hours for full time/25 hours for part-time) will receive one hundred percent (100%) of their base hourly wages (net of all applicable taxes and deductions)for up to two (2) weeks.

Any unused portion of this leave will be forfeited.

* If after the exhaustion of the Tourneau/Bucherer Paternity Leave benefit, any applied for FMLA remains, then employees are required to use any applicable accrued time off; excluding sick time while utilizing any remaining unpaid FMLA leave. The use of accrued paid time during FMLA and/or state leave or local law(s) does not extend the length of such leave and shall run concurrently with an employee's FMLA and/or state leave or local law(s) entitlement.

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FOR MORE INFORMATION ON FMLA, PLEASE SEE THE RELEVANT SECTION OF THE EMPLOYEE HANDBOOK. FOR MOR INFORMATION ON STATE/LOCAL LEAVE PROGRAMS, PLEASE SEE THE RELEVANT EMPLOYEE HANDBOOK STATE SUPPLEMENT.