**TEMPORARY EMERGENCY CORONAVIRUS LEAVE** **POLICY**

 Effective April 2, 2020 through December 31, 2020, the Company will implement the following Temporary Emergency Coronavirus Leave Policy in addition to the Company’s existing policies on leaves of absences and related benefits. This policy applies to all employees.

**Emergency Family Medical Leave Act (“EFMLA”)**

 All employees with more than 30 days of service to the Company are eligible to take job protected (subject to certain specific limited exceptions) leave to care for the employee’s child if the child’s school or place of care (including if the childcare provider is unavailable) has been closed due to a public emergency. Employees may take up to 12 weeks EFMLA leave. The first 10 days of EFMLA leave are unpaid, but employees may elect to use EPSL (discussed below) or any other accrued time off benefit during the initial 10-day period. After the initial 10-day period, employees are entitled to receive two-thirds of the employee’s regular rate of pay. EFMLA pay is limited to $200 per day and $10,000 in the aggregate per employee.

**Emergency Paid Sick Leave (“EPSL”)**

 Full-time employees are eligible for 80 hours of EPSL. Part-time employees will receive a pro-rated amount equal to the number of hours the employee works, on average, over a two-week period. Upon request, EPSL may be used in connection with specific circumstances related to COVID-19:

1. The employee is subject to a federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee is advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in (1) or has been advised as described in (2), above.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter is closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employees may use paid time off under this policy without exhausting other accrued paid time off. Pay under this policy for the first three reasons will be paid at the employee’s regular rate of pay up to a cap of $511 per day and an aggregate of $5,110. Payment for use of EPSL under the last three reasons is paid at 2/3 of the employee’s regular rate up to a cap of $200 per day and an aggregate of $2,000. Unused EPSL will not be paid out upon termination and will not roll over to the following year.

 Nothing in this policy changes, alters, or modifies the at-will nature of your employment relationship with the Company. The Company reserves the right to change this policy at any time. Please see your supervisor or Human Resources if you have any questions.