

YOUR RIGHTS AND OBLIGATIONS AS A PREGNANT EMPLOYEE

If you are pregnant, have a related medical condition, or are recovering from childbirth, PLEASE READ THIS NOTICE. California law protects employees against discrimination or harassment because of an employee's pregnancy, including childbirth or any related medical condition, and prohibits employers from denying or interfering with an employee's pregnancy-related employment rights.

The Company will:

- reasonably accommodate your medical needs related to pregnancy, childbirth or related conditions (such as temporarily modifying your work duties, providing you with a stool or chair, or allowing more frequent breaks).
- transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- provide you with pregnancy disability leave (referred to as "PDL") of up to four months (the working days you normally would work in one-third of a year or 17 1/3 weeks) and return you to your same job when you are no longer disabled by your pregnancy or, in certain instances, to a comparable job. Taking PDL, however, does not protect you from non-leave related employment actions, such as a layoff.
- provide a reasonable amount of break time and use of a room or other location in close proximity to your work area to express breast milk in private.
- guarantee in writing that you can return to work in your same position if you request a written guarantee. (However, as noted above, in certain circumstances, you may be returned to a comparable job, and PDL does not protect you from non-leave related employment actions.)

Time Off for PDL:

- PDL is for the period of time that you are disabled by pregnancy. Your health care provider determines how much time you will need.
- PDL may include, but is not limited to, additional or more frequent breaks, time for prenatal or postnatal medical appointments, doctor-ordered bed rest, severe "morning sickness," gestational diabetes, pregnancy-induced hypertension, preeclampsia, recovery from childbirth or loss or end of pregnancy, and/or post-partum depression.
- PDL does not need to be taken all at once but can be taken on an as-needed basis as required by your health care provider, including intermittent leave or a reduced work schedule, all of which counts against your four month entitlement to leave.

Pay and Benefits During PDL:

- In accordance with Company policy for other medical leaves, your PDL will be unpaid
- You can use any vacation or other paid time off during your PDL. You are required to use any available sick leave during your PDL.
- You may be eligible for state disability insurance or Paid Family Leave, administered by the California Employment Development Department.
- Your group health coverage during your PDL will continue at the same level and under the same conditions that coverage would have been provided if you had continued in employment continuously for the duration of your leave.
- Taking PDL may impact certain of your benefits and your seniority date; please contact the Leave of Absence Department at 1-800-341-7763, Option 2.

Providing Notice to the Company:

- To receive reasonable accommodation, obtain a transfer, or take PDL, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment), if possible.
- For emergencies or events that are unforeseeable, you are required to notify the Company, at least verbally, as soon as you learn of the need for the leave or as soon as practicable.
- Failure to comply with these notice rules may result in deferral of the requested leave until you comply with this notice policy.

Required Medical Certification:

- You are required to provide a written medical certification from your health care provider of the medical need for your reasonable accommodation, transfer, or PDL, prior to your leave.
- If the need is an emergency or unforeseeable, you must provide this certification within 15 calendar days. (If it is not practicable for you to do so under the circumstances despite your diligent, good faith efforts, please contact Leave of Absence Department at 1-800-341-7763, Option 2.
- If the reasonable accommodation, transfer, or leave is required beyond the time period originally estimated by your health care provider, you are required to provide a recertification from your health care provider for additional and/or continued reasonable accommodation, transfer, or leave.
- Once you are cleared to return to work, you are required to submit a release to return to work from your health care provider stating that you are able to resume your regular job duties, and/or listing any work restrictions.
- Contact Human Resources for a copy of a medical certification form to give to your health care provider to complete.

PLEASE NOTE that if you fail to give the Company reasonable advance notice or written medical certification of your medical need, your reasonable accommodation, transfer, or PDL may be delayed.

Additional Rights under California Family Rights Act (CFRA):

- You also may be entitled to additional rights under the CFRA, if you have more than 12 months of service with the Company and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave.
- Under the CFRA, you may take up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition (not related to pregnancy) or that of your child, parent or spouse.
- You may be required to use accrued paid leave while taking CFRA leave under certain circumstances.
- For further information on the availability CFRA leave, please review the Company's Notice regarding the availability of CFRA leave.

This notice is a summary of your rights and obligations under the Fair Employment and Housing Act (FEHA). For more information about your rights and obligations as a pregnant employee, contact the HR Service Center:

- **All Food Service Associates** (including Eurest Services and SSC) can contact the HRSC at 1-877-311-4747 or via email to HRServiceCenter@compass-usa.com.
- **All Crothall Healthcare Associates** (including EVS, Patient Transport, Laundry, POM, HTS) can contact the HRSC at 1-800-447-4476, option 6 or via email to SuS-AskHR@compass-usa.com.
- **For Sector Associates not supported by the HRSC**, please contact your HR representative.

You may also visit the Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov, or contact the Department at (800) 884-1684. The text of the FEHA and the regulations interpreting it are available on the Department of Fair Employment and Housing's Web site at www.dfeh.ca.gov.