

Leaves of Absence

We understand that there may be times when you need extended time off for different reasons. We offer different leaves of absence including Family & Medical, Parental, Military, Bereavement, Jury Duty and more and including all leaves of absence required under state and federal law. If you think you might need a leave of absence, please see People Operations. A leave of absence may be either paid or unpaid authorized time away from work, and is usually more than five (5) workdays, excluding vacation time. All requests for leaves of absences must be reviewed and approved by the employee's manager and People Operations. Ellevation management will determine eligibility for a leave of absence. During leaves of more than one (1) week arrangements will be made for employees to cover their portion of health insurance premiums.

Jury Duty

The Company recognizes the civic responsibility of jury and witness duty and encourages employees to serve when called. Employees must notify their supervisor of the need for time off for jury or witness duty upon receipt of a subpoena, notice or summons from the court. All employees who are called to serve on a jury or as a witness will be paid their regular wages for the first three days of service. Thereafter, employees will be granted unpaid leave to serve.

The Company does not require employees to reimburse the Company for the stipend amount issued by the court for their service. All benefits continue uninterrupted during the period of jury or witness service.

Employees appearing in court on their own behalf (such as a plaintiff, defendant, or for non-subpoenaed court appearances), unless requested by the Company, are not included under this policy and will not receive paid time off.

Employees should contact People Operations for the documentation required and procedure to be followed for absences due to jury duty as soon as possible after receiving a summons or subpoena.

Military Leave (USERRA)

The Company is committed to protecting the job rights of employees in the uniformed services. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Eligible employees may take up to five cumulative years of leave under this policy with certain exceptions permitted by law.

Advance notice of military service and a copy of service orders are required. Unless military necessity prevents such notice or it is otherwise impossible or unreasonable, notice must be provided within 30 days of active service.

Military leave will be unpaid, except where state law dictates otherwise. Except as otherwise indicated by Company policy, benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active

employment. Time in service is regarded as the same as time worked for the Company in connection with all benefits related to the length of employment.

Company health insurance coverage will continue until the end of the month following the month in which the employee last worked. The employee will be required to pay his or her normal employee share of the premium during this time. After this period, the employee has the right under COBRA or USERRA to elect continuing group health insurance, at the employee's expense, for up to 24 months.

An employee who takes leave under this policy will be eligible for reemployment, provided that the employee was honorably discharged from military service and provides discharge documentation.

A returning employee must seek timely reinstatement depending upon the length of the military service, as defined by applicable state law. Generally, employees whose military service will be for fewer than 31 days must report back to work at the beginning of the first full, regularly scheduled workday following completion of service, after allowing for a period of safe travel home and eight hours of rest. Employees whose military service will be more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service. Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Employees should reach out to People Operations with questions or concerns regarding reemployment.

An employee who is hospitalized for an injury or illness incurred or aggravated during military service will have up to two years following the completion of service to submit an application for reemployment to People Operations.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA.

Any employee who is a member of an organized unit of the ready reserve of the armed forces is entitled to up to seventeen unpaid days in any calendar year in order to receive military training. The employee is required to give notice to the Company of the date of departure and date of return for the purposes of military training and of the satisfactory completion of such training immediately thereafter. If the employee is still qualified to perform the duties of his position with the Company, the employee will be restored to his previous or a similar position with the same status, pay, and seniority.

Parental Leave

Regular full-time employees qualify for paid parental leave beginning on their first day. Employees are eligible to receive ten (10) weeks of paid leave for the birth of a child or placement of a child with the employee in connection with adoption or foster care. Paid

parental leave runs concurrently with FMLA leave and leave under the Massachusetts Paid Family Medical Leave Act.

Full-time employees who deliver a child may also be eligible for short term disability pay in addition to the ten (10) weeks of paid parental leave. Total Rewards will assist you in applying for short term disability payments.

Full-time employees who are eligible to receive the ten (10) weeks of paid leave are eligible to take the fifty (50) days of paid leave intermittently. The intermittent parental leave must be taken in full day (8 hour) increments. If an employee has a medical condition related to pregnancy or childbirth for which they need leave, they may be eligible for intermittent leave in smaller intervals with doctor certification. An intermittent parental leave schedule must be pre-approved by your manager before the leave is taken. Parental leave requests should be directed to Total Rewards for approval.

An employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employee's intention to return. If an employee is unable to give 2 weeks' notice for reasons beyond the employee's control, they must give notice as soon as practicable.

Pregnancy Accommodation

The Company is committed to ensuring, as far as is reasonably practicable, the health and safety of all its employees, including birthing individuals. The Company prohibits discrimination due to pregnancy or a pregnancy-related condition. The Company also provides reasonable accommodations for pregnancy-related conditions so long as they do not impose an undue burden on the business.

If an employee is a birthing individual and needs accommodation for a pregnancy-related condition to perform the essential functions of their position, they should contact People Operations. People Operations will communicate with the employee and engage in an interactive process to determine the nature of the issue and what, if any, reasonable accommodation(s) may be appropriate. During the interactive process, the Company will evaluate information obtained from the employee, and possibly a health care provider.

Employees are required to cooperate with this process by providing all necessary documentation supporting the need for accommodation and being willing to consider alternative accommodations when applicable.

Managers must provide a copy of this policy and any required state-specific notices within 10 days of the employee's disclosure of their pregnancy. All state-specific notices can also be viewed on the Company's Workday Portal.

Massachusetts Pregnant Workers Fairness Act

Ellevation employees have the right to be free from discrimination due to pregnancy or a condition related to pregnancy, including the right to reasonable accommodations for conditions

related to pregnancy. We will accommodate conditions related to pregnancy, including post-pregnancy conditions such as the need to express breast milk for nursing child, unless doing so would pose an undue hardship to Ellevation. Ellevation will not require medical documentation about the need for an accommodation if the accommodation requested is for: (i) more frequent restroom, food or water breaks; (ii) seating; (iii) limits of lifting no more than 20 pounds; and (iv) private, non-bathroom space for expressing breast milk. Ellevation may request medical documentation for other accommodations. This notice will be provided to all new hires and employees who notify Ellevation of a pregnancy or pregnancy-related condition.

Short-term Disability

Regular full-time employees are eligible for short-term disability beginning on their first day. Short-term disability insurance is provided at no cost to the employee. Employees are eligible to receive up to twenty-six (26) weeks of paid leave (100% of base salary) for a covered injury or illness. Short-term disability runs concurrently with FMLA leave. The total pay will include any payments paid through Symetra (or a 3rd party disability carrier) and any state-approved paid leaves.

An employee seeking leave must submit a claim through Symetra, who administers our plan. An employee must provide as much notice as possible of the anticipated date of departure and the employee's intention to return. If an employee is unable to give 2 weeks' notice for reasons beyond the employee's control, they must give notice as soon as practicable.

Massachusetts Paid Family Medical Leave

Massachusetts employees are eligible to take up to 26 weeks total of paid leave for medical or family reasons. MA PFML is separate from both the federally mandated benefits offered by FMLA and from Ellevation's other types of leave, though MA PFML could run concurrently with these. MA PFML benefits may be used for the following purposes:

- care for a sick family member; up to 12 weeks per year)
- bond with a newborn child; up to 12 weeks per year)
- bond with a child after adoption or foster care placement; up to 12 weeks per year)
- manage family affairs when a family member is on active duty in the armed forces ;up to 12 weeks per year)
- care for a family member's injury or illness related to service in the military; up to 26 weeks per year)
- manage a personal serious injury or illness; up to 12 weeks per year)

Employees who are eligible for Massachusetts PFML will need to submit a claim to Symetra who is administering our plan. Symetra will determine whether or not you are eligible for leave benefits and the amount of benefits you will receive. Employees who will need to take leave must provide Ellevation at least 30 days' notice or, if that is not possible, as much notice as is practicable under the circumstances.

California Pregnancy Disability Leave

Employees in California who have a pregnancy-related disability may be eligible for up to four months of unpaid leave for the period of time that they are disabled. PDL may be taken on an as-needed or intermittent basis, including as a reduced-work schedule, to the extent required by the employee's healthcare provider.

PDL will run concurrently to any available Personal Medical Leave as described above. An employee may elect to use available vacation time during any otherwise unpaid portion of PDLA leave, if they wish. Vacation, sick leave, and sick bank will be paid on regularly scheduled paydays during the employee's leave. If the need to take leave is foreseeable, the employee must provide 30 days' notice; if not, the employee must provide notice as soon as is practicable.

Employees who take PDL will be entitled to continue their health insurance coverage on the same basis as employees taking other leaves for their own serious health condition or temporary disability. Employees who return from leave, upon submitting an acceptable health-care provider release to return to work, will be returned to the same or a similar position as they held at the time of leave, unless that position no longer exists for reasons unrelated to the employee's taking leave (e.g. a reduction-in-force).

In accordance with the PDLA, Ellevation will make reasonable accommodations as described under the Pregnant Workers' Fairness Act policy below and as required under California state law.

Bereavement

All Ellevation employees are allowed up to twenty (20) consecutive paid days off in the event of the death of a spouse, domestic partner, or child; one (1) week off in the event of the death of an employee's parent or sibling; and one (1) day for extended family members. Bereavement pay is calculated based on the base pay rate and does not count towards accrual of overtime pay for non-exempt employees.

Family and Medical Leave Act (FMLA)

The Company has adopted this policy to implement the terms of the Family and Medical Leave Act of 1993 ("FMLA"), as amended by the National Defense Authorization Act of 2008. Eligible employees are entitled to family and medical leave on the terms and conditions stated in this policy, the regulations issued by the Department of Labor under the FMLA, and the Company's other applicable leave policies.

Basic Leave Entitlement

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or childbirth;
- to care for the employee's child after birth, or placement for adoption or foster care;

- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service-member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

**The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".*

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

The Company will maintain the employee's coverage under group medical, dental, life insurances, LTD and STD plans during the period of FMLA leave under the same terms as if the employee had continued to work. During the leave, the employee will be required to continue to make all premium payments that they otherwise would have had to make if actively employed. Where feasible, the Company will advise the employee concerning the necessary arrangements for such payments prior to the commencement of the leave. If the employee fails to return to work following the expiration of FMLA leave for a reason other than a Serious Health Condition or circumstances beyond the employee's control, the Company will be entitled to repayment by the employee of any premiums paid by the Company during the leave. Failure to make timely premium payments may result in the termination of coverage.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*The Company counts federal FMLA on a “rolling backward 12-month basis.” This means that the 12-month period is measured backwards from the date an employee uses any federal FMLA. Each time an employee takes FMLA, the remaining leave entitlement would be any balance of the annual entitlement that had not been used during the immediately preceding 12 months. A rolling forward 12-month basis, however, is used to track the up to 26 weeks of federal family military leave available to care for an injured service-member.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a healthcare provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

FMLA leave under this policy will be considered unpaid leave, unless the employee is entitled to paid leave under any applicable disability program or elects to use sick time. If the employee is eligible for paid leave under any applicable disability program or elects to use sick time, that leave will run concurrently with and be counted toward the employee’s total entitlement to FMLA leave for that leave year.

Employees on leave that qualifies both as STD and/or workers’ compensation and FMLA leave who are able to return to a light duty position will have the option of remaining on FMLA leave without pay (and foregoing the light duty position and additional STD or workers’ compensation benefits) or terminating the FMLA leave to accept the light duty position. In the case of an employee who qualifies for FMLA and voluntarily accepts a light duty assignment, the time

spent performing light duty work will not count against the employee's 12-week FMLA entitlement. In addition, the employee performing light duty work retains their right to be restored to the same position or an equivalent position until the end of the applicable leave year.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

The Company will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Company must provide a reason for the ineligibility.

Once the Request for Family or Medical Leave has been received, the Company will notify the employee of their eligibility to take FMLA leave within five (5) business days of the employee's request, absent extenuating circumstances, and provide the employee with written notice of the employee's rights and obligations with respect to the leave. (See Notice of Eligibility and Rights and Responsibilities form.) At this time, the Company also will provide the employee with copies of any certifications that the employee must return. The Company will inform the employee if the leave will be designated as FMLA leave.

Employees are required to give additional notice as soon as practical whenever there is a change in the dates of scheduled leave. The Company periodically may require the employee to report on their status and intent to return to work. When the Company learns of a FMLA reason for leave after a leave has commenced under another of the Company's policies, the Company will designate the leave as FMLA-qualifying from the commencement of the event. Employees are required to cooperate in providing the Company with information needed to make this determination.

The Company will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Company determines that the leave is not FMLA-protected, the Company will notify the employee.

Medical and Other Certifications

Employees will be required to provide a certification and periodic recertification supporting the need for leave for reasons relating to a serious health condition of the employee or of a covered family member. Typically an employee must provide the Company with an Employee Illness – Certification of Health Care Provider form within 15 calendar days of the employee's receiving the form. Failure to provide a timely and adequate certification or recertification may result in delay or denial of leave. In order to qualify for disability pay under any of the Company's plans, an employee is required to provide all applicable forms to the Company and to comply with all requirements under such plans.

Return to Work

Consistent with the Company's practice, before returning to work following a medical leave due to the employee's Serious Health Condition, the employee will be required to present a certification from their health care provider that the employee is medically able to resume work (a "fitness for duty" report). Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain employees may be denied restoration if they are designated a "key employee" under the FMLA regulations. If an employee's leave extends beyond the FMLA entitlement or the employee does not return to work at the end of the leave, the employee does not have return rights under the FMLA.

Unlawful Acts

FMLA makes it unlawful for the Company to interfere with, restrain, or deny the exercise of any right provided under FMLA; and discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Questions

FMLA notices explaining employees' rights are posted on company bulletin boards. Questions about this policy or eligibility for FMLA Leave should be directed to People Operations.

California Family Rights Act

The California Family Rights Act ("CFRA") provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave

employees may use under this policy is 12 weeks within a 12-month period. Leave taken under this policy is counted against an employee's total CFRA leave entitlement. For more information regarding leave under this policy, employees should contact People Operations.

Eligibility

To be eligible for CFRA leave under this policy, employees must:

1. Have worked at least 12 months for Ellevation in the preceding seven years (limited exceptions apply to the seven-year requirement); and
2. Have worked at least 1,250 hours for Ellevation over the 12 months preceding the date the leave would commence.

Conditions Triggering Leave

CFRA leave may be taken for any of the following reasons:

1. To care or bond with a newborn child.
2. Placement of a child with the employee and/or the employee's registered domestic partner for adoption or foster care to care or bond with the child.
3. To care for an immediate family member (employee's spouse, parent, registered domestic partner, child or registered domestic partner's child, grandparent, grandchild, sibling) with a serious health condition.
4. Because of the employee's serious health condition that makes the employee unable to perform his or her job.

Incapacity due to pregnancy, prenatal medical care or childbirth does not count toward CFRA leave.

Definitions

A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider, and either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing-treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider, or one visit to a health care provider and a continuing regimen of care; a chronic condition or permanent or long-term conditions; or absences due to multiple treatments. Other situations may also meet the definition of continuing treatment.

Identifying the 12-Month Period

Ellevation measures the period of 12 months in which leave is taken on a rolling backward 12-month basis. In addition, CFRA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the child's birth or placement.

Intermittent Leave

Eligible employees may take CFRA leave in a single block of time, intermittently (in separate blocks of time) or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member. Intermittent leave for the

birth of a child, to care for a newborn child or for the placement of a child for adoption or foster care generally must be taken in at least two-week increments under the CFRA, with shorter increments allowed on two occasions. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt Ellevation's operations. Intermittent leave is permitted in intervals of at least one hour, or at the same intervals as provided in Ellevation's sick leave policy, whichever increments are smaller.

Use of Accrued Paid Leave

Employees may choose (or Ellevation may require employees) to use accrued paid leave (such as sick leave, vacation or PTO) concurrently with some or all of the CFRA leave. Employees receiving state disability benefits or paid family leave benefits will not be required to use accrued paid leave. To use paid leave concurrently with CFRA leave, eligible employees must comply with Ellevation's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice).

Maintenance of Health Benefits

If employees and/or their families participate in Ellevation's group health plan, Ellevation will maintain coverage during CFRA leave on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their share of health plan premiums while on unpaid leave. In some instances, Ellevation may recover premiums it paid to maintain health coverage or other benefits for employees and/or their families. Use of CFRA leave will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Procedures

When seeking leave under this policy, employees must provide to People Operations the following:

1. Thirty (30) days' advance notice of the need to take CFRA leave if the need for leave is foreseeable, or notice as soon as practicable in the case of unforeseeable leave and in compliance with Ellevation's normal call-in procedures, absent unusual circumstances.
2. Medical certification supporting the need for leave due to a serious health condition affecting the requesting employee or an immediate family member within fifteen (15) calendar days of Ellevation's request for the certification (additional time may be permitted in some circumstances). Failure to do so may result in delay of the commencement of leave or denial of a leave request. Second or third medical opinions and periodic recertifications may also be required.
3. Periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.
4. Medical certification of fitness for duty before returning to work if the leave was due to the employee's serious health condition. Ellevation will require this certification to address whether employees can perform the essential functions of their position.

Failure to comply with the foregoing requirements may result in delay or denial of leave or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, Ellevation will inform employees whether they are eligible for leave under the CFRA. Should employees be eligible for CFRA leave, Ellevation will provide them with a notice that specifies any additional information required, as well their rights and responsibilities. Ellevation will also inform employees if leave will be designated as CFRA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlement. If employees are not eligible for CFRA leave, Ellevation will provide a reason for the ineligibility.

Job Restoration

Upon returning from CFRA leave, employees will typically be restored to their original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions.

Failure to Return After CFRA Leave

If an employee fails to return to work as scheduled after CFRA leave or if an employee exceeds the 12-week CFRA entitlement, the employee will be subject to Ellevation's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other Ellevation-provided leave available that applies to the continued absence. Likewise, following the conclusion of the CFRA leave, Ellevation's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

Massachusetts Small Necessities Needs Act

Employees who have worked for the Company for at least 12 months and for at least 1,250 hours in the preceding 12 months may take up to a total of 24 hours of unpaid leave during any 12-month period, in addition to the leave provided under the Federal Family and Medical Leave Act, to engage in the following:

- Participation in his/her child's elementary or secondary school activity directly related to the educational advancement of his/her child, such as parent-teacher conferences or interviewing for a new school; or;
- Accompanying son or daughter to routine medical/dental appointment;
- Accompanying elderly relative to routine medical/dental or professional services appointments related to the elder's care. An elderly relative is defined as an individual 60 years or older related to the employee by blood or marriage.

The relevant 12-month period for use of the leave is the calendar year.

Please consult with People Operations for further information or if you wish to request this leave. You may be required to present appropriate documentation to support your need for this leave. If the leave is foreseeable, the employee must provide the Company with at least seven

(7) days prior notice. If the leave is not foreseeable, notice as soon as practical is required. The request for leave must be in writing.

Domestic Violence Leave

Ellevation provides a leave of absence for an eligible employee to seek relief that is directly related to domestic violence, such as medical attention, counseling or victim services, or to obtain legal assistance or attend court proceedings. To be eligible, the employee must be a paid employee who is a victim of domestic violence, sexual assault, stalking or kidnapping or who has a family member who is a victim.

The Company provides up to fifteen (15) days of unpaid leave per calendar year to any employee who is the victim of domestic violence or the family member of a victim of domestic violence.

Advance notice of the need for this leave must be submitted to People Operations unless the leave is necessitated by an imminent threat to health or safety of the employee or the employee's family member. In the case of unscheduled leave, an employee (or employee's representative) must notify the Company within three (3) workdays that the leave was taken or is being taken pursuant to the law and the Company will not take negative action against the employee for an unscheduled absence if within thirty (30) days from the unauthorized absence, the employee provides sufficient documentation evidencing the need for the leave.

An employee who takes Domestic Violence Leave is entitled to restoration of their original position or an equivalent position upon returning from such leave. The taking of leave under this policy shall not result in the loss of any employment benefit accrued prior to the date on which the leave is taken.

Any employee seeking this leave must also provide documentation showing that the employee or the employee's family member was the victim of domestic violence.

All information related to the employee's Domestic Violence Leave shall be kept confidential by the Company and shall not be disclosed, except to the extent that disclosure is: (i) requested or consented to, in writing, by the employee; (ii) ordered to be released by a court of competent jurisdiction; (iii) otherwise required by applicable federal or state law; (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the attorney general; or (v) necessary to protect the safety of the employee or others employed at the workplace.

The Company will not coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided in this Domestic Violence Leave policy or make leave requested or taken hereunder contingent upon whether or not the victim maintains contact with the alleged abuser. The Company will not discharge or in any other manner discriminate against an employee for exercising the employee's rights under this Domestic Violence Leave policy.

Please contact your People Leader or People Operations for more information.

Personal Unpaid Leave

The Company may grant an unpaid personal leave of absence for unique or extraordinary reasons at the sole discretion of Company management and People Operations. Personal leaves of absence are unpaid leaves, and they carry no job protection benefits or guarantees of reinstatement. A personal leave is defined as an absence of five (5) or more consecutive calendar days or longer. Generally, personal leaves of absence can be up to 30 calendar days in duration in a rolling 12-month period. This policy applies to all regular full-time and part-time employees with at least one year of continuous service. Only in exceptional situations and with approval from senior management will a leave of absence be granted to an employee having less than one (1) year of continuous service. The Company may require the employee to use earned vacation time during this period. If there is no available vacation time, such leave shall be without pay.

A personal leave is approved with the understanding that the employee intends to return to work on an agreed date at the conclusion of the leave. Failure to return or request a leave extension by the agreed return date will be considered a voluntary resignation.

Benefits are suspended during the period of absence except length of service credit (this applies only to leaves not covered under FMLA). Insurance coverage is continued through the end of the month in which a personal leave of absence is requested.

The Company reserves the right to terminate the employee if the employee receives unapproved payment for employment outside normal Company employment during an approved personal leave of absence. Reinstatement will not be guaranteed to any employee taking a personal leave of absence. Every effort is made to place the returning employee into the same or similar position, if possible. However, during any period of leave the Company retains the right to fill, alter, or eliminate a vacant position if required by business needs.

Other Leave Laws

In addition to the leaves of absences set forth herein, Ellevation employees working outside of Massachusetts may be entitled to additional leaves of absence under the laws and regulations of their state or city. Ellevation will comply with any applicable laws or regulations.