

FAMILY AND MEDICAL LEAVE GUIDELINES (FMLA)

This confirms that you have given notice of a need for a Family and Medical Leave under the Company's Family and Medical Leave Policy (the "Policy") and the Federal Family and Medical Leave Act of 1993 (the "FMLA"). This memorandum is intended to give you basic information about some of your rights and obligations under the Policy and the FMLA.

Eligibility

In order to qualify for FMLA coverage you must complete 12 months of service with the Company and complete at least 1000 hours.

Designation of Leave and Effect on Leave Entitlement

Subject to any verification that may be required under this Policy, your leave is designated as a leave covered by both the Policy and the FMLA if you meet the eligibility requirements. Under the Policy and the FMLA, you are entitled to up to 12 weeks of qualifying Family and Medical Leave in a rotating 12-month period. Your leave under the Policy and the FMLA will be counted against your 12-week FMLA leave entitlement.

Pay Status During Leave

You may qualify to receive pay while on leave under the Company's Short-Term Disability Program and any sick leave policies in effect at your location. If so, you should follow the procedures under these policies to request paid leave. To the extent that any portion of your leave is otherwise unpaid, any accrued but unused vacation can be used to the extent available to provide pay during otherwise unpaid portions of your leave.

Information required to Qualify for Leave

Entitlement to FMLA leave is subject to medical verification. If you are requesting Personal Medical Leave, your health care provider should complete the STD provider statement. If you are requesting leave to care for a family member, the family member's health care provider should complete the necessary certification. Family member leave certification should contain verification of the medical condition of your family member, and certification that your presence is necessary or would be beneficial for your family member's care.

It is your responsibility to insure that the necessary medical verification is returned to the Human Resource Department within **fifteen (15) days**. Failure to have the certification completed and returned in a timely manner may result in delay or denial of the leave.

If your provider of health care services is not a licensed physician, you may need to have the certification completed by someone else. Please let me know if you have any questions about whether your provider of health care services may complete the certification.

If your health care provider requires specific information concerning your position in order to complete his or hers medical verification, a job description is available at the Human Resource department.

Providing Information While On Leave

During the leave, you may be contacted periodically about your status and/or your intent to return to work. You will be expected to be fully responsive to such requests. You may also be required to provide medical information under certain circumstances when requested. Under certain circumstances, you may be required to obtain a second opinion from a physician designated by the Company. In some cases, a third opinion may be required.

If your leave extends past 30 days, you will need to provide a medical update from your provider. Additional paperwork is also required if your claim extends past the estimated return to work date stated on your original claim.

Before you return to work you will be required to provide a certification from your health care provider that you are fit-for-duty.

Medical and Dental Insurance Coverage

During the leave, you will have the opportunity to continue your medical and dental insurance coverage by paying the same share for such coverage as is charged to active employees. During any paid portion of your leave, the employee share will be deducted from your pay in the same manner as it is for active employees.

During any unpaid portion of your leave, you will be required to pay the employee share by submitting payments in the amount of the employee share to the Human Resource department on the same schedule on which you have been receiving Company paychecks. If you do not pay the required employee share within 30 days of the date on which payment is due, then without notice to you the Company will discontinue your medical and dental insurance coverage until you have returned to work.

If you fail to return to work after taking FMLA leave, you may be required to pay for the Company's share of health insurance premiums expended for you during the unpaid portion of the leave.

Restoration Rights

When your leave is completed, you will be entitled to restoration to the same position or an equivalent job. However, you will not have any greater rights to restoration or benefits than you would have had if you had remained employed during the leave period. You will, therefore, be subject to any pay or benefit reductions or other adverse actions, including layoff, that you would have experienced if you had not been on a Family and Medical Leave. In addition, if you advise the Company that you do not intend to return to work, your employment will end and you will have no restoration rights.

Your restoration rights are also generally limited to circumstances in which you use no more than a total of 12 weeks of Family and Medical Leave within a rotating 12-month period. If you are granted a leave extending beyond the 12-week allocation, the Company will generally have the right to determine whether to restore you to employment, depending on the Company's assessment of its business needs and other factors that the Company may consider relevant.