

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

Quadient will grant Family and Medical Leave (FMLA) in accordance with the applicable state and federal laws that govern at the time of the leave.

The Benefits Department or The Hartford can provide specific information about federal and state law rights and responsibilities whenever an employee requires leave benefits.

FMLA is unpaid and will run concurrently with any unused sick, vacation pay, or state disability. Employees are encouraged to refer to their state-specific Family Medical, and Pregnancy Disability Leave laws.

FMLA ELIGIBILITY

Employees are eligible for FMLA leave if they have:

- Worked for Quadient at least 12 months, and
- Worked at least 1,250 hours over the past 12 months immediately preceding the start of leave and
- work at a location where there are 50 or more employees within 75 miles.

ENTITLEMENTS

As described below, the FMLA provides eligible employees with a right to a leave, to maintain health insurance benefits, and, with some limited exceptions, job restoration.

REASONS FOR FMLA LEAVE

A. Basic FMLA Leave Entitlement

Leave may be taken for anyone, or a combination, of the following reasons:

- 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 (but not in-law) who has a serious health condition;



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- For the employee's serious health condition (including any period of incapacity due to pregnancy, prenatal medical care, or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
 - Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

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 for a condition that either prevents employees from performing the functions of their 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.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare due to deployment or military orders, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty, and attending post-deployment reintegration.

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B. Additional Military Family Leave Entitlement (Injured Servicemember Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "covered servicemember" is 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 on the temporary retired list, for a serious injury or illness. These



individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military services under conditions other than dishonorable at any time during the five years preceding the 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. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Note: Employees may apply for a personal leave if they do not meet FMLA eligibility requirements or their leave request is not for one of the reasons listed above.

FMLA ENTITLEMENTS – LENGTH OF LEAVE

Eligible employees are entitled to take as many as 12 workweeks of FMLA leave during any 12-month entitlement period. The 12-month entitlement period for any family or medical leave is a "rolling" 12-month period measured backward from the date an employee begins an FMLA-qualified leave.

There are two exceptions:

- State law may entitle an employee to a greater amount of leave.
- An employee takes leave to care for a covered service member with a serious injury or illness.

Eligible employees are entitled to as many as 26 workweeks of leave to care for a covered service member with a serious injury or illness during a single 12-month period. The single 12-month period is measured forward from the date an employee begins leave for this purpose.

If an employee takes a leave for more than one of the qualifying reasons listed above, they are entitled to a combined total of 12 workweeks of leave during any 12-month entitlement period.

The exception is caring for a covered service member with a serious injury or illness. In that circumstance, employees are entitled to a combined total of 26 workweeks of leave during the single 12-month period. However, an employee is still limited to a combined maximum of 12 workweeks for leave taken for any reason other than to care for a covered service member with a serious injury or illness.

If husband, wife, or domestic partner both work for Quadient, Inc. and each requests leave for the birth of a child, adoption, foster care placement or to care for a parent (not a parent-in-law) with a serious health condition, the husband, wife, or domestic partner may take only a combined total of 12 weeks of leave during any 12-month entitlement period. If the husband, wife, or domestic partner uses a portion



of the total 12-week entitlement for one of the above reasons, each is still entitled to the difference between the amount he or she has taken individually and the full 12 weeks for FMLA leave for their own, their spouse/domestic partner or their child's serious health condition in the 12-month entitlement period.

TYPES OF FMLA LEAVE AND CONDITIONS

C. Full-Time, Intermittent, and Reduced Schedule Leave

Employees may take FMLA leave in a block of time, on an intermittent basis, or a reduced-schedule basis.

- FMLA block leave covers a continuous period. Such leave may be taken for any of the reasons permitted by the FMLA. For example, a block leave might be to recover from surgery.
- Intermittent leave is taken in separate periods rather than one continuous period. Examples of intermittent leave include leave taken one day per week over several months or leave taken on an occasional or as-needed basis for other than routine medical appointments. Employees may take intermittent leave in increments of one-quarter hour.
- Reduced-schedule leave reduces an employee's usual number of work hours per day for a defined period. For example, an employee may request to work part-time for several weeks so they can care for a parent with a serious health condition.

Intermittent or reduced schedule leave can only be taken when there is a medical need. Acceptable manifestations of medical need are employees' or covered family member's serious health condition, or a covered service member's serious illness or injury that is best accommodated through an intermittent basis or a reduced schedule basis. Such leave may be taken:

- When necessary for planned or unanticipated medical treatment or treatment provided periodically by a health care provider. For example, leave taken for chemotherapy or prenatal examinations.
- For recovery from a serious health condition or a covered service member's serious injury or illness.
- To provide care or psychological comfort to a covered family member or a covered service member.
- When employees or a covered family member are incapacitated from performing the essential functions of their positions because of a chronic serious health condition.
- When employees or covered family members are incapacitated from performing the essential functions of their positions because of a covered service member's serious injury or illness.
- Because of a qualifying exigency.



Employees may take a reduced schedule or intermittent leave to care for children after birth, adoption, or foster care placement only after obtaining Quadient, Inc. approval.

FORESEEABLE PLANNED MEDICAL TREATMENT

Employees must consult with their supervisors and health care providers when planning medical treatment:

- To make a reasonable effort to schedule the leave so it does not unduly disrupt the company's operations
- To establish mutually agreeable and beneficial treatment schedules which meet their needs and the company's requirements

Quadient, Inc., for justifiable cause, may require employees to reschedule treatment. There are two conditions to this situation:

- Employees' health care providers must be available to reschedule the treatment and
- Health care providers must approve any modification of the treatment schedule

TEMPORARY TRANSFER

Quadient, Inc. may transfer employees temporarily to an available alternative position for which they are qualified and which better accommodates the type of leave they are requesting if they need intermittent or reduced schedule leaves for foreseeable, planned medical treatments for themselves or covered family members. Foreseeable treatments include recovery periods from a serious health condition or the company's decision to permit intermittent or reduced schedule leave for the birth of a child, adoption or foster care placement. The alternate position will have equivalent pay and benefits.

Alternately, the company may alter employees' existing jobs to better accommodate their leave schedule.

REQUESTING FMLA LEAVE: NOTICE REQUIREMENTS, CERTIFICATION AND RETURN TO WORK

Foreseeable Leave

Employees must inform their managers and The Hartford of the need for family or medical leave at least 30 days before the leave begins. Please remember, the need for foreseeable leave is based upon an expected birth, adoption, foster care placement, planned medical treatment for the employees' or family members' serious health conditions or the planned medical treatments for a serious injury or illness of covered service members.

If employees cannot provide 30-day's notice, they must provide notice as soon as practicable. Usually, "practicable" means the same day or the next business day after employees become aware of the need for FMLA leave.



Employees must provide notice of need for a leave as soon as practicable if the foreseeable leave is for an urgent need.

Unforeseeable Leave

Employees must inform their managers as soon as practicable when the necessity for family or medical leave is unforeseeable. Usually, “practicable” means the same day or the next business day after employees become aware that they will need leave for an FMLA-qualifying reason.

The same requirement applies when employees return to work from an absence that may qualify as FMLA leave but has not been designated by Quadient, Inc. as FMLA leave.

OTHER EMPLOYEE NOTICE OBLIGATIONS

Employees should follow Quadient, Inc.’s normal procedures for providing notice of the need for family or medical leave. Employees requesting FMLA-qualifying leave must:

- Provide sufficient information to their managers and Human Resources, including the anticipated timing and duration of the leave
- Specifically reference the need for leave is for FMLA purposes
- Inform their managers and Human Resources as soon as practicable if dates of scheduled leave change, are extended or were initially unknown

FMLA-protected leave may be delayed or denied if employees fail to provide proper notice of the need for leave.

The Hartford will process all FMLA leave paperwork.

CERTIFICATIONS

Employees must submit a completed certification form supporting any FMLA-qualifying need for leave. The Hartford will provide the appropriate form within five business days after receiving notice of employees’ needs for leave.

Employees must submit the completed form within 15 calendar days after receiving it. If they cannot return the completed form within 15 calendar days, employees must inform The Hartford of the reason for delay.

Employee submitted certification that is found to be incomplete must be fixed and submitted back to The Hartford within 7 calendar days.

FMLA-protected leave may be delayed or denied if employees fail to provide certification.



BENEFITS DURING LEAVE (FMLA, PERSONAL)

The Hartford will provide information about options to continue certain coverage as allowed by law and benefit plan provisions.

Quadient continues to pay employees' health insurance premiums during any unpaid portions of FMLA leave. Upon return, benefits deductions will resume, including any deductions that are in arrears.

Quadient, Inc. will "substitute" any accrued paid sick leave and vacation (in that order) for any unpaid portion of medical leave taken for employees' own serious health conditions up to the time when employees become eligible for disability compensation. This includes pregnancy and maternity. In addition, the company will "substitute" accrued paid sick leave and vacation (in that order) for any unpaid portions of FMLA leave taken to care for a parent, spouse, domestic partner, or child with a serious health condition. "Substitute" means that the unpaid FMLA leave, and paid time off policy that is utilized run concurrently. Quadient will also "substitute" accrued vacation for any unpaid portions of FMLA leave taken for any other FMLA-qualifying reason.

If Short-Term Disability is approved, the remaining 40 percent of pay will be supplemented with your sick leave or accrued vacation days until all sick and vacation time is exhausted. Please refer to the Employee Benefits Guide for more information regarding Short-Term Disability benefits.

Employees will continue to accrue vacation during any portion of their FMLA leave while utilizing their own sick time and vacation time.

If an FMLA leave request is denied or expires and the employee is not granted a leave of absence under Quadient's separate leave of absence policy, they will be required to return to work. If an employee does not return to work, they will be considered voluntarily terminated.

RETURN TO WORK

Employees who return to work following the expiration of family or medical leave are entitled to return to the job they held prior to the leave or to an equivalent position with equivalent pay and benefits.

Before employees return to work from family or medical leave for their own serious health conditions, they must provide return to work release from a health care provider. The Benefits Department can provide return-to-work-release report forms. The report verifies that the health conditions which created the need for family or medical leave no longer prevents employees from performing essential functions of their jobs. Employees' reinstatement at Quadient, Inc. may be delayed if return to work certification is required but not received.

If return to work certification is required, employees are responsible for submitting it 7 calendar days before their designated return to work date.