

Family Medical Leave Policy

A colleague who has worked for Sound at least twelve months, including at least 1250 hours in the last twelve months and worked at a location where there are more than 50 colleagues in a 75-mile radius, may be entitled to 12 workweeks of unpaid leave in any twelve-month period

- to care for a newborn or newly-adopted child or newly-placed foster child,
- to care for a child, parent or spouse who has a serious health condition or
- because of the colleague's own serious health condition.

A "serious health condition" is an illness, impairment or condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider, any period of incapacity of three or more consecutive days and continuing care by a medical provider, as well as any period of incapacity due to pregnancy including prenatal care.

Colleagues may also take up to 12 weeks FMLA leave when they experience a qualifying exigency arising out of the fact that their spouse, parent or child is on or has been called to active duty in the Armed Forces. Such colleagues may be required to provide certification that their family member is on active military duty.

In addition, eligible colleagues are entitled to up to 26 weeks of family medical leave to care for a colleague's spouse, child, parent (as defined under FMLA) or next of kin (defined as a person for whom the colleague is the nearest blood relative) who is a member of the Armed Forces (including members of the National Guard or Reserves) and 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 incurred by the member in line of duty on active duty in the Armed Forces.

Leave to care for a newborn, newly adopted child or newly placed foster child must be taken within twelve months of the birth, adoption or placement. If Sound employs both parents, they are together entitled to 12 workweeks of unpaid leave under this paragraph.

If the need for the leave is foreseeable, colleagues must give at least 30 days' written notice in advance of the anticipated date the leave is to begin stating the reason for the leave and the dates during which the leave is to be taken. If the need for the leave is not foreseeable, the colleague must give notice as soon as possible after the need for the leave is known. Health care provider certifications/re-certifications, as well as second/third opinions and fitness for duty reports/releases may be required in accordance with the FMLA regulations.

Upon returning from the leave, a colleague is entitled to return to the same position held when the leave began or to an equivalent position with equivalent benefits and pay, unless the position would have been eliminated had the colleague not been on leave. Additionally, a colleague on leave is not immune from discipline, up to and including termination, if information is uncovered during the leave which would have normally resulted in discipline had the colleague been actively working.



The colleague must use any other accumulated leave, paid or unpaid, to which he or she is otherwise entitled while on this leave. Otherwise, the leave is unpaid. If leave pursuant to this policy would also qualify as leave under any other benefit or policy, the period of the leave will apply toward the entitlement for each type of leave that may apply.

By taking the leave, the colleague will not lose any benefits that accrued before the start of the leave. The colleague will not be entitled to accrue further benefits during periods of unpaid leave. Sound will maintain its contributions to your health insurance premiums during the leave, whether it is paid or unpaid. The colleague will be required to continue his or her share of the premiums for the colleague and his or her dependents, if applicable. The colleague will also be required to arrange in advance self-payment of other group insurance benefits. If the colleague does not return at the end of the leave, the colleague may be required to repay the company for the health insurance premiums paid during the leave.

This policy will be administered according to the Family and Medical Leave Act and the regulations interpreting it and any applicable state law. Colleagues should contact the People Support Department with questions about eligibility for leave or other leave benefits that may be available.