



Kforce  
 HP Inc. - Time Off & Leave Policy  
 Proprietary & Confidential

<b>Name</b>	HP Inc. - Time Off & Leave Policy	<b>Revised</b>	January 1, 2022
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

Kforce has established a Paid Time Off (PTO) Policy for full time HPI consultants to promote choice and flexibility in taking time off when needed. Consultants begin to accrue PTO on first day of employment. The accrual is based on hours worked and does not accrue while a consultant is on short-term disability or any unpaid absence or leave. In certain situations, the requirements of a contract may result in the availability of client specific benefits

Full time Consultants may accrue up to 12 days (96 hours) per year depending upon their years of service and location.

Full Time Hourly W-2 Consultants		Accrual Rate
Months of Service	Annual Maximum	Per 1 hour
0 – 24 months	7 days or 56 hours	.026923
0 – 24 months CA, MI, TX, WA	10 days or 80 hours	.038462
25 months +	10 days or 80 hours	.038462
25 months + CA, MI, TX, WA	12 days or 96 hours	.046154

***Use and Scheduling of PTO***

PTO can be taken, at a minimum, in one (1) hour increments starting after 3 months of employment. Negative PTO is allowed up to 2 days or 16 hours. PTO may be used for periods of unpaid leave as requested by the consultant unless otherwise stated that it is required. Under no circumstances will a consultant receive pay for a day not worked unless covered by another paid leave benefit. PTO should be scheduled in advance when possible and must be approved in advance by Kforce management and HPI management. Negative balances must be made up during the course of the year in which taken. Compensation paid for negative hours is considered an advance of unearned wages subject to deduction. Employees with a negative PTO balance who terminate employment either voluntarily or involuntarily will have any remaining balance of the pay advance deducted from their final paycheck, to the extent permitted by applicable law. If the final paycheck is not sufficient to cover the advance balance, the employee must repay the remaining balance in some other manner.

PTO taken due to an illness that exceeds three (3) consecutive days may be designated as a leave of absence and will require documentation by a licensed health care provider establishing the need for, duration of, and release to return to work, except where prohibited by law. For more information on types of leaves available, please review the Firm’s Time Off and Leave Policy.

***Carryover***

HPI consultants may carryover up to 10 days (80 hours) of accrued but unused PTO into the next calendar year. Consultants working in California or Colorado will be allowed to rollover any unused PTO into the next calendar year up to a maximum cap of 1.5 times their annual accrual amount. Once the maximum cap of 1.5 times the annual accrual cap is reached, consultants working in California or Colorado will not accrue any additional PTO until their usage of PTO drops them below the 1.5 maximum cap. Consultants will not be given retroactive PTO amounts for periods in which they did not accrue PTO because they were at the maximum cap. Consultants working in Washington State may carryover 13.5 days (108 hours) accrued unused PTO balance into the next calendar year.

***Transfers or Termination***

Consultants transferring to another client will be paid out of any accrued but unused PTO upon transfer except if the employee is transferring between PSL locations, PTO will be available to the employee following the transfer. Consultants moving out of California will be paid out accrued but unused PTO not exceeding the regular HPI accrual rate noted in this policy.



Terminating consultants will be paid for any accrued but unused PTO up to their last day worked and will be paid out after 9 days. Consultants cannot use PTO to extend their termination date. The last day of active employment is the last day worked. Accrued time will be paid out if another assignment has not been entered/booked within 9 days of the termination date. There will be no exceptions allowed.

### ***Rehires***

Any consultant that is rehired and their accrued unused PTO was paid out, will begin accruing PTO upon rehire date. Consultants will not be able to use any PTO until 90 days of their rehire date.

### **Paid Sick Leave:**

Certain states and local jurisdictions require Kforce to provide PSL benefits for consultants who work in those areas. HPI consultants who work in these jurisdictions with PSL laws will not receive a separate bank of paid sick leave because our PTO policy meets or exceeds the minimum requirements of those laws. Our PTO policy is designed and intended to comply with all PSL laws and consultants may use accrued and available PTO for any reason covered under a PSL law and in accordance with the term of the applicable law. For more information on PSL, please review the Firm's Paid Sick Leave Policy located under the Time Off and Leave Policy.

### **Paid Holidays**

Full-time W2 consultants receive 8 paid holidays. Whenever a holiday falls on a weekend, the holiday will be observed on the workday closest to the holiday. Holiday pay is calculated at an employee's base rate of pay and is not considered as time worked for the purpose of overtime. Holidays will not be paid to employees who are on an unpaid leave of absence. Kforce holidays include:

- New Year's Day
- Martin Luther King Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If a consultant works four days at 10 hours per day and the Holiday falls on a working day, the consultant will be paid 10 hours of Holiday pay. If the Holiday falls on a non-working day, the consultant will not be paid for that day

### **Bereavement Leave**

In the unfortunate event of a death in an employee's immediate family, state laws may be applicable. Click [here](#) to review our Bereavement Leave Policy and additional entitlements for select states.

### **Jury Duty and Witness Leave**

Hourly consultants & part-time consultants who are called for jury duty or who are subpoenaed to serve as a witness in a court action to which they are not a party will be excused from work to meet their civic obligation. This leave is unpaid. A copy of the court's notice may be required.

### **Time Off to Vote**

On days when national, state, or municipal elections take place, employees may take up to 3 hours off for voting either at the beginning or end of their regular workday without loss of pay, unless employees have three successive non-work hours while the polls are open. Where more than 3 hours are required to vote, employees may be granted time off with the understanding that they will only be paid for 3 hours, unless otherwise required by applicable state law.



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### **Military Leave**

It is our policy to grant leave for employees who are active service members, in accordance with federal and state law. For additional information, please click [here](#) to refer to our Military Leave Policy.

### **Family and Medical Leave Act (FMLA)**

We also provide family and medical leave for eligible employees in accordance with the federal FMLA and similar state laws. For additional information, please click [here](#) to refer to our FMLA Policy and other state law provisions.

### **Parental Leave**

Some states and localities provide for paid family leave benefits to certain eligible employees. Please contact the Customer Solutions Center to learn more about, and how to apply for these benefits.

### **Pregnancy Disability Leave**

Employees who are disabled due to pregnancy or a pregnancy-related medical condition may be entitled to job-protected leave when such leave is needed to accommodate the employee's restrictions. For additional information, please click [here](#) to refer to our Pregnancy Disability Policy and other state law provisions.

### **Crime Victim Leave**

Kforce provides unpaid, job-protected leave for those employees who are victims of a crime, domestic violence or sexual assault, or whose family member is a victim of such incident. For purposes of this policy, a family member is the employee's child, parent, spouse, domestic partner or civil union partner. Crime Victim Leave is available for various medical and legal purposes, such as to:

- seek or obtain medical care, counseling, victim services or legal assistance;
- participate in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family from future domestic or sexual violence or to ensure economic security;
- obtain a protective order from a court;
- be present or appear before a grand jury or in court, including to obtain protection orders or injunctions; or
- meet with a district attorney or other law enforcement official.

Employees must use any available paid sick leave (as permitted by law) during the period of Crime Victim Leave. Where the law of the state in which the employee works provides for more generous leave, the applicable state law governs.

### **Discretionary Medical Leave**

An employee may request an unpaid discretionary medical leave when required to take time off work due to his or her own medical condition and is not eligible for leave under the federal FMLA or a similar state leave law and has no other leave available. We will evaluate the leave request on a case-by-case basis, and may decide to grant it, at our discretion, for a reasonable period of time up to 30 days, unless otherwise required by law. Additional requests for extended time off will be evaluated on a case-by-case basis and may be granted, provided such leave is reasonable and does not create an undue hardship to the Firm. We will engage in a good faith, interactive process with the employee to determine if a leave is the most appropriate accommodation. Employees not eligible for paid leave under any disability or state program will be required to utilize paid sick leave (if appropriate).

Employees with workplace injuries may be entitled to protected leave depending on the individual facts of the case. Worker's compensation leaves run concurrently with any other federal or state mandated leave of absence for which you are eligible. We may also offer light duty assignments for certain workers' compensation cases as appropriate. For more information on worker's compensation leave, contact our Risk Manager at [WorkersComp@kforce.com](mailto:WorkersComp@kforce.com).



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### **Non-discrimination/Non-retaliation Policy Statement**

Kforce will not: (1) interfere with, restrain, or deny the exercise of any right provided under a leave of absence; (2) discharge or discriminate against any person for opposing any practice made unlawful by a leave of absence; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to a leave of absence.

### **Failure to Return from Leave**

Employees who choose not to return from leave within 2 business days following the conclusion of their approved leave will be considered to have voluntarily quit their position effective the last day of their approved leave. Employees who communicate their intent to return to work during these 2 business days will be subject to the normal attendance policy and expectations. To the extent permitted by law, employees who fail to return to work after unpaid leave will be responsible for both the employer and employee portion of benefit premiums for the entire length of their leave. We reserve the right to modify any employee's terms and conditions of employment, as permitted by law, at any time during the leave or upon return from leave.

### **Benefits During Leave**

Employees will not accrue benefits, such as paid sick leave during any unpaid leave of absence. These accruals will begin again when the employee returns to active employment. Other benefits will continue during an employee's leave as if the employee were an active employee except for the dependent care FSA. Dependent care FSA will cease during any period of leave in accordance with IRS regulations. During an unpaid leave, the employee will be required to make their portion of any premium payments for benefits while out. If the employee is receiving short-term disability payments through the Firm's disability plan or using paid sick leave, premiums will be deducted automatically from those payments. Any premiums owed will be deducted upon the employee's return from leave.

### **Notification Requirements**

All employees must properly notify management and the Customer Solutions Center of the need for any leave as outlined in the [Request for Leave Procedures](#). We may deny or postpone a requested leave if an employee fails to comply with the notice rules. This can result in discipline for absences taken prior to particular leave coverage commencing.

Kforce has the exclusive right to interpret and change/modify any of these policies at its sole discretion.



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 Paid Sick Leave Policy  
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<b>Policy Name</b>	Paid Sick Leave Policy	<b>Revised</b>	January 1, 2021
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants where required by law.	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

### **Paid Sick Leave Policy**

Certain states and local jurisdictions require the Firm to provide paid sick leave (PSL) benefits for employees who work in those areas. This policy is intended to ensure that all hourly consultants and part-time consultants who work in these jurisdictions with PSL laws receive PSL in accordance with requirements under federal, state or local law. In certain situations, the requirements of a contract may result in the availability of client specific benefits.

#### ***Amount and Use of Leave***

Eligible employees will accrue PSL beginning on their first day of employment and may be used beginning on their 90<sup>th</sup> day of employment. Time accrued may be used during the period it is received subject to the Annual Usage Cap. Accrued but unused PSL will be carried over to the next calendar year subject to the Carryover Cap. Employees will not accrue PSL during any unpaid leave of absence. Click [here](#) to review the Paid Sick Leave Accrual Chart. A 12-month period will be based on a calendar year (January 1 - December 31).

Employees may use PSL in increments of at least 1 hour. Employees may use PSL where consistent with applicable state or local paid leave requirements, to:

- attend appointments or receive care for the employee’s own physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or treatment, or preventive care;
- attend appointments or provide care for an eligible family member’s physical or mental illness, injury, or medical condition, including conditions requiring home care, professional medical diagnosis or care, or preventive care; or
- for purposes pursuant to our [Crime Victim Leave Policy](#).

For purposes of this policy, an eligible family member is the employee’s:

- child (biological, adopted or foster child, stepchild, legal ward or child for whom the employee has assumed the responsibilities of parenthood);
- parent (biological, adoptive or foster parent, stepparent, parent-in-law or other person who assumed the responsibilities of parenthood for an employee or the employee’s spouse when they were children);
- grandparent or grandchild;
- spouse or domestic partner; or
- sibling.

#### ***Compensation***

Employees must use PSL as appropriate and should note their time used through their normal time keeping process.

#### ***Notification Requirements***

Employees should notify management as soon as practicable, and where the need for leave is foreseeable, if they need to use PSL. Kforce reserves the right to require documentation verifying an employee’s need for PSL if there are indications of a pattern of abuse, such as repeated use of unscheduled PSL on or adjacent to weekends, holidays, or pay day. If an employee uses PSL for more than 3 consecutive workdays, Kforce may require reasonable documentation of the purpose for such leave. Documentation may include, but is not limited to, a signed statement from a health care provider.

#### ***Coordination with Other Leave Policies and Laws***

Absences that qualify under any federal, state, or local PSL requirement may also qualify under the federal FMLA or similar state laws. PSL related to such absences will run concurrently with FMLA and state and local leave requirements to



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which an employee is entitled. In addition, such absences may run concurrently with workers' compensation leave or short-term disability.

If working in *Washington DC*, an eligible family member also includes anyone with whom the employee shares or has shared, for at least the past 12 months, a mutual residence and with whom the employee maintains a committed familial relationship characterized by mutual caring and a mutual residence.

If working in *Oakland, CA or San Francisco, CA*, and the employee has no spouse or registered domestic partner, they may designate one person to whom they will use PSL to aid or care for. This form can be obtained from the Customer Solutions Center.

If working in *Emeryville, CA*, an eligible family member also includes the aiding or care of a guide dog, signal dog, or service dog of the employee, the employee's family member or the employee's designated person in lieu of a spouse or domestic partner.

If working in *Los Angeles, CA* an eligible family member also includes any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

***Termination and Rehire***

Accrued but unused PSL will not be paid out upon termination or resignation of employment. If an employee separates from employment (whether voluntarily or involuntarily) and is re-hired within one year, any previously accrued and unused sick leave will be reinstated and be made available for immediate use.

**[Click here for Kforce Paid Sick Leave Accrual Chart](#)**



Kforce  
 Bereavement Leave Policy  
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<b>Policy Name</b>	Bereavement Leave Policy	<b>Revised</b>	January 1, 2021
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**Bereavement Leave Policy**

In the unfortunate event of a death in an employee’s immediate family, state laws may be applicable.

***Notification Requirements***

All employees must properly notify their manager of the need for bereavement leave. Evidence of the need for leave may be required.

***Coordination with Other Leave Policies and Laws***

Certain states require employers to provide greater or different bereavement leave. Where applicable, Kforce complies with all such leave laws.

- Illinois
  - Pursuant to the Illinois Child Bereavement Leave Act, employees are entitled to up to 2 weeks (10 work days) of unpaid, protected time off to attend their child’s funeral (or alternative to a funeral), make arrangements necessitated by the death of their child, or grieve the death of their child. For purposes of this policy, a child includes means an employee’s son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.
  - Employees must complete this leave within 60 days after the employee receives notice of the child’s death. If more than one child dies in a 12-month period, employees may take up to a total of 6 weeks of unpaid child bereavement leave during the 12-month period.
  - Evidence of the need for bereavement time may be required. Employees may choose to substitute paid leave for unpaid child bereavement leave but will not be required to do so. Child bereavement leave may not exceed unpaid leave time allowed under the FMLA or be taken in addition to unpaid FMLA leave.
- Oregon
  - The Oregon Family Leave Act provides for certain bereavement entitlements to eligible employees. Please click [here](#) to view your entitlements under that policy.



Kforce  
 Military Leave Policy  
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<b>Policy Name</b>	Military Leave Policy	<b>Revised</b>	January 1, 2021
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**Military Leave Policy**

Kforce is committed to protecting the civilian job rights of employees who are absent from work, generally for up to 5 years, because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law.

***Eligibility***

This policy applies to all employees who perform duty, voluntarily or involuntarily, in the uniformed services, which include the Army, Navy, Marine Corps, Air Force, Coast Guard and Commissioned Corps of the Public Health Service, as well as the reserve components of each of these services. Employees in federal training or service in the Army National Guard and Air National Guard may also be eligible for military leave. In addition, certain disaster response work (and authorized training for such work) is considered service in the uniformed services.

Uniformed service generally includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as fitness for duty examinations.

***Compensation***

Military leave is unpaid.

***Benefits***

We will continue group health insurance for an employee on a military leave of less than 31 days, as long as the employee continues to pay his or her portion of the premium. If the employee does not return from the military leave of absence within this timeframe, the Company-paid coverage will cease on the thirty first day and continuation of coverage under COBRA will be offered in accordance with the applicable law. All other health and welfare plans will continue for employees participating in summer training programs for the National Guard or Military Reserve; however, such plans will cease as of the called-to-duty date and a termination package with COBRA and conversion forms will be mailed to the employee’s address.

Employees may continue group term life, accidental death and dismemberment, and disability insurance during military leave, as long as the employee continues to pay the premiums. Employees who wish to continue these coverages should carefully review the policies, including the War Risk exclusion clauses contained in each one.

When the employee returns to active employment, employees who participate in our retirement plan will be credited, for purposes of vesting, with the time spent in the military services and will be treated as not having had a break in service. Immediately upon reemployment, the employee may choose to make a portion or all of the employee contributions that the employee would have been eligible to make if he or she had not gone on military leave. The employee must make these contributions within a time period that begins with the employee's reemployment and is not greater than three times the length of the employee's military service, up to five years. Kforce will match these contributions according to company policy.

***Reinstatement Rights***

Employees will generally be reemployed when they return from military leave, as more specifically set out below according to the length of military service.

- Less than 91 days of military service: The employee will be reemployed in a position that the employee would have attained if employment had not been interrupted by military service or if the employee is not qualified for that position despite our reasonable efforts, the employee will be reemployed in the position the employee left.



- More than 90 days and less than 5 years of military service: The employee will be reemployed in a position that the employee would have attained if employment had not been interrupted by military service, or a position of similar seniority, status and pay or if the employee is not qualified for that position despite our reasonable efforts, the employee will be reemployed in the position the employee left, or a position of similar seniority, status and pay, as long as the employee is qualified for that position.
- Employee with a service-connected disability: If after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in any other position of similar seniority, status and pay, as long as the employee is qualified for that position or could become qualified with reasonable efforts, or if no such position exists, in a position that most closely resembles that position and is consistent with the circumstances of the employee's situation.

### ***Application for Reinstatement***

After military leave, employees must seek reemployment within specific timelines that vary depending on the length of military service. Employees applying for reemployment should submit documents that show the duration of military service, the date service ended, and honorable discharge from service.

- Employees on military leave for up to 30 days must return to work for the first regularly scheduled shift after the end of service plus an additional 8-hour period, allowing reasonable travel time, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when return to work becomes possible.
- Employees on military leave for more than 30 days but less than 181 days, must apply for reemployment no later than 14 days after the end of service, or, if this deadline is impossible or unreasonable through no fault of the employee, then on the next calendar day when submission becomes possible.
- Employees on military leave for more than 180 days must apply for reemployment no later than 90 days after the end of service.
- Employees who are hospitalized or convalescing from a service-connected injury must apply for reemployment no later than two years after the end of service.

### ***Exceptions to Reinstatement***

Employees are not eligible for reemployment unless they follow the timelines set out under Application for Reemployment. Additionally, employees will not be reemployed if any of the following reasons exist:

- Our circumstances have so changed as to make reemployment impossible or unreasonable.
- Reemployment would pose an undue hardship upon the Firm.
- The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- The employee did not receive an honorable discharge from military service.

### ***Coordination with Other Leave Policies and Laws***

Certain states require employers to provide greater or different military leave. When applicable, Kforce complies with all such leave laws.



Kforce  
 Family and Medical Leave Act Policy  
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<b>Policy Name</b>	Family and Medical Leave Act Policy	<b>Revised</b>	January 1, 2022
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**Family and Medical Leave Act Policy**

Kforce complies with the federal Family and Medical Leave Act (FMLA) and related applicable state laws. This policy provides an overview of eligible employees’ rights and obligations under the FMLA as well as Kforce’s own policy regarding FMLA Leave.

***Eligibility***

An eligible employee under the FMLA is an employee who has been employed by Kforce for at least 12 months, who has worked at least 1,250 hours in the past 12 months and who works at a facility in which at least 50 employees are employed either at that facility or within 75 miles of that facility.

***Amount and Use of Leave***

An eligible employee may take FMLA leave of up to 12 weeks within a rolling 12-month period. This 12-month period is measured backward from the date on which the employee uses any FMLA leave. Employees may take FMLA leave for any of three different reasons:

- to care for a newborn child, or a child newly placed in the employee’s custody through adoption or foster care for a period of up to one year after the birth or placement;
- to care for the employee’s spouse, child, 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.

If both spouses work for Kforce, they are jointly entitled to a combined total of 12 weeks of family leave for the birth or placement of a child for adoption or foster care, and/or to care for a parent with a serious health condition, or up to a total of 26 weeks in a case involving leave to care for a covered service member (*see Military Family Leave below*).

No other leave entitlement shall extend the duration of FMLA unless required by any other federal, state or local law, or otherwise approved.

***Serious Health Condition***

A serious health condition includes any injury, illness, impairment or physical or mental condition that requires either in-patient care in a medical facility (such as overnight hospitalization), or continuing treatment by a health-care provider. Federal laws and regulations interpret these terms and we will interpret the terms according to law.

***Intermittent or Reduced Hours Leave***

Employees who are caring for a seriously ill spouse, child, parent or who have their own serious health condition, may use FMLA leave on an intermittent basis (for example, taking leave in two-hour blocks of time to undergo periodic medical treatments) or to work on a reduced hours schedule (for example, working only 3 days per week to accommodate chemotherapy). Employees may only take this type of intermittent or reduced hours leave when the leave is medically necessary and certified by the employee’s or family member’s health-care provider. To better accommodate intermittent or reduced hours leave, we may temporarily transfer the employee to another position for which the employee is qualified.

***Compensation***

Generally, FMLA leave is unpaid, but employees may receive payment through any short-term disability plan (through the Firm or state) or workers’ compensation benefits to the extent permitted by law. In addition, the employee must use any available paid sick leave (as appropriate) during any portion of the leave that is unpaid. Certain states have established funds to provide wage replacement benefits to employees taking parental or caregiver leave. Please contact the Customer Solutions Center to obtain information on how to apply for these state-provided benefits. All substituted paid leave will be



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used concurrently and not extend the time allowed under the law. Once the employee exhausts all forms of paid leave, the remainder of the FMLA leave will be unpaid.

### ***Military Family Leave***

Eligible employees with a spouse, child or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week FMLA leave entitlement for certain qualifying exigencies.

Qualifying exigencies may include attending certain military events and related activities, short-notice deployment, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, short-term rest leave during deployment, attending post-deployment reintegration briefings, and other qualifying events as defined by federal regulations. Leave for a qualifying exigency may be taken on an intermittent basis. We will require certification of the qualifying exigency for military family leave.

FMLA also 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 a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty while on active duty that may render the service member medically unfit to perform his or her duties, and for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. This leave may be taken intermittently if medically necessary. We may require certain information to certify your need for this type of leave. We will require certification for the serious injury or illness of the covered service member.

Although an employee may use up to 26 weeks of leave to care for a covered service member, an employee that takes leave to care for a covered service member is nonetheless limited to a total of 26 weeks of leave in a 12-month period for all types of FMLA leave.

### ***Certification by a Health Care Provider***

We do require certification from a health care provider to support an employee's need for FMLA leave to care for a covered family member with a serious health condition or for the employee's own serious health condition.

The certification should include:

- contact information for the health care provider;
- the date the serious health condition began and how long it will last;
- appropriate medical facts about the condition;
- for leave for the employee's own serious health condition, information showing that the employee cannot perform the essential functions of the job;
- for leave to care for a family member, a statement of the care needed; or
- for intermittent leave, information showing the medical necessity for intermittent or reduced schedule leave and either the dates of any planned leave or the estimated frequency and duration of expected incapacity due to the condition.

If the employee seeks FMLA leave for his or her own serious health condition, the employer and the healthcare provider should not provide us any of the employee's genetic information.

The employee will be provided with 15 days in which to return a completed certification form. If the employee fails to return certification in a timely manner, authorization for leave may be delayed. If the employee fails to return the certification altogether, we will not authorize FMLA leave, and any prior days off may be counted against the employee's attendance record and they may also face disciplinary action, up to and including termination.

We may also require, at our own expense, a second and third healthcare provider opinion if there is a question as to the validity of the certification provided. Employees may also be asked to give us subsequent healthcare provider certifications on a reasonable basis during the leave period. Failure to furnish subsequent certifications may result in termination of the employee's right to leave.

An employee who takes a leave because of his or her own serious health condition must provide a medical release, or fitness-for-duty certification, indicating that the employee is able to return to work. Failure to submit such a release will preclude the employee from being reinstated to his or her employment.

Medical information relating to an employee's leave, whether verbal or written, will be kept confidential to the extent possible. Information will be shared on a need-to-know basis only. All documents including but not limited to medical certifications will be maintained in restricted access files separate from personnel files. The employee's manager is not to have any contact with the employee's health care provider regarding the employee's leave or medical condition while the employee is on an authorized leave.

### ***Notification Requirements***

All employees must properly notify management and the Customer Solutions Center of the need for FMLA leave as outlined in the [Request for Leave](#) section of the Time Off and Leave Policy.

### ***Reinstatement Rights***

Under most circumstances, an employee who takes FMLA leave and returns to work before his or her annual FMLA entitlement expires will be reinstated to the position he or she held when the leave began, or to an otherwise equivalent position with respect to pay, benefits and other terms and conditions of employment. There are certain exceptions to this policy for highly compensated key employees.

Under all circumstances, an employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed by Kforce during the FMLA leave period. Therefore, if changes in the Firm's business occur during an employee's FMLA leave and the employee would have been terminated, laid off or reassigned had he or she been on active status, the employee is not guaranteed reinstatement.

### ***Coordination with Other Leave Policies and Laws***

Absences that qualify under any other leave requirement may also qualify under the federal FMLA. FMLA will run concurrently with any state or local leave requirements to which an employee is entitled. In addition, such absences may run concurrently with workers' compensation leave.

Certain states require employers to provide greater or different job-protected leave than the FMLA. When applicable, we will comply with all such leave laws. If you work in California, New Jersey, Oregon or Wisconsin, please refer to the following policies for leave laws specific to these states that are different from the FMLA policy.

- [California Family Rights Act Leave Policy](#)
- [New Jersey Family Leave Act Policy](#)
- [Oregon Family Leave Act Policy](#)
- [Wisconsin Family and Medical Leave Policy](#)

In addition to the leave available under our FMLA policy, employees who work in Connecticut, District of Columbia, Massachusetts, Miami-Dade County, Florida or Rhode Island, may also be eligible for leave under other state specific laws as detailed below. Where both the FMLA and these state specific laws apply, any leave taken will be counted under both laws at the same time.

- **Connecticut**
  - To be eligible for leave under the Connecticut Family and Medical Leave Act (CFMLA), an employee must have been employed by Kforce for at least 3 consecutive months. For purposes of determining whether employment qualifies as "at least 3 consecutive months," 13 weeks is deemed to be equal to 3 months. The employer's maintaining the employee on its payroll for any part of a week (including any paid or unpaid leaves) counts as a week of employment. Employees are eligible for up to 12 weeks of unpaid leave within a 12-month period (unpaid unless the employee requests that accrued paid leave be used) for the following reasons:
    - birth of a child and care for the child within the first year after birth;
    - placement of a child for adoption or foster care and care for the child;

- care for a family member with a serious health condition or own's serious health condition
- service as an organ or bone marrow donor;
- address qualifying exigencies arising from a spouse, son, daughter or parent's active-duty service in the armed forces and/or to care for a spouse, son, daughter, parent or next of kin with a serious injury or illness incurred during active duty
- District of Columbia
  - To be eligible for family medical leave under the DC Family and Medical Leave Act (DC FMLA), employees must have worked 12 consecutive months and must have worked at least 1,000 hours in the 12-month period preceding their request for leave. Employees may take up to 16 weeks of family leave and an additional 16 weeks of medical leave in a 24-month period. Leave taken under the DC FMLA differs from the FMLA as follows:
    - In addition to leave for the birth, foster care placement or adoption of a child, eligible employees may take leave for the placement of a child for whom the employee permanently assumes parental responsibility.
    - Under the DC FMLA, family member includes someone who is related by blood, legal custody, or marriage; a child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility; and any person with whom the employee has shared a residence in the last year and with whom the employee has a committed relationship. A committed relationship may be characterized by economic and domestic interdependence, public presentation of the relationship, and exclusiveness and length of the relationship, among other things.
    - Under the DC FMLA, a serious health condition may include continuing treatment or supervision at home by a health care provider or other competent individual.
    - Under the DC FMLA employees may, but are not required to, substitute appropriate paid leave for unpaid FMLA leave.
- Massachusetts
  - The Massachusetts Parental Leave Act (MPLA) provides full-time employees, who have been employed for at least 3 months, with up to 8 weeks of unpaid leave. If two employees are the parents to the same child, those employees are only entitled to one aggregate period of 8 weeks of leave between them. Employees may use applicable accrued paid time off while on leave. An employee who takes leave is generally entitled to be restored to his or her previous or similar position with the same status, pay, and seniority as when the leave period began. These protections apply only to leaves of up to 8 weeks. Leave under MPSLA may be used for:
    - giving birth;
    - caring for a newly placed child under the age of 18 or under the age of 23 if the child is mentally or physically disabled; or
    - for an intended or actual adoption.
- Miami-Dade County, Florida
  - Employees working in Miami-Dade County are eligible to take leave to care for a grandparent with a serious health condition provided that the employee has assumed primary financial responsibility for the grandparent.
- Rhode Island
  - Employees working in Rhode Island are eligible for leave under the Rhode Island Family and Medical Leave (RIFML) law if they work an average of 30 or more hours per week and have been employed for 12 consecutive months. Eligible employees shall be entitled to 13 consecutive work weeks of parental leave or family leave in any 2 calendar years. This leave includes providing care to those individuals for whom the FMLA leave may be taken and extends to parents-in-law.



Kforce  
 California Family Rights Act Leave Policy  
 Proprietary & Confidential

<b>Policy Name</b>	California Family Rights Act Leave Policy	<b>Revised</b>	January 1, 2021
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants working in California	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**California Family Rights Act Leave Policy**

The California Family Rights Act (CFRA) is similar to the FMLA. This policy details the areas where the CFRA provides for a greater benefit than the FMLA. Generally, CFRA leave runs concurrently with FMLA leave, but there are differences as noted below.

***Amount and Use of Leave***

Similar to the FMLA policy, employees eligible for leave under the CFRA may be eligible for up to 12 weeks of unpaid leave during a rolling 12-month period (measured backward from the date an employee uses leave) for the same reasons as stated in the FMLA policy, with the following clarifications:

- With respect to leave care for an *immediate family member* with a serious health condition, for purposes of CFRA leave, the term spouse includes domestic partners registered with the State of California.
- With respect to leave due to the employee’s own *serious health condition* which renders the employee unable to perform the functions of his/her job, time off due to your own pregnancy-related disability does not count against CFRA time. It is covered by our [FMLA policy](#) and our [Pregnancy Disability Leave \(PDL\)](#) policy.

***Certification by a Health Care Provider***

Requests for leave due to birth, adoption, and foster care placement of a child must be supported with certification by a health care provider or placement agency in the case of adoption or foster care placement.

All requests for leave to care for a family member with a serious health condition or for an employee’s serious health condition must be supported with certification by the health care provider of the eligible employee or family member.

In all cases, the employee will have 15 days in which to return a completed certification form following the request for the certification. If an employee fails to supply medical certification within a reasonable period of time, the leave request may be delayed or the leave, if already begun, will be terminated. Absences counted against the employee for a late certification will not be reversed absent exceptional circumstances.

If an employee never returns the completed form, the leave will be denied, and the absences will be unprotected. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will be given a period of 7 days to provide the necessary information. Once we have received a complete and sufficient certification form from the employee, we will advise the employee whether he or she has been approved or denied and, if possible, will advise how much of their leave allotment will be used.

***Intermittent or Reduced Hours Leave***

Intermittent leave or reduced schedule leave may be available if the need for leave is due to an employee's *serious health condition* or an employee's *immediate family member’s serious health condition* and when the need for intermittent or reduced schedule leave is certified by a health care provider.

CFRA leave to bond with a newborn, adopted or foster child is permitted on an intermittent basis. The basic minimum duration of such intermittent leave is 2 weeks; however, we will grant a leave request of less than 2 weeks on any 2 occasions.

***Compensation***

Generally, CFRA leave is unpaid, but the employee may be eligible for payment from the state disability insurance (SDI). The employee is urged to contact the Employment Development Department (<http://www.edd.ca.gov/>) to apply for SDI



Kforce  
California Family Rights Act Leave Policy  
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payments and for information regarding other benefits that may be available through the state. SDI benefits will be coordinated with all paid benefits from the Firm to ensure that an employee does not receive more than 100% of their regular pay while on leave. In addition, an employee may be eligible for Paid Family Leave (PFL) benefits in order to bond with a new child. Similar to SDI, PFL benefits are provided directly to the employee by the California Employment Development Department. The employee is urged to contact the EDD to inquire whether they qualify and, if so, to apply for PFL benefits.

In accordance with San Francisco Paid Parental Leave Ordinance, the Firm will pay eligible employees working in San Francisco, California the difference between their weekly state PFL benefit under California law, and 100% of their normal gross weekly wages up to a cap. Employees eligible for this pay benefit must have been employed by Kforce for six months (180 days), work at least 8 hours in a week and 40% of their hours in San Francisco and are receiving California PFL benefits to bond with a new child. Employees seeking this supplemental pay benefit must notify the Customer Service Center and complete the calculation form to enable the firm to accurately compute the benefit. In addition, the employee must sign and return to the Customer Solutions Center the Paid Parental Leave form.

Employees eligible for paid sick leave must use any available accrued time during any unpaid leave, as appropriate. Use of paid sick leave does not increase the amount of leave the employee is entitled to under this policy

#### ***Notification Requirements***

All employees must properly notify management and the Customer Solutions Center of the need for leave as outlined in the [Request for Leave](#) section of the Time Off and Leave Policy.

#### ***Coordination with Other Leave Policies and Laws***

California requires employers to provide greater and/or different job-protected leave to employees needing pregnancy disability leave or other medical leave and/or family leave. When leave provided by one of these laws is also covered by the FMLA, the leave shall also count as FMLA leave under this policy and will count against the employee's FMLA entitlement.



Kforce  
 New Jersey Family Leave Act Policy  
 Proprietary & Confidential

<b>Policy Name</b>	New Jersey Family Leave Act Policy	<b>Revised</b>	January 1, 2021
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants working in New Jersey	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**New Jersey Family Leave Act Policy**

Under the New Jersey Family Leave Act (NJFLA), certain employees are entitled to take leave without losing their jobs. This policy runs concurrently with the FMLA policy, but there are differences as noted below.

***Eligibility***

To be eligible for the NJFLA, an employee must have been employed for at least 12 months and must have worked at least 1,000 hours in the 12-month period immediately preceding the leave.

***Amount and Use of Leave***

An eligible employee is generally entitled to 12 work weeks of unpaid leave in a 24-month period for the following reasons:

- to care for a family member with a serious health condition; or
- to care for a newborn or newly adopted child (must be completed within 12 months of the birth or adoption).

For purposes of this policy, an eligible family member is the employee’s:

- child, biological, adopted, foster, or resource family child, stepchild, legal ward, or child of a parent who is 18 years of age (or over 18 but incapable of self-care because of a mental or physical impairment);
- parent who is the biological parent, adoptive parent, resource family parent, step-parent, parent-in-law or legal guardian, having a parent-child relationship with a child as defined by law, or having sole or joint legal or physical custody, care, guardianship, or visitation with a child; and
- family member means a child, parent, spouse, or one partner in a civil union couple.

***Certification by a Health Care Provider***

- Required certification must be returned to Corporate Benefits within 15 days after the requested leave, unless it is not practical under the circumstances. In such cases, employees must return the completed certification as soon as possible. If an employee fails to provide timely certification after being requested to do so, the leave request may be denied until the certification is provided. If the certification submitted is incomplete or insufficient, the employee will be given written notification of the information needed and will have 7 days after receiving such written notice to provide the necessary information, unless it is not practical under the circumstances to do so. If an employee fails to provide the requested information, the leave request may be denied.
- In cases where the Firm does not agree with the assessment of an employee’s family member’s health care provider, it may require a second opinion from another health care provider at the Company’s expense. In the case of a conflict between the first two opinions, the Company may require a third opinion by a health care provider jointly designated by it and the employee. The third opinion will be binding.

***Intermittent or Reduced Hours Leave***

NJFLA leave may be taken on a continuous basis and, under certain circumstances, on an intermittent or reduced work schedule basis when certified as medically necessary by a health care provider. When leave is for a planned medical treatment of a serious health condition, the employee shall attempt to arrange a schedule for leave that meets the needs of the employee and the Firm, without unduly disrupting the operations and subject to approval of the health care provider.

An employee is entitled to take leave in connection with the birth or placement of a child through adoption on an intermittent or reduced work schedule basis with the approval of the Firm. Requests for intermittent or a reduced work



schedule will be considered at our discretion based on the needs of the department or job which would be affected by such a request.

NJFLA leave taken on an intermittent basis must be completed in a 12 consecutive month period. NJFLA leave taken on a reduced schedule basis must be completed in a 24 consecutive week period.

### **Compensation**

Generally, NJFLA leave is unpaid, but employees may receive payment through the state's disability program or workers' compensation benefits, to the extent permitted. Employees may apply for temporary disability insurance benefits or family leave insurance benefits through the state. Employees eligible for paid sick leave must use any available accrued time during any unpaid portion of leave, as appropriate. Use of paid sick leave does not increase the amount of leave the employee is entitled to under this policy. Once the employee exhausts all forms of paid leave, the remainder of the leave will be unpaid.

- **Temporary Disability Insurance Benefits** - A New Jersey employee who takes leave because of his or her own serious health condition may be eligible for temporary disability insurance (TDI) benefits from the state. TDI benefits are intended to compensate employees for wage loss suffered as a result of a non-work related illness or injury. Employees who apply and qualify for TDI benefits are eligible to receive a weekly wage set by the state.
- **Family Leave Insurance Benefits** - A New Jersey employee who takes leave to care for a newborn child, a newly adopted child, or a family member with a serious health condition may be eligible for family leave insurance (FLI) benefits from the state. FLI benefits are intended to compensate employee for wage loss suffered while taking these types of leave. Employees who apply and qualify for FLI benefits are eligible to receive a weekly wage set by the state. In addition, the following eligibility terms apply:
  - Employees may receive FLI benefits for a leave taken on a continuous basis and if they are on an intermittent leave, only if they are caring for a family member with a serious health condition.
  - Benefits are payable for up to 6 weeks during a 12-month period when leave is taken on a continuous basis or in intermittent weekly increments. FLI benefits are payable for up to 42 days during a 12-month period when leave is taken in intermittent daily increments.
  - A 30-day notice is required prior to taking a leave to care for a newborn child or a newly adopted child, unless the commencement time of the leave is unforeseeable.
  - Notice is required in a reasonable and practical manner prior to taking leave to care for a family member with a serious health condition, unless an unforeseen emergency precludes prior notice. If the leave is to be taken on an intermittent basis, the employee must provide notice at least 15 days prior to the commencement of the leave, unless an unforeseen emergency precludes prior notice.

If the employee applies and qualifies for FLI benefits, paid leave will be adjusted as follows:

- The employee will be required to use 2 weeks of his or her accrued paid leave in lieu of the first 2 weeks of FLI benefits. This will reduce the employee's FLI benefit entitlement from 6 weeks to 4 weeks.
- The employee may elect to use additional weeks of accrued paid leave in lieu of additional weeks of FLI benefits. The amount of accrued paid leave used will reduce by an equal amount the FLI benefits available to the employee.
- If leave continues after the employee has exhausted his or her FLI benefits, the employee will be required to use all accrued paid leave available. Once the employee exhausts all forms of paid leave, the remainder of the leave will be unpaid.

The FLI law does not create leave rights for employees. Leave rights for employees are created under FMLA and the NJFLA. The FLI is only a wage replacement law, which provides payments from the state when an employee takes leave as described above. Employees are permitted to, but not required to apply for FLI benefits. If an employee elects not to apply for FLI benefits when taking leave, the Firm's normal rules regarding the substitution of paid leave will apply. An employee may be eligible for FLI benefits from the State even if he or she is not eligible for leave under FMLA or the NJFLA. Certification from a health care provider supporting the need for FLI may be required.

### ***Notification Requirements***

All employees must properly notify management and the Customer Solutions Center of the need for leave as outlined in the [Request for Leave](#) section of the Time Off and Leave Policy.

### ***Reinstatement Rights***

An eligible employee who takes leave is entitled, upon return from leave, to be reinstated to his or her previous position of employment, or to an equivalent position with equal pay, benefits and other terms and conditions of employment. There are certain exceptions to this requirement, including in the case of layoffs that occur during leave affecting the employee's position and in the case of key employees. Notification of the intent to return to work must be provided at least 2 weeks' prior the expected return to work date. If returning to work earlier than scheduled, a 7-day notice is required.

### ***Coordination with Other Leave Policies and Laws***

In some cases, an employee's leave entitlements under the NJFLA and FMLA run concurrently and in some cases they do not, depending upon the type of leave taken. Below are examples:

- When an employee takes a leave that is available only under FMLA (leave due to an employee's own serious health condition, caregiver leave or active duty leave), the leave will only reduce the employee's leave entitlements under FMLA and will not reduce the employee's leave entitlements under the NJFLA. For example, if an employee takes 12 weeks of leave due to his/her own serious health condition (a type of leave available only under the FMLA), the employee will still be entitled to 12 weeks of leave for purposes allowed under the NJFLA during the same 12-month period.
- When an employee takes a leave that is available only under the NJFLA (leave to care for a civil union partner or a parent in law with a serious health condition), the leave will only reduce the employee's leave entitlements under the NJFLA, and will not reduce the employee's leave entitlements under the FMLA. For example, if an employee takes 12 weeks of leave to care for a civil union partner (a type of leave available only under the NJFLA), the employee will still be entitled to 12 weeks of leave for purposes allowed under the FMLA during the same 12-month period.
- When an employee takes a leave that is available under both the FMLA and the NJFLA (leave following the birth of a child or leave to care for a spouse with a serious health condition) the leave will run concurrently, reducing the employee's leave entitlement under both laws simultaneously. For example, if an employee takes 12 weeks of leave to care for a spouse with a serious health condition (a type of leave available under both the FMLA and the NJFLA), the employee will have no additional leave rights during the same 12-month period.



Kforce  
 Oregon Family Leave Act Policy  
 Proprietary & Confidential

<b>Policy Name</b>	Oregon Family Leave Act Policy	<b>Revised</b>	January 1, 2021
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants Working in Oregon	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**Oregon Family Leave Act Policy**

The Oregon Family Leave Act (OFLA) requires employers of 25 or more employees to provide eligible workers with protected leave to care for themselves or family members in cases of death, illness, injury, childbirth, adoption and foster placement.

***Eligibility***

Eligible employee must be employed for the 180-day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period.

***Amount and Use of Leave***

Eligible employees may be entitled to unpaid leave up to 12 weeks in a 12-month period. The 12-month period is measured backward from the date on which the employee uses leave, similar to the FMLA policy. Leave may be used for the following reasons:

- birth of a child (parental leave);
- placement of a child under the age of 18 or incapable of self-care for adoption or foster care;
- to care for a family member, including a spouse, child, parent or parent-in-law, grandparent, grandchild, same sex domestic partner and the domestic partner’s parent or child with a serious health condition;
- the employee’s own serious health condition, including pregnancy related conditions;
- a non-serious health condition of a child requiring home care (sick child leave); and/or
- bereavement leave (as outlined in this policy).

An employee who uses leave for a pregnancy-related disability (including routine prenatal care) may take up to an additional 12 weeks in the same 12-month period for any OFLA-qualifying purpose. An employee who uses a full 12 weeks of parental leave may use up to 12 additional weeks in the same 12-month period for sick child leave.

***Bereavement Leave***

Eligible employees may take up to 2 weeks of bereavement leave to make arrangements for the death of a family member, to attend the funeral or memorial service, or to grieve the death of a family member, up to a maximum of 12 weeks in a 12-month period. Employee utilizing bereavement leave must use any available paid sick leave before the leave will be unpaid. If spouses or domestic partners both work for Kforce, they may take OFLA bereavement leave concurrently.

OFLA bereavement leave must be taken within 60 days of the date the employee receives notice of the family member’s death. Oral notice must be provided to management within 24 hours of the beginning of the leave. Written notice must be given no later than 3 days after the employee returns to work from leave.

***Certification by a Health Care Provider***

Kforce requires medical certification from a health care provider to support an employee’s need for leave if the leave is for the employee’s own serious health condition or that of a member of his/her family. The employee will be provided with 15 days in which to return a completed certification form.

For pregnancy related leave or chronic or long-term health conditions, recertification may be requested but no more often than every 30 days unless:

- an employee requests an extension of leave;
- the duration or nature of the condition has changed significantly; or

- we receive information casting doubt on the employee's reason for the absences.

For leave taken due to a sick child, we will not request certification on the first 3 occasions during the 12-month period, but may do so beginning with the fourth incident, day, or occurrence and every subsequent occasion thereafter. A doctor's note may serve as medical certification.

Should question arise regarding the adequacy or the completeness of a medical certification provided by an employee's health care provider, Kforce may designate a health care provider to contact the employee's health care provider, with the employee's permission, for purposes of clarification and authenticity of the medical certification. If the employee declines to give Kforce permission to inquire with the employee's health care provider, the employee's absence may not qualify as OFLA leave.

### ***Intermittent or Reduced Hours Leave***

Intermittent leave occurs when the employee takes leave in blocks of time or reduces their normal weekly or daily work schedule. OFLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. If OFLA leave is for birth and care or placement for adoption or foster care of a child, the use of intermittent leave is at our discretion. When intermittent leave is needed to care for an immediate family member, the employee's own illness, or is for planned medical treatment, the employee is encouraged to schedule treatment so as not to unduly disrupt the operations of the Firm.

### ***Compensation***

OFLA is an unpaid leave but employees may be eligible to receive payment through the Firm's short-term disability plan, to the extent permitted. Employees eligible for paid sick leave must use any available accrued time during any unpaid leave, as appropriate. Use of paid sick leave does not increase the amount of leave the employee is entitled to under this policy. Once the employee exhausts all forms of paid leave, the remainder of the leave will be unpaid.

### ***Notification Requirements***

All employees must properly notify management and the Customer Solutions Center of the need for leave as outlined in the [Request for Leave](#) section of the Time Off and Leave Policy.

### ***Reinstatement Rights***

Upon returning from an OFLA leave, employees will be reinstated to the position held when leave began. Our obligation to restore the employee to the same or an equivalent position ceases:

- if and when the employment relationship would have terminated (either through termination or layoff action) if the employee had not taken leave;
- the employee informs Kforce of his/her intent not to return to work at the expiration of the leave;
- the employee fails to return to work at the expiration of the leave; or
- the employee continues on leave after exhausting his/her leave entitlement in the 12-month period.

### ***Coordination with Other Leave Policies and Laws***

Leave taken under OFLA will count against both OFLA and FMLA leave entitlements, if the reason for the leave qualifies as covered under both laws and if the employee is eligible under both laws. There may be a few situations where the leave only qualifies under one.

A worker's compensation injury, however, is not considered an OFLA qualifying event, and leave taken because of an on-the-job disabling injury will not reduce the amount of OFLA time that the employee may take in the year, unless the disabled employee refuses a genuine offer for light duty or modified work, in which case OFLA leave automatically begins upon refusal.



Kforce  
 Wisconsin Family and Medical Leave Act Policy  
 Proprietary & Confidential

<b>Policy Name</b>	Wisconsin Family and Medical Leave Act Policy	<b>Revised</b>	January 1, 2021
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants Working in Wisconsin	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**Wisconsin Family and Medical Leave Act Policy**

The Wisconsin Family and Medical Leave Act Policy (WFML) provides for additional leave opportunities not covered under the FMLA policy. To the extent the FMLA and the WFML policy are different, employees will receive the benefit of the more favorable law.

***Eligibility***

To be eligible for leave under the WFML, an employee must be employed for 52 consecutive weeks and have been paid for 1,000 hours in the 52-week period prior to the time leave commences.

***Amount and Use of Leave***

Eligible employees will be entitled to unpaid leave under WFML based upon the following reasons:

- Birth or adoption. Employees may take up to 6 weeks of leave in a 12-month period for (a) the birth of an employee’s natural child, if the leave beings within 16 weeks of the child’s birth; or (b) either the placement of a child with the employee for adoption or as a precondition to adoption (but not both) if the leave beings within 16 weeks of the child’s placement. No more than one, six-week period of leave may be used, either as continuous or partial leave, as to the birth or adoption of any one child.
- Serious health condition of a covered family member. Employees may take up to 2 weeks of leave in a 12-month period to care for a parent, parent-in-law, spouse, domestic partner, parent of domestic partner, or child who has a serious health condition.
- Serious health condition of the employee. Employees may take up to 2 weeks of leave in a 12-month period due to their own serious health condition which renders the employee unable to perform one or more of the essential functions of their job.
- Employees may not take more than 8 weeks of leave in a 12-month period for any combination of reasons listed above.
- Bone marrow or organ donations. Employees make take up to 6 weeks of leave in a 12-month period for the period of time necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from such procedure.

***Certification by a Health Care Provider***

A request for bone marrow or organ donation leave must be supported by a certification from a health care provider confirming, as appropriate, that the donee has a serious health condition that necessitates bone marrow or organ transplant; that the employee is eligible and has agreed to serve as a bone marrow or organ donor for the donee; and/or the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

***Intermittent or Reduced Hours Leave***

Employees are permitted to take leave under the WFML related to the birth or adoption of a healthy child on an intermittent or reduced schedule provided the employee schedules such absences so as to not unduly disrupt business operations.

***Compensation***

For periods of leave covered by the WFML, employees may, in their sole discretion, elect to substitute any available, accrued paid leave for unpaid leave. When paid leave is substituted for the employee's unpaid leave, this paid time off will not be available to an employee later. In addition, substitution of paid leave for unpaid leave does not entitle an employee to additional leave under the FMLA policy and/or WFML.



Kforce  
Wisconsin Family and Medical Leave Act Policy  
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***Notification Requirements***

All employees must properly notify management and the Customer Solutions Center of the need for leave as outlined in the [Request for Leave](#) section of the Time Off and Leave Policy. Employees intending to take leave for the purpose of serving as bone marrow or organ donors must provide advanced notice of the donation in a reasonable and practicable manner and, subject to the approval of the donee's health care provider, make a reasonable effort to schedule the procedure so that it does not unduly disrupt business operations.

***Coordination with Other Leave Policies and Laws***

Leave taken under WFML will count against both WFML and FMLA leave entitlements, if the reason for the leave qualifies as covered under both laws and if the employee is eligible under both laws.



Kforce  
 Washington Family and Medical Leave Act Policy  
 Proprietary & Confidential

<b>Policy Name</b>	Washington Paid Family Leave Policy		January 1, 2022
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants Working in Washington	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**Washington Paid Family Leave Act**

Beginning January 1, 2020, employees working in Washington may be eligible to take up to 12 weeks of paid leave, as needed. This mandatory program is administered by the Washington Economic Security Department. Kforce does not discriminate or retaliate against employees who request or take paid leave pursuant to Washington law.

***Eligibility***

Starting January 1, 2020, employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to take paid medical leave or paid family leave under the Washington Paid Family Leave Act. The 820 hours are cumulative, regardless of the number of employers or jobs someone has during a year.

Employees must apply through the state for this benefit. The state will handle all certifications and make the determination regarding whether to grant paid family leave. Employees are required to complete a weekly claim while on leave to the Washington Economic Security department.

***Amount and Use of Leave***

The program may allow employees to take up to 12 weeks of leave, as needed if they:

- Welcome a child into their family (through birth, adoption, or foster placement);
- Experience a serious illness or injury;
- Need to care for a seriously ill or injured family member;
- Need time to prepare for a family member’s pre- and post-deployment activities, as well as time for childcare issues related to a family member’s military deployment.

If an employee faces multiple of the events listed above in a year, the employee might be eligible to receive up to 16 weeks of paid leave. An employee may be eligible for up to 18 weeks of paid leave if the employee experiences a serious health condition during pregnancy that results in incapacity. Employees must take leave in at least 8-hour increments.

For purposes of this policy, the term “child” includes a biological, adopted, or foster child, a stepchild, or a child to whom the employee is a legal guardian; the term “parent” means the biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee’s spouse, and the term “family member” means a child, grandchild, grandparent, parent, sibling, or spouse/registered domestic partner. Certain other terms relevant to the Washington Paid Family Leave Act are stated in the law.

***Compensation***

- The benefit pays a portion of your average weekly pay, with a minimum of \$100 per week and a cap of \$1,026 per week. Employees are paid by the Washington Employment Security Department rather than Kforce.
- Employees are eligible to receive short-term disability during Washington paid family and medical leave in accordance with the terms of Kforce’s short-term disability policy and plan.
- If leave under the Washington Paid Family Leave Act coincides with Family and Medical Act Leave, Kforce will maintain any existing health benefits for employees taking paid family leave just as if they were taking FMLA leave, and employees will be responsible for any premiums or portions thereof that they normally pay during the period of leave.
- The program is funded through a shared premium of 0.4 percent of the employee’s gross wages. The employee share of the premium is withheld and automatically remitted to the State of Washington, in accordance with the law.



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Washington Family and Medical Leave Act Policy  
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***Notification Requirements***

Employees must provide Kforce at least 30 days' notice before the date the leave is to begin, unless it is not possible to do so, in which case notice must be given as soon as possible.

***Reinstatement Rights***

Generally, an employee who takes leave under this policy will be reinstated to the position he or she held when the leave began, or to an otherwise equivalent position with respect to pay, benefits, and other terms and conditions of employment, if the employee would be entitled to reinstatement under the FMLA.

***Coordination with Other Leave Policies and Laws***

The Washington Paid Family Leave Act is more generous than FMLA in its definition of qualifying family members, and in its eligibility qualifications, and is also a paid benefit, while FMLA is unpaid. There are some other differences as well. For employees needing leave who also qualify for FMLA, leave under the Washington Paid Family Leave Act will run concurrently with Family and Medical Leave Act leave in some circumstances, but will not run concurrently to any leave taken for sickness or temporary disability because of pregnancy or childbirth.





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 Pregnancy Disability Leave Policy  
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<b>Policy Name</b>	Pregnancy Disability Leave Policy	<b>Revised</b>	April 1, 2017
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

### **Pregnancy Disability Leave**

Employees who are disabled due to pregnancy or a pregnancy-related medical condition may be entitled to job-protected leave when such leave is needed to accommodate the employee’s restrictions. Employees seeking such leave will be required to provide medical documentation supporting the need for leave. We will engage in an interactive process with the employee needing pregnancy disability leave to determine whether the need for leave can be accommodated and under which leave policy.

#### ***Compensation***

Generally, pregnancy disability leave is unpaid, but employees may receive payment through the Firm’s short-term disability plan or any state disability, to the extent permitted. Employees eligible for paid sick leave must use any available accrued time during leave. Once the employee exhausts all forms of paid leave, the remainder of the leave will be unpaid.

#### ***Notification Requirements***

All employees must properly notify management and the Customer Solutions Center of the need for leave as outlined in the [Request for Leave](#) section of the Time Off and Leave Policy.

#### ***Coordination with Other Leave Policies and Laws***

Unless applicable state law requires otherwise, any time off due to pregnancy or a pregnancy-related medical condition will run concurrently with time off under FMLA and other similar state law.

- Washington
  - Employees working in Washington who are temporarily disabled by pregnancy, childbirth or related medical conditions, may be entitled to take a pregnancy disability leave for the period of the temporary disability, in addition to the 12 work weeks of leave provided under the FMLA. A physician’s statement may be required to verify the leave period relating to pregnancy or childbirth consistent with the verification that Kforce requires for other temporary disabilities. Generally, such time off will be unpaid unless the employee participates in and is eligible for benefits through the Firm’s short-term disability plan or they are eligible for other state provided disability benefits. Hourly consultants and part-time consultants must use available paid sick leave.
- California
  - For employees working in California, the state law is more generous and will govern. Click [here](#) to review the California Pregnancy Disability Leave Policy.



Kforce  
 California Pregnancy Disability Leave Policy  
 Proprietary & Confidential

<b>Policy Name</b>	California Pregnancy Disability Leave Policy	<b>Revised</b>	April 1, 2017
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants Working in California	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

**California Pregnancy Disability Leave Policy**

Kforce will grant an unpaid California Pregnancy Disability Leave (PDL) to employees working in California who are temporarily disabled by pregnancy, childbirth or a related medical condition. Employees seeking such leave will be required to provide medical documentation supporting the need for leave. We will engage in an interactive process with the employee to determine whether the need for leave can be accommodated.

***Eligibility***

An employee is eligible for PDL regardless of her length of service and the employee does not have to be full-time in order to be eligible.

***Amount and Use of Leave***

Employees may take up to 4 months of leave per pregnancy when she is unable to perform the essential functions of her job because of pregnancy, childbirth or a related medical condition. Additionally, PDL covers absences for prenatal care, severe morning sickness, doctor-ordered bed rest and recovery from childbirth.

The 4-month leave period is equivalent to the number of hours an employee would regularly work in 17-1/3 weeks. For instance, a full-time employee who works 40 hours per week is entitled to 693 hours of PDL. Employees who work more or less than that are entitled to a pro rata or proportional amount of leave.

If affected by pregnancy or a related medical condition, an employee is also eligible to transfer to a less strenuous or hazardous position or duties if such a transfer is medically advisable and can be reasonably accommodated. Employees disabled by qualifying conditions may also be entitled to other reasonable accommodations where doing so is medically necessary. In addition, if it is medically advisable to take intermittent leave or work a reduced leave schedule, Kforce may require a temporary transfer to an alternative position with equivalent pay and benefits that can better accommodate recurring periods of leave.

***Certification by a Health Care Provider***

An employee needing PDL is required to obtain a certification from her health care provider of her pregnancy disability or the medical advisability of a transfer. Failure to obtain the required certification may result in the delay or denial of the request for leave. The certification should include:

- the date on which she became disabled due to pregnancy or the date of the medical advisability of a transfer;
- the probable duration of the period(s) of disability or the period(s) for the advisability of a transfer; and,
- a statement that, due to the disability, the employee is either unable to work at all or to perform any one or more of the essential functions of her position without undue risk to her or to others, or a statement that, due to her pregnancy, a transfer to a less strenuous or hazardous position or duties is medically advisable.

***Compensation***

PDL is generally unpaid. Employees eligible for paid sick leave must use any available accrued time during leave. Use of paid sick leave does not increase the amount of leave the employee is entitled to under this policy.

In California, pregnancy disability is treated as a disability for purposes of qualifying for payments from the state disability insurance (SDI). The employee is urged to contact the Employment Development Department (<http://www.edd.ca.gov/>) to apply for SDI payments and for information regarding other benefits that may be available through the state. SDI benefits will be coordinated with all paid benefits from the Firm to ensure that an employee does not receive more than 100% of her regular pay while on PDL.



Kforce  
California Pregnancy Disability Leave Policy  
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***Notification Requirements***

All employees must properly notify management and the Customer Solutions Center of the need for leave as outlined in the [Request for Leave](#) section of the Time Off and Leave Policy.

***Reinstatement Rights***

When PDL ends, the employee will be reinstated to the same position, unless either the job ceased to exist because of legitimate business reasons or the means of preserving the job would substantially undermine the ability of Kforce to operate safely and/or efficiently. In most instances, if the same position is not available, the employee will be offered a comparable position in terms of pay, benefits, job content, and promotional opportunities.

***Coordination with Other Leave Policies and Laws***

For employees who are eligible for leave under FMLA, their PDL will also be designated as time off under the FMLA. Please refer to the [FMLA Policy](#) for additional information.

PDL does *not* run concurrent with leave under the California Family Rights Act (CFRA). Even if an employee uses all or part of her PDL time, she will still remain eligible for CFRA leave, provided she meets the requirements of that leave.



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Request for Leave Procedures  
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<b>Policy Name</b>	Request for Leave Procedures	<b>Revised</b>	April 1, 2017
<b>Applicable to</b>	All Kforce Hourly Consultants & Part-Time Consultants	<b>Customer Solutions Center</b>	1-866-807-5074 <a href="mailto:CustomerSolutionsCenter@kforce.com">CustomerSolutionsCenter@kforce.com</a>

### **Request for Leave Procedures**

When an employee needs to take time away from work to tend to an illness, injury, or a personal situation, Kforce provides different types of leaves to accommodate these specific situations. The following leaves require notification to the Customer Service Center to obtain the proper documentation to complete for leave approval.

- Military Leave
- Family Medical Leave Act (FMLA)
- Pregnancy Disability Leave (PDL)
- Crime Victim Leave
- Discretionary Medical Leave

#### ***Steps to Request a Leave***

- Employees must notify management of their need for a leave of absence.
  - Where possible, employees should provide at least 30 days' advance notice.
  - If advance notice is not possible, employees should provide notice as soon as practicable.
  - Notification will include the date leave will commence and the anticipated duration of the leave.
- We may deny or postpone leave if an employee fails to comply with the notice rules.
  - This can result in discipline for absences taken prior to coverage commencing.
  - If the need for leave results from an emergency or is otherwise unforeseeable, we will not deny the leave simply because an employee fails to provide advance notice.
- Depending on the nature of the leave, employees may need to provide documentation supporting the need for leave.
  - Additional requirements may also be outlined in each of our individual leave policies.
  - The employee must contact the Customer Solutions Center to obtain the appropriate documentation needed to support their request for leave.
  - All completed documentation should be emailed to Corporate Benefits at [BenefitsNotification@kforce.com](mailto:BenefitsNotification@kforce.com).
- Corporate Benefits will review all leave requests on a case by case basis.
  - We will engage in an interactive process with the employee to determine whether the need for leave can be accommodated and under which leave policy, if applicable.
  - We reserve the right to designate your leave in accordance with the Firm's policies and/or federal or state leave laws.
- Corporate Benefits will notify the employee if their leave has been approved or denied and of any other rights or requirements under the applicable leave policy or law through the Leave Packet.
- The employee is to contact Corporate Benefits at any time with questions or changes related to their leave.
- If the employee owes benefit premiums while out on leave, they will provide such payment to Corporate Benefits as detailed in their Leave Packet.
- Before returning from leave, the employee is to contact Corporate Benefits for any additional documentation that may be required such as a medical release.
- If any benefit deductions are owed upon the return of the employee from leave, the Corporate Benefits will deduct these from the employees pay upon their return.

All forms and additional information can be found on the Consultant Website. Questions should be directed to the Customer Solutions Center, by phone at 1-866-807-5074 or by email at [CustomerSolutionsCenter@kforce.com](mailto:CustomerSolutionsCenter@kforce.com).

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