



## **CDI CONTRACTORS**

### **COVID-19 Emergency Leave Policy**

As our operations continue, we want you to know that the health, safety, and welfare of our employees remain our top priority. During the COVID-19 pandemic, it is crucial that our employees engage in best health practices at this juncture, which may include remaining at home if you are experiencing COVID-19 symptoms. This policy provides for Emergency Leave to an Eligible Employee who otherwise has available work to perform. For example, it does not apply to an employee who has no available work because CDI Contractors, LLC. has fully or partially closed its business due to a shelter in place order, because of a decline in business or because the Company's business cannot safely operate in compliance with social distancing and other COVID-19 restrictions. This policy is issued in compliance with the Families First Coronavirus Response Act (FFCRA) and applies to leave taken by an Eligible Employee who is unable to work (including telework if available) from April 1, 2020 through December 31, 2020.

#### **EMERGENCY LEAVE DUE TO COVID-19**

Pursuant to the FFCRA, Emergency Leave related to COVID-19 may be granted as follows:

A. **REASONS FOR LEAVE:** Emergency Leave is available to an Eligible Employee who is unable to work or telework due to the need for leave because the Eligible Employee:

1. is subject to a Federal, State, or local quarantine or isolation orders related to COVID-19;
2. has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
5. is caring for a Child whose school or place of care is closed or child care provider is unavailable, due to COVID-19 related reasons; and/or
6. is experiencing another substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.



B. **ELIGIBILITY AND AMOUNT OF LEAVE**: All current employees are eligible for up to two weeks (80 hours, or a part-time employee's two-week equivalent) of Emergency Leave for any of the Reasons for Leave set out above. Employees who have been on the Employer's payroll for at least 30 days prior to the date leave is scheduled to begin are eligible for up to an additional 10 weeks of partially paid Emergency Leave for Reason 5, above.

C. **PAY DURING LEAVE**: An Eligible Employee who takes leave for Reasons for Leave 1, 2 or 3 is entitled to 100% of regular daily pay up to \$511 per day (with an aggregate cap of \$5,110). An Eligible Employee who takes leave for Reasons for Leave 4 or 6 is entitled to Two-thirds regular daily pay capped at \$200 (with an aggregate cap of \$2,000). An Eligible Employee who takes leave for Reason for Leave 5 is entitled to up to 12 weeks Emergency Leave paid at Two-thirds regular daily pay capped at \$200 (with an aggregate cap of \$12,000).

D. **LIMITS ON AMOUNT OF EMERGENCY LEAVE**: The amount of leave available to an Eligible Employee for Reason for Leave 5 may be limited by the amount of leave taken pursuant to the Employer's Family and Medical Leave Act (FMLA) policy. An otherwise Eligible Employee is entitled to a combined total of 12 weeks leave for Reason for Leave 5 and any other type of FMLA leave in a 12 month period. For example, if an Eligible Employee took 5 weeks FMLA leave, the Eligible Employee would be entitled only to 7 additional weeks of Emergency Leave for Reason for Leave 5 during the 12 month period the Eligible Employee took FMLA leave.

E. **REQUESTING EMERGENCY LEAVE AND REQUIRED DOCUMENTATION**. An Eligible Employee seeking Emergency Leave must provide written notice (email is acceptable) of the need for leave and the applicable Reason for Leave to the Human Resources Manager as soon as practicable. Thereafter, an Eligible Employee seeking leave must provide appropriate documentation and/or information to support the Eligible Employee's Reason(s) for Leave. Documentation may include:

1. the source of any government quarantine or isolation order related to COVID-19;
2. documentation from a health care provider advising the Eligible Employee to self-quarantine due to concerns related to COVID-19;
3. documentation demonstrating the Eligible Employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
4. documentation establishing an Eligible Employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation orders related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-or
5. a notice of closure or unavailability from a child's school, place of care or child care provider.



After the first day of Emergency Leave, an Eligible Employee must follow call-out procedures during leave as established by the Employer which will require a call-out to your Supervisor and Tyler Haase 417-499-3835 by 9:30 AM every Monday for time entry.

F. **DEFINITION OF CHILD:** A “Child” is an individual under 18 years of age who is the Eligible Employee’s biological or adopted son or daughter, a foster child, stepchild, legal ward, or individual under 18 years of age for whom the Eligible Employee stands in loco parentis (the Eligible Employee has day-to-day responsibilities for care). A Child also includes an individual who is 18 years of age or older who 1) has a mental or physical disability and 2) is incapable of self-care because of that disability.

G. **HEALTH CARE COVERAGE DURING EMERGENCY LEAVE.** During Emergency Leave, an Eligible Employee is entitled to continue group health coverage on the same terms as if the Eligible Employee continued to work. During Emergency Leave, an Eligible Employee is required to continue making any normal contributions to the cost of health coverage. As a result, the Employer will continue to make deductions for health coverage from an Eligible Employee’s pay.

H. **JOB PROTECTION UPON RETURN FROM EMERGENCY LEAVE.** An Eligible Employee who takes Emergency Leave pursuant to this policy is generally entitled to be returned to the same or a nearly equivalent job upon return to work from leave. However, an Eligible Employee who takes Emergency Leave is not protected from employment actions, such as a layoff, that would have affected the Eligible Employee regardless of whether the Eligible Employee took leave.

I. **NO RETALIATION/DISCRIMINATION.** Retaliation or discrimination for exercising Emergency Leave rights is strictly prohibited. Employees who believe they have suffered discrimination or retaliation for reasons covered by this policy should immediately report it to Human Resources. Any individual who violates this policy will be subject to disciplinary action, up to and including termination of employment.

J. **COORDINATION WITH FMLA LEAVE POLICY.** The terms and conditions of the Employer’s FMLA policy will apply to Emergency Leave to the extent those terms and conditions are not inconsistent with the terms and conditions of this Emergency Leave policy.

K. **NO CARRYOVER PAST DECEMBER 31, 2020.** Emergency Leave under this policy will not be provided beyond December 31, 2020. Any unused Emergency Leave will not carry over to the next year or be paid out to employees.