

LEAVE OF ABSENCE/AMERICANS WITH DISABILITIES REQUESTS

There are times when you find that circumstances beyond your control cause you to take a qualified leave of absence from your current position. If you need to be out of work for any of the reasons outlined in the ALL TYPES OF LEAVES AVAILABLE section below, you must request leave approval, report absences and confirm ongoing leave approval as set forth in this guideline.

Important: Absences due to an approved Leave of Absence must be reported prior to the scheduled workday to be considered a scheduled and approved absence. Failure to comply with the leave approval requirements will result in disciplinary action up to and including termination of employment. Absences incurred that are not compliant with the requirements set forth in this guideline will be classified as unscheduled absences.

STEP 1: DETERMINE WHETHER YOU NEED TO REQUEST A LEAVE OF ABSENCE-

Do you need to be absent for any of the reasons outlined in the ALL TYPES OF LEAVES AVAILABLE section below? If yes, proceed to step 2.

STEP 2: CALL LINCOLN TO REQUEST A LEAVE OF ABSENCE-

Call 1-888-408-7300 or visit www.mylincolnportal.com. First time users will need to use company code AAACarolinas.

STEP 3: UNDERSTAND YOUR RESPONSIBILITY IN SELF-MANAGING A LEAVE OF ABSENCE

Team members have responsibility in self-managing a leave of absence. Team members must:

- Submit and provide all requested and required documentation throughout the leave process.
- Fully Comply with all requests and instructions provided during your leave administration.
- Read, understand and comply with the requirements set forth in this Leave of Absence Guideline.
- Communicate your status to work to your manager before, during and at the termination of the leave process.
- Follow all reporting notifications. Absences incurred without leave approval will be classified as unscheduled.
- Continue to pay for benefit premiums for the duration of leave, if approved.
- Provide your manager with a Release to Work Note on the first day you return to work (for absences due to personal health issues).

WHEN AND HOW TO REPORT TIME OFF-

- Absences due to an approved Leave of Absence must be reported to Lincoln prior to the start of the scheduled workday.
- Each Team Member is responsible for ensuring that a Leave of Absence is reported prior to incurring an absence on a scheduled workday. Furthermore, if you will be absent, or tardy, for any reason, you must contact your immediate supervisor and follow department guidelines for absence notifications.
- PLEASE NOTE: Failure to properly comply with the leave notification requirements will result in disciplinary action up to and including termination of employment.

WHEN SHOULD I CALL LINCOLN?

You should call Lincoln when:

- You need to report an absence due to an approved Leave of Absence
- You are able to provide a return to work date
- You will return to work sooner than originally reported
- You will return to work later than originally reported
- You are taking time away from work related to an intermittent FMLA leave
- You are reporting a new leave

WHAT HAPPENS TO MY BENEFITS WHEN I AM ON LEAVE

You will be required to continue to pay your portion of benefit premiums while on a leave of absence. You will be provided with instructions and the amount for your premium payments at the start of your leave of absence. You will be responsible to pay the total amount of your benefit premiums each pay period you are on leave beginning with the pay period you do not receive a pay check or the amount earned was not enough to cover your benefit premium deduction. Failure to pay team member benefit premiums may result in the termination of benefit coverage as of the last date payment was received.

Go here to pay for your benefits via PayPal www.paypal.me/AAACarolinasPayroll

ALL TYPES OF LEAVE AVAILABLE

There are times when you may need to be away from your job for an extended period of time because of illness, family obligations or other reasons. AAA Carolinas has a wide range of leaves of absence designed to address your needs for time away from work. The types of leave available include:

BEREAVEMENT LEAVE-

Team members receive up to 5 (five) consecutive scheduled days off to arrange for and attend the funeral of an immediate family member, calculated at a maximum of 8 hours per scheduled day and a maximum of 40 hours. The following are immediate family members:

- Spouse
- Mother
- Father
- Child

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- Brother
- Sister

Team Members receive up to 3 (three) consecutive scheduled days off for bereavement of an extended family member, calculated at a maximum of eight hours per scheduled day and a maximum of 24 hours.

- Grandparent
- Grandchild
- In-Laws (mother and father)
- Step-Parent
- Step-Children
- Step-Siblings

Bereavement time is available for all full and part-time Team Members upon their first day of hire. Team Members will be excused and received pay for the days they were previously scheduled to work. Pay will be at their regular straight time hourly rate and will not count as “hours worked” for overtime purposes. Should a death occur in a Team Member’s family, the Team Member should notify his or her manager as soon as possible.

JURY DUTY

AAA Carolinas encourages Team Members to accept and fulfill their civic duty if asked to serve on a jury, and will not terminate or take other adverse employment actions against Team Members for such service. Team Members should notify their manager as soon as they receive a jury summons (or within 3 days of being notified) so necessary coverage can be arranged. Team Members must provide their managers with a copy of their jury summons.

Team Members who serve on a jury will be paid for their normal work schedule for each day they serve, up to a maximum of two weeks. In order to receive jury pay, Team Members are responsible for acquiring a certified statement by a court official specifying the dates and hours of jury attendance or forfeit jury compensation.

Team Members will only be paid for jury duty. Any other court appearances will be unpaid or taken as PTO/Vacation.

FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA)

Team members who have worked for AAA Carolinas for at least 12 months and 1,250 hours may be eligible for up to 12 weeks of leave under the Family and Medical Leave Act (FMLA). The Company is fully committed to FMLA leave eligibility as required by federal/state law.

MILITARY RESERVE TRAINING OR ACTIVE MILITARY SERVICE LEAVE

Team members who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with the state and federal laws. Team members may use accrued time-off but

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are not required to do so.

PARENTAL INVOLVMENT IN SCHOOL ACTIVITIES

The Company is fully committed to leave eligibility for Parental Involvement in School Activities as required by federal/state law.

WORKERS' COMPENSATION

Workers' Compensation is provide and designed to protect you if you have a job-related injury or illness that occurs as a result of performing your job. If you are injured or become ill, you may be able to receive a portion of your pay, certain types of rehabilitation, or reimbursement for medical expenses. To apply for workers' compensation contact the company safety manager.

IMPACT ON YOUR BENEFITS DURING A LEAVE OF ABSENCE

Your benefits may be impacted should you need to take a leave of absence. See section above- WHAT HAPPENS TO MY BENEFITS WHILE OF LEAVE.

ADA ACCOMMODATION REQUEST

STEPS FOR ADA ACCOMMODATION REQUEST:

- 1) Complete the form below:
[ADA Accommodation Request Form](#)
- 2) Upon receipt of this form, a member of our ADA review team will send you a packet of information. You will have 15 days to complete the paperwork sent to you.
- 3) When completed ADA packet is received, the ADA Review Team will meet to review the request and determine if accommodation can be made.
- 4) A meeting will be scheduled with you and your manager to review the decision of the ADA Review Team.
- 5) A final written summary of decision will be emailed to you.

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