

Leave of Absence Policy

Purpose

This policy identifies the leave of absence policies for Arcwood Environmental employees and its affiliates and subsidiaries. In the event of a conflict between the terms of this policy and applicable law, applicable law will govern and supersede the relevant provisions of this policy. This notice details certain rights and responsibilities that you have regarding leave of absence under the Family and Medical Leave Act of 1993 (FMLA).

Family Medical Leave Act

The Family Medical Leave Act (FMLA) is a federal law that provides eligible employees with unpaid job - protected leave for qualifying family and medical reasons. Eligible employees may take up to 12 work-weeks of FMLA in a rolling 12 month period for the adoption, birth, or foster placement of a child; your own serious mental or physical health condition that makes you unable to work; care of your spouse, child or parent with a serious mental or physical health condition; and certain qualifying reasons related to the foreign deployment of your spouse, child, or parent who is a military service member.

An employee who is the spouse, child, parent of next-of-kin of a covered service member with a serious illness or injury *may* use up to twenty-six work weeks of FMLA leave in a single 12-month period to care for the service member.

To be considered eligible for FMLA, you must have at least 12 months of service and 1,250 hours worked within the 12-months immediately preceding your requested leave.

If eligible and certified, leave may be taken continuously, as a reduced schedule and/or intermittently, if needed. For bonding purposes, leave may be taken continuously, but multiple continuous segments may be used only if each segment is two weeks in duration or greater.

Special limitations on FMLA apply to certain key employees of the company. If you are a key employee, the company will provide you with separate notices describing these limitations.

If any state leave law also applies to your absence, these plans will run concurrently with FMLA, unless the specified state law indicates otherwise. If the state leave indicates non-concurrency, the state law will supersede this policy. More information regarding FMLA and/or your responsibilities to obtain FMLA can be found on the Total Reward Portal as well as dol.gov/fmla.

Disability Wage Continuation

If an employee experiences a non-work-related illness or injury preventing them from working, Arcwood Environmental's disability wage continuation benefit may apply.

To be eligible for this benefit, an employee must be a regular, full-time employee scheduled to work 30+ hours per week. For employees hired prior to 09/01/2026, this benefit begins on the first of the month following date of hire. Employees hired 09/01/2026 or after become eligible after 90 days of service. If eligible, you are automatically enrolled in this benefit. Benefits begin immediately upon commencement of disability with no elimination period, as long as certified by a qualifying medical provider. You may receive 100% of your current weekly earnings during the benefit period of day one through week thirteen, if

approved. Weeks fourteen through twenty-six may be paid at 80% of your current weekly earnings. As this wage continuation, benefit payment may end upon termination of employment.

For disability leaves extending beyond twenty-six weeks (180 days), benefits will transition to long-term disability. Full time, regular employees scheduled 30+ hours per week with at least 90 days of service are eligible for this benefit once short-term disability period ends. The benefit has a waiting period of 180 consecutive days within a 360-calendar day period. Any day that an employee can work after the initial start of disability will not count toward the elimination period. Coverage amounts under this policy are 60% of your monthly earnings, up to maximum limits. A third-party vendor will issue benefit payments for this policy.

For more information about disability wage continuation benefits, please visit the Total Rewards page or vendor website.

Family and Bonding Leave

Eligible employees can take up to four work weeks of Family and Bonding Leave within a rolling 12-month period for the birth of their newborn, adoption, foster placement of a child, or to care for a qualified family member's serious health condition. Any combination of these leave reasons is limited to 4 work weeks in a rolling 12-month period. Leave under this policy runs concurrently with FMLA and/or any other available state or municipal leave plans applicable to the request.

To be eligible for this benefit, an employee must be a regular, full-time employee scheduled to work 30+ hours per week. Employees hired prior to 09/01/2026 will be eligible for this benefit on the first of the month following date of hire. Employees hired 09/01/2026 or after become eligible for this benefit after 90 days of service.

Under this policy, up to 4 weeks of company paid time off may be provided at 100% of current base wage. Additional leave under the FMLA may be taken only if entitlement is available and will be paid with available PTO, or unpaid if no other paid leave is available.

For leave requests related to newborn bonding, adoption, and/or foster care placement, leave time must be taken in a minimum of two-week increments and be fully used within 12 months of the birth, adoption, or foster placement. For foster parents, bonding leave is the short of 4 weeks or the time that the foster child resides with the foster parent. A lifetime maximum of 12 weeks of paid time off for these reasons is available.

Leave requests related to the serious illness or injury of a family member are limited to those conditions of a family member that would qualify as a serious health condition under the FMLA's definition. A qualified family member is defined as those listed under the FMLA's family member eligible relationships (parent, spouse, child), unless state law specifies otherwise. Leave to care for a family member's serious illness or health condition may be taken continuously, as a reduced schedule, or intermittently, but in no less than 15-minute increments.

Military Leave

The company complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state law pertaining to military leave. Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with applicable law.

Up to 10 days within a 12-month period will be paid at 100% of the employee's current base wage. Time off in excess of 10 days within a 12-month period will be unpaid unless the employee requests to utilize accrued PTO.

Notice should be given to Human Resources and your manager and arrangements made for your leave as early as possible before departure. Employees must notify Human Resources of their intent to return to employment as required by applicable law. No attempt is made in this policy to cover all possible situations and circumstances that may arise in connection with the military service of an employee. Therefore, as military leave situations arise, employees should consult with Human Resources for complete details regarding their military rights.

State Leave Plans

If you live in a state which has enacted a law providing wage replacement and/or job protection for any reason, these benefits will run concurrently with any other leave plan applicable. If the state leave indicates non-concurrency within their law leave, the state will supersede this policy.

Employees in states with such benefits should follow the state's guidance for eligibility qualifications and claim administration. If applicable, see your state government website for details. Except for the state of New York, employees must file claims directly with their state for benefits. New York employees should file their claim with our vendor. Please see the Total Rewards site for more details.

At no time can your total benefits exceed 100% of your base wages or the maximum duration of the most generous leave plan available. If you are eligible for wage replacement through a state leave plan, an estimate may be applied to your company-paid benefit in the amount you will be eligible for under the state plan to ensure greater than 100% payment is not received. Once the state makes their award, an adjustment may be made to your benefit if the amount varies from the estimate.

Other Leave

This policy is not intended to cover all possible leave plans that may be applicable or available for all situations. Many states have job protected or funded policies that could apply for a reason not included in this document. If you have questions about time out of work on a leave of absence, please reach out to Human Resources so that available options and programs can be discussed.

Requirements and Information for All Leave

Employees must always provide their supervisor and Human Resources with a written request for leave within 30 days of the request, or as much notice as practicable if the leave is not foreseeable. All the above leaves also require submission of documentation for approval. If a leave is requested, you must submit completed certification and/or other applicable documentation within fifteen calendar days. A leave of absence will not be granted until required certification is provided. Failure to submit necessary documentation within the fifteen-calendar day period (or any extension requested during that period and granted by HR due to extenuating circumstances) may result in denial and unauthorized leave subject to disciplinary action, up to and including termination.

Leave of absence documentation will be provided by our third-party administrator for applicable completion. It is the employee's responsibility to have all required documentation returned in a timely manner. It is important to note that any documentation sent to Human Resources will be kept confidential and separate from an employee's personnel file.

Leave must be recertified each year if the need for leave is expected to continue beyond the initially certified 12-month period. This annual certification is subject to eligibility requirements continuing to be met.

The employer may require an employee to provide recertification of the medical necessity for intermittent leave in any event, every six months. Except as provided above, the employee may require recertification no more than once every thirty days in conjunction with an employee's absence unless: the employee requests an extension of leave, circumstance described by the previous certification have changed, or the employer receives information that casts doubt upon the validity of the certification. Recertifications are at the employee's expense. No second or third opinion on recertification may be needed. Only a second and third opinion may be requested on the annual certification form. Recertifications are not needed for leave to care for a covered service member or because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active-duty status in support of a contingency operation.

If the need for intermittent or reduced schedule applies, leave must be taken in no less than 15-minute increments. You must make reasonable efforts to schedule your leave so that it is the least disruptive to your work schedule or company's operations. In addition, if you request intermittent or reduced schedule leave, the company may require that you transfer temporarily to an available alternative position, with equivalent pay and benefits, for which you are qualified, and which better accommodates intermittent or reduced schedule leave. You must follow normal call-in procedures and time limits for each day of absence unless you become incapable of providing notice in that manner and/or within those time limits.

Upon return from FMLA (within the 12-week leave period), employees will be restored to their same or equivalent position with equivalent benefits, pay and other terms and conditions of employment. Certain salaried, key employees of the company may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the company. If, during FMLA leave, a layoff or other event occurs that would have changed or even eliminated your job had you not taken leave, you will have no greater rights than if you had been continuously working during the FMLA leave. If the employee does not return to work at the end of the FMLA period, their position will no longer be protected, and the company has the right to fill your position based on business need.

If employment ends prior to using the full leave benefit, the unused portion is forfeited.

Use of the benefits described in this policy other than for its intended purpose, if substantiated, will result in the revocation of benefits and disciplinary action up to and including termination.

Coordination of PTO with FMLA

Generally, leave under the FMLA is unpaid. However, if an employee has accrued unused PTO available and the leave request is approved, an employee must use their PTO balance unless another benefit takes over payment. If PTO is used during an FMLA-qualified leave of absence, the FMLA hours will run concurrent with any paid time off during leave.

Benefits While on Leave

While on FMLA, state leave, company leave, and/or employee disability wage continuation, Arcwood Environmental will maintain your coverage under the company health plan under the same conditions as if you had been employed continuously during the leave period. During any portion of paid leave, your share of benefit premiums will be withheld from your wage continuation benefit payments. According to the rules governing our benefit plans, benefit coverage for employees on leave of absence will be terminated after 6 months (180 days) from the start date of your leave.

If your employment ends in conjunction with your six-month benefit termination, your benefits will terminate at midnight on the last day of the month, in which you reach the 180th day of your leave. You will be eligible to continue your current benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for up to 36 months after your employment terminates.

While not as common, if your benefit and employment termination dates do not coincide, you may be eligible to continue participating in the health plan. The Patient Protection and Affordable Care Act (ACA) states that healthcare coverage may continue if you have an average of 30 hours or more per week during a given measurement period (12-month look back period). Your employer grants hours for the time you are on approved health leave of absence. If you meet the ADA hours requirement, you are eligible to continue participating in your current health plan election. This plan would include base dental and critical illness coverage. If you are enrolled in enhanced dental or vision plans, these benefits will terminate at midnight on the last day of the month in which you reach the 180th day of your absence. All other benefit coverage will terminate at midnight of termination date.