

B 170 - FAMILY AND MEDICAL LEAVE ACT

Policy:

According to the Family and Medical Leave Act of 1993, the Company, will provide leave to employees faced with family and medical needs.

Procedure:

To qualify for this benefit, the employee must have worked for Bryant Group, Inc., for at least 12 months and must have worked at least 1,250 hours during the 12 months prior to start of leave.

Eligible employees may take up to 12 work weeks of leave in any 12 month period for the following reasons:

- Care for the employee's child after birth, or placement for adoption or foster care;
- Care for the employee's spouse, son or daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform his/her job.

The employee must provide 30 days advance notice when the leave is foreseeable. Medical certification will be required if the leave is requested because of a serious health condition.

During FMLA leave, the employee's insurance coverage will be maintained under the same conditions as if the employees were actively working. No employment benefits that accrued prior to the start of leave will be lost, but benefits will not be accruing during the period of leave. It will be the responsibility of the employee to pay for their insurance benefits while off.

Paid annual leave must be substituted for FMLA leave for the amount of time accumulated.

Upon return from leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other conditions. Exceptions to this are certain "key employees".