

CORSAIR LEAVE OF ABSENCE POLICIES

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Family Medical Leave Act

The Family Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Purpose and Eligibility

Under the federal Family Medical Leave Act (“FMLA”) and the California Family Rights Act (“CFRA”), any employee who has completed at least 12 months of service and has worked at least 1,250 hours for Corsair during the 12-month period preceding the date the leave would begin may request an unpaid family and medical leave of absence. An employee must also work within a 75-mile radius of 50 or more employees of the organization in order to be eligible for a leave under this policy. Subject to the conditions of this policy, eligible employees may request up to 12 weeks family and medical leave during a 12-month period. The 12-month period used under this policy to measure the 12-week limitation is a rolling 12-month period measured backward from the date the employee uses any leave under this policy.

An eligible employee may request a family and medical leave of up to 12 weeks for any of the following reasons: (1) the birth of the employee's child; (2) the placement of a child with the employee in connection with an adoption or foster care; (3) to care for a child, parent, spouse, or domestic partner who has a serious health condition; (4) due to a serious health condition that prevents the employee from performing one or more of the essential functions of his or her position; or (5) because of a qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the Armed Forces or because a military

member's parent is incapable of self-care, and the care is necessitated by the member's covered Active Duty.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a Covered Service Member who is recovering from a "Serious Illness or Injury" may request a leave of up to 26 weeks in a single 12-month period to care for the Covered Service Member. For further information regarding the definitions of "Covered Service Member," "Serious Illness or Injury," or "Covered Active Duty," please contact the Human Resources Department.

To the maximum extent permitted by law, any leave of absence that is granted to an employee under this policy or any other policy for a purpose specified above shall be credited against the applicable 12-week or 26-week limit contained in this policy.

An employee who is granted a family and medical leave of absence must utilize any accrued vacation benefits during the period of the leave. In the case of a leave for the employee's own serious health condition, the employee must use any accrued sick time during the leave. In the case of a pregnancy disability leave, the employee must use any sick leave benefits and may use vacation benefits during the leave. Employees will not be required to use vacation or sick leave if the employee is receiving paid family leave benefits or if otherwise prohibited by law.

Employees may be permitted to use such benefits for other reasons under this policy when authorized by law. Any portion of a leave that occurs after all vacation and other paid time off benefits have been exhausted shall be without pay. For purposes of this policy's 12-week and 26-week limitations, any paid and unpaid portions of the leave of absence shall be added together whether or not they are taken consecutively.

Benefits Coverage

Health insurance benefits ordinarily provided by Corsair, and for which the employee is otherwise eligible, will be continued during the period of the leave if the employee elects to continue paying his or her share of the premiums for such coverage. If the employee wishes coverage to continue, Corsair will continue to pay its share of the premiums for the period of the leave, up to a maximum of 12 weeks or, in the case of a leave to care for a Covered Service Member, 26 weeks. The cost of dependent coverage normally borne by the employee will remain the sole responsibility of the employee. The employee must pay his or her share of the premiums for employee and dependent coverage by making timely payments to Corsair, in care of the Payroll department, at the same time as such payments would be made if they were paid via payroll deductions. If an employee does not pay his or her share of the premiums for the period of the leave, coverage will cease in accordance with the provisions of the law. The employee may thereafter reinstate coverage immediately following the leave if the employee resumes payment of his or her share of the premiums in a timely manner.

Notice and Certification

An employee must provide proper notification as a condition of eligibility for a leave. The employee must notify the Human Resources Department in writing of the need for such a leave, the date it will commence, and the anticipated duration of the leave. If the employee knows of the event that necessitates the leave more than 30 calendar days in advance of the date the leave is needed, the employee must provide such notice in writing a minimum of 30 days before the leave will begin. If the employee learns of the event less than 30 days before the date the leave must begin, the employee must provide as much advance notice as practicable, preferably as soon as the employee learns of the need for the leave. A failure to comply with these notice rules may result in a denial or postponement of the requested leave until the employee complies with these rules. However, if the need for a family and medical leave results from an emergency or is otherwise unforeseeable, the leave will not be denied simply because an employee fails to provide advance notice.

If an employee requests a leave due to a serious health condition of the employee or a family member, the employee must support the request with a certification issued by the health care provider of the individual with the serious health condition. The certification should include the following information: (1) the date, if known, on which the serious health condition commenced; (2) the probable duration of the condition; (3) an estimate of the amount of time that the health care provider believes that the employee needs to care for the individual requiring the care; and (4) a statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring care. If an employee requests intermittent leave for planned medical treatment, the certification should specify the dates on which such treatment is expected to be given and the duration of such treatment. If the time estimated by the health care provider under (3) above expires, the employee must submit a recertification if the employee desires additional leave. In addition, extensions will not be granted that cause the total period of the family and medical leave under this policy to exceed the applicable 12-week or 26-week limitation identified above.

Return to Work

Employees will retain their employee status during the period of a family and medical leave. Moreover, their absence shall not be considered a break in service for purposes of determining their longevity or seniority. Once an employee returns from a leave, the employee will be credited with all seniority and service accrued before the leave of absence commenced. Except where the law authorizes a different result, an employee who complies with the provisions of this policy will be guaranteed reemployment upon expiration of an approved leave, provided that the total period of the leave does not exceed 12 weeks or, in the case of a leave to care for a Covered Service Member, 26 weeks. The employee will be reemployed in the same or a comparable position as that which he or she occupied when the leave

commenced. An employee who takes a leave because of his or her own serious health condition must provide a medical certification verifying that he or she can return to work. If an employee fails to return for work immediately after the period of the approved leave expires, and does not contact Corsair, the employee will be considered to have voluntarily separated from Corsair's employment.

Jury Duty/Court Service

Employees will be granted leave if called to serve as a juror or witness in a legal proceeding. Upon receipt of a jury duty notice or subpoena, an employee must promptly furnish a copy of such notice or subpoena to his/her Supervisor or Human Resources, along with a written request for time off, so that necessary provisions can be made in the employee's absence.

Upon completion of jury or witness duty, certification of the specific date(s) served must be provided to Human Resources. If an employee is not required to report, or is released early from jury or witness duty, the employee must immediately return to work.

Regular full-time non-exempt employees will receive their regular wages while on jury/witness duty (less amounts received from other sources for the jury/witness duty) up to a maximum of ten working days each calendar year.

Employees other than regular full-time non-exempt employees will be provided time off to spend on jury/witness duty but are ineligible for compensation for such time off. However, in no case will the salary of an exempt employee be reduced for any week in which the employee works and misses time to serve on a jury.

Bereavement

At Corsair, we understand the need to take time if you lose a loved one. Our bereavement policy allows you to take time off in the event of a death in your immediate family.

In the event of death in an employee's immediate family, regular full-time employees will be eligible for funeral leave with pay of eight (8) hours at the employee's regular straight-time hourly rate of pay for up to three (3) work days lost. Immediate family is defined as current spouse, mother, father, children, siblings, grandparents, grandchildren, current mother-in-law, and current father-in-law. If an employee requires more than three days, he/she may request a personal leave of absence for additional unpaid time or may request the opportunity to use any accrued but unused vacation or personal days. Employees other than regular full-time employees may request up to three days off without pay for bereavement leave.