

Please note that whether some state-specific policies may apply to you may be determined by the number of Pritchard employees in the state. Please see your local HR resource for more information about whether these policies apply to you.

Tennessee State Policies

Parental Leave

Full-time employees with at least 12 consecutive months of service as a full-time employee are entitled to unpaid Parental Leave of up to four (4) months in the event of pregnancy, childbirth, nursing the infant and adoption in accordance with Tennessee Code section 4-21-408. With respect to adoptions, the leave period begins when the employee receives custody.

In order to qualify for Parental Leave, advance notice to the Company generally is required. The Company must be notified of: the anticipated date of departure for leave, the length of the leave and the intended date of return to full-time employment.

Employees who provide three (3) months' notice will be reinstated to the same or similar position after returning from leave. Employees also are eligible for reinstatement and do not forfeit their rights and benefits if they are prevented from giving three (3) months' notice due to a medical emergency or because they received notice of the adoption fewer than three (3) months in advance. In these situations, employees should provide as much advance notice as possible.

If the employee's job is so unique that the Company cannot, after reasonable efforts, fill that position temporarily, then reinstatement is not guaranteed, and the employee will be notified.

Leave runs concurrently with any other leave provided by the Company to the extent permitted by applicable law. Employees may substitute accrued paid time-off for the unpaid Parental Leave, but this substitution does not extend the length of the leave.

If employees have any questions regarding this policy, they should contact their local HR resource.

Pregnancy Accommodations

In compliance with Tennessee Pregnant Workers Fairness Act, the Company will make reasonable accommodations for medical needs arising from pregnancy, childbirth or related medical conditions of an applicant for employment or an employee, unless the accommodation would impose an undue hardship on business operations.

The Company will not take adverse action against employees in the terms, conditions or privileges of employment for requesting or using a reasonable accommodation to the known limitations for medical needs arising from pregnancy, childbirth or related conditions, including, but not limited to, counting an absence related to pregnancy under

the attendance policy. The Company will not require employees to take leave if another reasonable accommodation can be provided to the known limitations for medical needs arising from pregnancy, childbirth or related conditions.

Reasonable accommodations include but are not limited to:

1. making existing facilities used by employees readily accessible and usable;
2. providing more frequent, longer or flexible breaks;
3. modifying food or drink policy;
4. providing modified seating or allowing employees to sit more frequently if the job requires standing;
5. providing assistance with manual labor and limits on lifting;
6. authorizing a temporary transfer to a vacant position;
7. providing job restructuring or light duty, if available;
8. acquiring or modifying equipment, devices or work stations;
9. modifying work schedules;
10. allowing flexible scheduling for prenatal visits; and
11. providing a private place, other than a bathroom stall, for the purpose of expressing milk.

The Company reserves the right, to the maximum extent permitted by applicable law, to request medical certification from a healthcare professional if an individual is requesting a reasonable accommodation related to temporary transfer to a vacant position, job restructuring, light duty or accommodations that require time away from work. The Company will engage in an interactive process with the individual to determine if a reasonable accommodation can be provided, absent undue hardship, while the individual is making a good faith effort to obtain the medical certification. The Company will not take adverse action against employees related to their need for accommodation while they are engaging in good faith efforts to obtain medical certification.

If employees have any questions regarding this policy, they should contact their local HR resource.