

Illinois Handbook Addendum

ABOUT THIS HANDBOOK

This Illinois Handbook Addendum applies to Stiles Machinery employees who work in the State of Illinois and supplements our Employee Handbook. The policies noted in this Addendum are in addition to those that make up the Employee Handbook, and the policies that reside within that Handbook still apply to all employees of Stiles Machinery. In the event of any inconsistency between the Handbook and this Addendum, this Addendum will control for our employees working in Illinois.

Illinois-Specific Policies

1-1 Paid Leave for All Workers Act

Effective January 1, 2024, Stiles Machinery will provide paid leave to all Illinois employees who are ineligible for paid time off under the Company's Paid Time Off Policy. Paid leave can be used for any reason, including for rest, relaxation, and other personal reasons.

Accrual of Paid Leave

Paid leave accrues beginning at the start of an employee's employment. Employees will accrue one (1) hour of paid leave for every forty (40) hours worked, up to a maximum annual accrual of forty (40) hours. Exempt employees will be assumed to work 40 hours per workweek for purposes of this accrual, unless the exempt employee's normal workweek is less than 40 hours. In that case, the exempt employee's paid leave will accrue based on their normal workweek.

Eligibility to Use/Carryover of Accrued Paid Leave

Employees who have completed ninety (90) days of employment may use paid leave in minimum increments of two (2) hours per occasion, but may only use up to forty (40) hours of paid leave per year. Accrued time under this policy will carry over each year.

For paid leave accrual and carryover purposes, a "year" means calendar year.[SA1]

To the extent permitted by law, paid leave will run concurrently with leave taken under other Stiles Machinery policies and under other applicable laws.

Reasonable Notice for the Use of Paid Leave

If an employee knows in advance that the employee will need to use paid leave, the employee must provide the Company with advance notice seven (7) days prior to the day the paid leave is to begin. Where seven-day advance notice is not possible, an employee must notify the Company as soon as practicable.

Termination of Employment

Accrued, but unused paid leave is not paid out upon termination of employment. If an employee whose employment has been terminated is subsequently re-employed by the Company within twelve (12) months of the employee's separation, the employee will have any previously accrued, but unused paid leave time made available to the employee.

1-2 Blood Donation Leave

Any employee who has been employed for at least six months may take up to one hour of paid leave every 56 days to donate blood. Stiles Machinery reserves the right to request verification of the employee's blood donation in the form of a written statement from a blood bank confirming the employee kept the blood donation appointment.

1-3 Voting Leave

Stiles Machinery will grant two hours of paid time off to vote on an election day, unless the polls are open two hours before or after your shift. You must request this time off prior to the election.

Employees who serve as election judges may be eligible for additional time off to perform their duties related to this position. Please contact Human Resources for additional information.

1-4 Election Judge Leave

Stiles Machinery will provide unpaid leave for appointed election judges to serve on a given election day. Stiles Machinery reserves the right to deny leave if more than 10% of the employees at the given worksite are scheduled to serve on the same day.

1-5 Witness and Crime Victim Leave

Stiles Machinery understands that employees may be the victims of a crime or legally compelled to attend a judicial proceeding as a witness to a crime. Employees will be excused from work under such circumstances.

Employees are required to notify your supervisor immediately of need for leave under this policy. Stiles Machinery reserves the right to request verification of the employee's participation in legal proceedings, such as a copy of the summons or subpoena.

Leave under this policy is unpaid. However, exempt employees may receive time off with pay when necessary to comply with state and federal wage and hour laws.

1-6 School Visitation Leave

In accordance with the School Visitation Rights Act, Stiles Machinery encourages employees to fulfill their familial responsibilities by participating in their children's school visitations, including school conferences, behavioral meetings, or academic meetings. Generally, employees are able to find time to participate in school visitations either before or after work. If employees are unable to do so during non-working hours, Stiles Machinery will grant up to eight hours of unpaid time off per calendar year to participate in school visitations. Employees may take up to four consecutive hours of unpaid time off on any given day.

To be eligible for leave under this policy, employees must provide written notice to the Company at least seven days before the school visitation. In case of an emergency, employees must provide written notice 24 hours in advance. Employees should try to schedule leave under this policy at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

Immediately after the school visitation, employees must obtain proof of the visitation from the school administrator. These documents must be submitted to the Company as soon as possible but no later than two working days after the visitation. Failure to provide the required documents within this time period may result in disciplinary action.

An employee's request for school visitation leave may be denied. Employees may also be required to exhaust all other leave, except for sick and disability leave, before taking school visitation leave.

1-7 Domestic, Sexual, or Gender Violence Leave

In accordance with the Illinois Victims' Economic Security and Safety Act (VESSA), Stiles Machinery offers eligible employees unpaid domestic, sexual, or gender violence leave, for a qualifying reason, with a guarantee of restoration to the same or an equivalent position on return from leave. Employees are eligible for leave if you are the victim of domestic, sexual, or gender violence or have a family or household member who is the victim of domestic, sexual, or gender violence.

Domestic violence leave is available to:

- Seek medical attention for, or recover from, physical or psychological injuries caused by domestic, sexual, or gender violence against you or your family or household member.
- Obtain victim services for you or your family or household member.

- Obtain psychological or other counseling for you or your family or household member.
- Participate in safety planning, including temporary or permanent relocation or other actions to increase your or your household or family member's safety from future domestic, sexual, or gender violence.
- Seek legal assistance to ensure the health and safety of you or your household or family member, including participating in court proceedings related to the violence.
- Take any other actions to increase your or your family member's or household member's safety from future domestic, sexual, or gender violence or ensure economic security.

Duration of Leave

Eligible employees may take up to twelve weeks of unpaid domestic violence leave within any 12-month period. Leave is based on a rolling 12-month period, looking back from the date the leave would begin. Leave under this policy may be taken intermittently (in separate blocks of time) or as reduced schedule leave.

Notice Requirements

Eligible employees must provide Stiles Machinery with at least 48 hours' advance notice of the need for leave. If 48-hour notice is not practicable, notice must be provided as soon as possible.

Certification of Need for Leave and Periodic Reports

To request domestic violence leave, you must supply the Company with a sworn statement that you or a member of your family or household is a victim of domestic, sexual, or gender violence and that leave is necessary for a specific qualifying reason. In addition, Stiles Machinery may require the following supplemental information:

- Documents from a victim's services organization, member of the clergy, or medical professional from whom the employee or family or household member has sought assistance.
- A police report or court record.
- Other corroborating evidence.

During leave, you must provide periodic reports (at least every 30 days) about your status and any change in your plans to return to work.

Leave Is Unpaid

Domestic violence leave is unpaid leave. However, you may substitute accrued and unused vacation time for the unpaid leave. The substitution of paid vacation does not extend the leave period, but runs concurrently with it. Likewise, domestic violence leave runs concurrently with any leave available under the federal Family and Medical Leave Act (FMLA).

Medical and Other Benefits

During an approved domestic violence leave, Stiles Machinery will maintain your health benefits as if you continue to be actively employed. If you choose not to return to work at the end of the leave period, you must reimburse Stiles Machinery for the cost of any health benefit premiums paid to maintain your coverage during the leave, unless you cannot return to work because of continuation, reoccurrence, or onset of domestic, sexual, or gender violence or other circumstances beyond your control.

1-8 Emergency Response Leave

In accordance with Illinois law, Stiles Machinery will provide the necessary unpaid time off to employees who volunteer as emergency workers or Civil Air Patrol members.

Employees must make a reasonable effort to notify Stiles Machinery as soon as possible about their need for leave under this policy. Within seven working days after the emergency response or other covered event, you must provide the Company with a written statement from the corresponding private or governmental entity, verifying your participation, including the date and time of the event.

Employees may take up to 30 days of unpaid leave. If leave will last five or more consecutive workdays, the employee must provide written notice at least 14 days before the leave begins. If leave will last less than five consecutive workdays, the employee must provide written notice as soon as possible. In all instances, the employee must cooperate with Stiles Machinery to schedule the leave to avoid unduly disrupting operations.

Within seven working days after service is completed, the employee must provide the Company with a written statement from the Civil Air Patrol authorities verifying participation as well as confirming the employee's eligibility for leave under this policy.

1-9 Military Leave

Employees who require time off from work to fulfill military duties are treated in accordance with the applicable requirements of state and federal laws. Employees who need military leave are expected to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence.

You will not lose any employment privileges by taking leave. Please contact Human Resources for more information about military leave.

1-10 Family Bereavement Leave

Any employee who has worked for the Company for at least 12 months, has worked at least 1,250 hours over the 12-month period preceding the leave described below, and works with 50 or more employees within 75 miles may take unpaid bereavement leave to:

- Make arrangements for, attend the funeral or alternative to a funeral, or grieve the death of a covered family member. A covered family member includes: a child or step-child; a spouse; a domestic partner; a sibling; a parent, step-parent, or parent-in-law; a grandchild; or a grandparent.
- Be absent from work due to: a miscarriage; an unsuccessful round of intrauterine insemination or of any assisted reproductive procedure, such as in vitro fertilization; a failed adoption match; a failed adoption due to a contest by another party; a failed surrogacy agreement; a diagnosis negatively impacting pregnancy or fertility; or a stillbirth.

An employee is entitled to a maximum of two weeks (equivalent to ten workdays) of unpaid bereavement leave. The employee must complete this leave within 60 days after the date on which the employee receives notice of the death of the covered family member or the date of any of the following:

- A miscarriage.
- An unsuccessful round of intrauterine insemination or any assisted reproductive procedure.
- A failed adoption match.
- A failed adoption due to a contest by another party.
- A failed surrogacy agreement.

- A diagnosis negatively impacting pregnancy or fertility.
- A stillbirth.

If more than one covered family member passes away in a 12-month period, the employee is entitled to a total of up to six weeks of bereavement leave during the 12-month period.

1-11 Military Family Leave

Stiles Machinery grants eligible employees (i.e., employees who have been employed for at least 12 months and worked at least 1,250 hours of service during the 12-month period immediately before the start of leave) up to 30 days of unpaid family military leave during the time federal or State deployment orders are in effect to bond with a spouse, parent, child, or grandparent called to military service lasting longer than 30 days. Leave under this policy is calculated starting from the first day you take leave. You must use available accrued paid leave (except for sick or disability leave) before taking leave under this policy. Retaliation against employees requesting leave under this policy is strictly prohibited.

1-12 Marijuana

Stiles Machinery will not discriminate against an employee's lawful use of marijuana during non-working hours. However, Stiles Machinery prohibits the use of marijuana during working hours and/or being under the influence while working.

1-13 Parking Lot – Firearms

In accordance with Illinois law, Stiles Machinery permits employees who are certified to carry a concealed firearm to keep a legally held firearm in the employee's locked parked car while parked on Stiles Machinery premises. The employee is required to keep the firearm and/or ammunition locked and out of plain view while in the parking area.

member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary retired disability list. Individuals on the permanent retired disability list do not qualify.

Leave under this policy is calculated starting from the first day you take leave. You may use available accrued paid leave instead of unpaid leave.

Retaliation against employees requesting leave under this policy is strictly prohibited.

Illinois Handbook Addendum Acknowledgment

This Illinois specific Handbook Addendum is an important document intended to help our employees become acquainted with policies specific to the State of Illinois. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of leadership.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Illinois Handbook Addendum.

I have received and read a copy of Stiles Machinery's Illinois Handbook Addendum. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of Stiles Machinery other than the Head of Human Resources and/or the President may alter "at will" status, and any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Illinois Handbook Addendum.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment will be filed in your personnel file.