

Wisconsin Handbook Addendum

ABOUT THIS HANDBOOK

This Wisconsin Handbook Addendum applies to Stiles Machinery employees who work in the State of Wisconsin 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 Wisconsin.

Wisconsin-Specific Policies

1-1 Rest Periods

Employees who are provided with rest periods, other than meal breaks as provided for in the Stiles Machinery Employee Handbook, will be compensated for this time.

1-2 Witness Leave

In addition to Witness Leave provided in the Stiles Machinery Employee Handbook, employees who are subpoenaed to testify in qualifying proceedings arising out of the employee's employment with Stiles Machinery, or against Stiles Machinery, will be paid for the entirety of required leave.

1-3 Voting Leave

Stiles Machinery will adjust an employee's schedule to ensure an employee has up to three consecutive hours of unpaid leave to vote in an election. To qualify, the employee must notify Stiles Machinery prior to the day of the election of the need for leave. However, employees who need Voting Leave are expected to give Stiles Machinery as much advance notice as reasonably possible, so that Stiles Machinery can plan for the absence.

1-4 Election Official Leave

Stiles Machinery will provide employees who serve as election officials with leave on applicable election day(s) to participate in service. To qualify, employees must provide Stiles Machinery with at least seven (7) days' notice. However, employees who need Election Official Leave are expected to give Stiles Machinery as much advance notice as reasonably possible so that Stiles Machinery can plan for the absence.

1-5 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.

1-6 Emergency Responder Leave

Stiles Machinery will grant employees who serve as volunteer firefighters or other designated emergency responders with leave to respond to an emergency. To qualify, you must inform Stiles Machinery of your status as an applicable volunteer within thirty (30) days of becoming a member, provide Stiles Machinery with as much notice as possible before taking leave, and provide Stiles Machinery with a written statement from the head of the applicable organization certifying the dates and times of your emergency response upon your return. You will not lose any employment privileges by taking leave.

1-7 Civil Air Patrol Service Leave

Employees who are members of the Civil Air Patrol will be granted unpaid leave to respond to qualifying operations or missions. Employees will receive up to five (5) consecutive days at a time, not to exceed fifteen (15) total days annually. To qualify, employees must:

- Notify Stiles Machinery in writing of the employee's membership prior to requesting leave;
- Provide as much notice as possible when responding to an emergency that begins outside of working hours, and provide a written certification of service upon return;
- Request permission for leave when responding to an emergency beginning during working hours, and provide written certification of service upon return.

Stiles Machinery reserves the right to reject the request for leave where the absence would unduly disrupt operations. You will not lose any employment privileges by taking leave.

1-8 Wisconsin Family and Medical Leave Act

In accordance with Wisconsin law, Stiles Machinery provides family and medical leave for all employees who have been employed for at least one year, provided the employee worked at least 1,000 hours in the previous 12-month period. Eligible employees will be granted up to two (2) weeks of leave for the employee's serious health condition or the health condition of the employee's family member. Up to six (6) weeks of leave will be granted for the birth or adoption of a child. Leave runs concurrently with FMLA, disability laws, and leave provided by Stiles Machinery policies. Employees may be entitled to leave that exceeds what is required under this law, including Parental Leave and Paid Time Off, and are directed to Stiles Machinery's Employee Handbook for review of these policies. Please contact human resources with any questions.

1-9 Bone Marrow and Organ Donor Leave

Stiles Machinery will provide up to six (6) weeks of unpaid leave per 12-month period for employees to either donate or receive bone marrow or organ donations. To be eligible, employees must be employed with Stiles Machinery for at least 12-months, provided the employee worked 1,000 in this time. Employees are required to provide as much notice as possible of the intended leave so that Stiles Machinery can plan for the absence. Stiles Machinery reserves the right to request certification from a health care provider showing the employee is either the recipient of a donation or provided the qualifying donation. Employees may elect whether to use Paid Time Off as provided by Stiles Machinery or to take unpaid time for this absence. You will not lose any employment privileges by taking leave.

1-10 Parking Lot Exception – Firearms

In accordance with Wisconsin law, Stiles Machinery will not prohibit an employee who is licensed to carry a concealed weapon from keeping lawfully obtained concealed weapons or ammunition in the employee's private vehicle while parked on Stiles Machinery premises.

Wisconsin Handbook Addendum Acknowledgment

This Wisconsin specific Handbook Addendum is an important document intended to help our employees become acquainted with policies specific to the State of Wisconsin. 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 Wisconsin Handbook Addendum.

I have received and read a copy of Stiles Machinery's Wisconsin 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 Wisconsin Handbook Addendum.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

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