

CASE UPDATED HUMAN RESOURCES POLICIES AND PROCEDURES  
EFFECTIVE NOVEMBER 1, 2008 AND JANUARY 2009  
CROSS REFERENCE GUIDE TO KEY REVISIONS

REVIEW EACH POLICY AND PROCEDURE IN ITS ENTIRETY SO THAT YOU ARE INFORMED OF ALL CHANGES.

| POLICY | PROCEDURE | TITLE (ABBREV.)     | CURRENT  | CHANGES |
|--------|-----------|---------------------|--|---------|
| IV-14  | IV-8a     | Paid Parental Leave | <p style="text-align: center;"><b>NEW POLICY</b></p> <p style="text-align: center;"><b>EFFECTIVE NOVEMBER 1, 2008</b></p> <p>Provides additional paid time off (unrelated to employee earned paid time off) that can be taken by the birth mother, parent, or adoptive parent to recover from childbirth, or to care for a new child as a result of childbirth or adoption within 12 months of the date of birth or placement of a child. Administered in conjunction with FMLA, policy IV-8, procedure IV-8a.</p> <ul style="list-style-type: none"> <li>▪ 6 weeks paid parental leave for birth mother or primary caregiver</li> <li>▪ 3 weeks paid parental leave for other parent/non-primary caregiver (includes domestic partners)</li> <li>▪ Maximum 9 weeks paid parental leave if both parents employees</li> </ul> |         |
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|------|-------|--|--|---|
| IV-8 | IV-8a | Absence and Leaves for Personal Medical, Family Medical, and Parenting Reasons Under the Family and Medical Leave Act (FMLA) |  | <p style="text-align: center;">EFFECTIVE JANUARY 16, 2009</p> <p style="text-align: center;">Absence and Leaves for Personal Medical, Family Medical, Parenting, <b>and Family Military Servicemember</b> Reasons Under the Family and Medical Leave Act (FMLA)</p> <p>Additions include family servicemember provisions of National Defense Authorization Act.</p> <p><u>Family military servicemember</u>: spouse, child, parent, or next of kin (nearest blood relative) of the employee.</p> <p>12 weeks leave (combined with other leaves taken within 12 month period) for family member of military servicemembers due to any qualifying <u>exigency</u> arising out of the fact that the family member is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces.</p> <p>26 weeks leave (combined with other leaves taken within 12 month period) to care for a family servicemember's <u>serious injury or illness</u> incurred in the line of duty on active duty,</p> |
|      |       |  |  |   |