

# NEW YORK ADDENDUM

## MEAL AND BREAK PERIODS

A Colleague who works more than 6 hours in their workday which extends over the noon meal period (11 a.m. to 2 p.m.), is entitled to a 30 minute meal period to be taken between 11 a.m. and 2 p.m. If a Colleague starts his or her workday before 11 a.m. and continues after 7 p.m., the colleague is entitled to the 30 minute noon meal period and an additional 20 minute break between 5 p.m. and 7 p.m. A Colleague who works more than 6 hours in their workday starting between the hours of 1:00 p.m. and 6:00 a.m. is entitled to a meal period of at least 45 minutes in the middle of his or her workday.

## LACTATION ACCOMMODATION POLICY (NEW YORK CITY COLLEAGUES ONLY)

BRP provides accommodations to nursing mothers and to colleagues with a need to express breast milk (also referred to as pumping, collectively referred to herein as “expressing breast milk”) during work hours. BRP provides reasonable accommodations for colleagues’ pregnancy, childbirth, or related medical conditions, including accommodations for lactation. BRP will provide a reasonable amount of unpaid break time, or permit a Colleague to use paid break or meal time, each day to accommodate a Colleague desiring to express breast milk for the colleague’s nursing child up to three (3) years following the child’s birth.

BRP will not tolerate discrimination or harassment against any colleague based on the request for or usage of lactation accommodations. Any discrimination, harassment, or other violations of this policy should be immediately reported to Human Resources.

### SPACE FOR LACTATION

BRP has designated a designated lactation room when colleagues are using the room to express breast milk. BRP will notify other colleagues that the room will be prioritized as a lactation room and may only be used for expressing breast milk during the time(s) when colleagues need the space and will post proper signage to ensure that it is free from intrusion and shielded from view of others while being used as a lactation room.

Although colleagues are not required to use the designated room, colleagues who need the room to express breast milk will be given priority use of the room. If the multi-purpose space is used to provide others accommodations related to disability or religion, for example use as a prayer room, BRP will make every effort to accommodate the needs of all colleagues.

BRP will ensure that the multi-purpose room can be locked from the inside so that a Colleague may express breast milk without intrusion. BRP will ensure that the multi-purpose room is clean, free from intrusion, and meets as many of the following requirements as possible: contains at least one electrical outlet, a surface to place a pump and other personal items, and a chair; and is near running water and a refrigerator to store breast milk. If any colleague believes that the lactation room is too far from a Colleague’s workspace, please contact Human Resources immediately to discuss possible alternative options.

When more than one colleague needs to use the multi-purpose room to express breast milk, BRP will discuss alternative options with all colleagues who use the shared space to determine what arrangement addresses their needs. Options may include: finding an alternative space; sharing the space among multiple users with screens, curtains, or other privacy measures; or working with colleagues to adjust schedules to accommodate multiple pumping schedules.

If the multi-purpose room is unavailable for use as a lactation room, such as when it is in use for a religious or disability accommodation, BRP will discuss possible alternative options with the colleague for temporary use as a lactation room.

## REASONABLE TIME TO EXPRESS BREAST MILK

BRP will provide a reasonable unpaid break time, or permit colleagues to use paid break time or meal time, to express breastmilk, amount of time for a Colleague to express breast milk and will not unreasonably limit the amount of time or the frequency that a Colleague expresses breast milk. BRP will speak with the colleague to determine a schedule of breaks that reasonably accommodates the colleague's need to express breast milk.

BRP does not require a Colleague to work while expressing breast milk. However, if the colleague does conduct work, the colleague will be paid at their regular rate for that time worked.

## LACTATION ACCOMMODATION REQUEST PROCESS

Colleagues may also independently request a lactation accommodation by contacting Human Resources. A request may be made orally or in writing to Human Resources and should indicate that the colleague will need accommodations for expressing breast milk at work.

BRP will respond to a Colleague's request for a lactation accommodation within five (5) business days of receipt of the request. If BRP believes that the lactation accommodation requested poses an undue hardship, it will discuss reasonable alternatives with the colleague to accommodate the colleague's needs, thereby initiating a cooperative dialogue no later than five (5) business days from the date of the request. During the time it takes to respond to a request and/or engage in a cooperative dialogue to determine the accommodation and before a final decision is made as to the requested accommodation, BRP will make every effort to provide a temporary accommodation to the colleague so that the colleague can express breast milk.

BRP recognizes that colleagues' lactation accommodation needs may change over time. Colleagues may request changes to their existing lactation accommodation at any point.

## UNDUE HARDSHIP

The cooperative dialogue might be initiated where BRP believes the length of time a Colleague needs to express breast milk is an undue hardship to accommodate. In this scenario, BRP will engage in a cooperative dialogue with the colleague to determine if there is an accommodation, such as an adjusted schedule to express breast milk or more frequent breaks for shorter periods of time, that addresses BRP's concerns and the colleague's needs.

## **PROHIBITION OF DISCRIMINATION BASED ON REPRODUCTIVE HEALTH DECISION MAKING**

BRP will not access a Colleague's personal information regarding the colleague's or the colleague's dependent's reproductive health decision making, including but not limited to, the decision to use or access a particular drug, device or medical service without the colleague's prior informed affirmative written consent.

BRP also will not discriminate nor take any retaliatory personnel action against a Colleague with respect to compensation, terms, conditions, or privileges of employment because of or on the basis of the colleague's or dependent's reproductive health decision making, including, but not limited to, a decision to use or access a particular drug, device or medical service; or require a Colleague to sign a waiver or other document which purports to deny a Colleague the right to make their own reproductive health care decisions, including use of a particular drug, device, or medical service. Aside from the internal process at BRP, colleagues may choose to pursue legal remedies with a court of competent jurisdiction. Retaliatory employment actions directed against a Colleague for exercising rights pursuant to this policy are prohibited.

# SEXUAL HARASSMENT

BRP is committed to a discrimination-free work environment, which includes maintaining a workplace free from sexual harassment. Sexual harassment is offensive, a violation of our policies, and a form of colleague misconduct. Colleagues of every level, including managers and supervisors, who engage in sexual harassment, or who allow such behavior to continue, will be disciplined for such misconduct, in accordance with this policy.

## SCOPE

BRP's Harassment policy, this policy, as well as New York State law, applies to all colleagues, applicants for employment, interns (paid or unpaid), non-colleagues, and persons conducting business with BRP, regardless of immigration status ("Covered Individuals"). A non-colleague is someone who is (or who is employed by) a contractor, subcontractor, vendor, consultant, intern (paid or unpaid), or anyone providing services in the workplace. Notwithstanding the application of this policy to such individuals, nothing herein creates an employment relationship.

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur, for example, while Covered Individuals are traveling for business or at employer-sponsored events or parties. Calls, texts, emails, and social media usage by Covered Individuals can constitute unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or outside of work hours.

## WHAT IS "SEXUAL HARASSMENT"?

In addition to the definition set forth in the Unlawful Harassment policy, sexual harassment is a form of sex discrimination and is unlawful under federal, state, and local laws. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and/or the status of being transgender.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment, or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment.

Sexual harassment can occur by males against females, by females against males, or by or between individuals of the same or opposite sex or gender. It is important to know that sexual harassment can occur between any individuals, regardless of their sex or gender.

A harasser can be a superior, a subordinate, a coworker, or anyone in the workplace, including an independent contractor, contract worker, vendor, client, customer, or visitor.

Sexual harassment may be a single incident or a series of harassing acts. Any harassing conduct, even a single incident, may be addressed under this policy.

## SUPERVISORY RESPONSIBILITIES

All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, or for any reason suspect that sexual harassment is occurring are required to report such suspected sexual harassment to Human Resources.

A supervisor's or manager's failure to report such conduct may result in corrective action, up to and including termination of employment. Supervisors and managers may also be subject to corrective action if they engage in, or in any way condone, sexually harassing conduct. Supervisors and managers will also be subject to discipline, up to and including termination of employment, for engaging in retaliation.

## RETALIATION PROHIBITED

BRP strictly prohibits retaliation against anyone who reports, in good faith, an incident of sexual harassment, provides information about suspected sexual harassment, or otherwise assists or participates in any investigation of a sexual harassment complaint. Any Covered Individual who believes that the colleague has been subject to retaliation should immediately report such conduct to a BRP supervisor, manager or Human Resources. Specific reporting contact options and information is provided below.

No Covered Individual will be subject to adverse action because the colleague reports, in good faith, an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint.

Any colleague of BRP who retaliates against anyone involved in a sexual harassment investigation will be subject to corrective action, up to and including termination of employment.

## WHAT IS RETALIATION?

Retaliation is unlawful under federal, state and applicable local law, as well as BRP's policy. BRP prohibits any adverse action (which need not be job related) or any action that is likely to deter a person from engaging in protected activity. Protected activity occurs when an individual has, in good faith:

- Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- Testified or assisted in a proceeding involving sexual harassment under any federal, state or local anti-discrimination law;
- Opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- Reported that another colleague has been sexually harassed; or
- Encouraged a fellow colleague to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, this anti-retaliation provision does not protect persons making intentionally false charges.

## LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Sexual harassment is not only prohibited by BRP but it is also prohibited by state, federal, and, where applicable, local law. Aside from the internal process at BRP, Covered Individuals may choose to pursue legal remedies with the following governmental entities.

### NEW YORK STATE HUMAN RIGHTS LAW ("HRL")

The HRL, codified as N.Y. Executive Law, art. 15, § 290 *et seq.*, applies to employers in New York State with regard to sexual harassment, and protects all Covered Individuals, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with New York State Division of Human Rights ("DHR") or in court.

Complaints may be filed with the DHR within three years of the harassment. If an individual did not pursue remedies before the DHR, he or she may file a lawsuit under the HRL within three years of the alleged harassment. An individual may not file with DHR if he or she has already filed an HRL complaint in court. The one year or three years is counted from date of the most recent incident of harassment. Complaining internally to BRP does not extend your time to file with DHR or in court.

You do not need an attorney to file a complaint with the DHR, and there is no cost to file with DHR. The DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, the DHR has the power to award relief, which varies but may include requiring BRP to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees, and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit [www.dhr.ny.gov](http://www.dhr.ny.gov). You may also contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website also contains contact information for the DHR's regional offices across New York State.

## CIVIL RIGHTS ACT OF 1964

The United States Equal Employment Opportunity Commission ("EEOC") enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act, codified as 42 U.S.C. § 2000e, et seq. In New York State, an individual may file a complaint with the EEOC within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will typically issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action, including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if sexual harassment is found to have occurred.

A Colleague alleging sexual harassment at work may file a "Charge of Discrimination" with the EEOC. The EEOC has district, area, and field offices where complaints can be filed. The EEOC may be reached by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting its website at [www.eeoc.gov](http://www.eeoc.gov), or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with the DHR, it will file the complaint with the EEOC to preserve the right to proceed in federal court.

## LOCAL PROTECTIONS

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, individuals who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights ("NYCCHR"). The NYCCHR's Law Enforcement Bureau is located at 40 Rector Street, 10th Floor, New York, New York 10006, and may be reached by calling 311 or (212) 306-7450, or visiting its website at <https://www1.nyc.gov/site/cchr/index.page>.

While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

## LOCAL POLICE DEPARTMENT

If the harassment involves unwanted physical touching, coerced physical confinement, or coerced sex acts, the conduct may constitute a crime. In such an instance, you may contact the local police department.

## NEW YORK EARNED SAFE AND SICK TIME

Pursuant to the New York's Safe and Sick Leave laws, all colleagues who work in New York State are entitled to certain paid sick and safe leave. This policy shall apply only to New York State colleagues.

## NEW YORK PAID FAMILY LEAVE

New York Law provides eligible colleagues with paid family leave ("PFL") in order to bond with a new child (including absences required to meet adoption and foster care obligations), care for a family member with a serious health condition, or assist with family situation when a family member has been called into active military service, as described in greater detail below.

### COLLEAGUE ELIGIBILITY

Colleagues who are regularly scheduled to work 20 or more hours per week will become eligible to take PFL after the colleague has worked 26 consecutive weeks for BRP. Colleagues who are regularly scheduled to work less than 20 hours per week will become eligible to take PFL after 175 days are worked for BRP. Colleagues are eligible regardless of citizenship and/or immigration status.

### WAIVER OF BENEFITS

Colleagues may opt to file a waiver of PFL benefits if their regular employment schedule is: (1) 20 hours or more per week but the colleague will not work 26 consecutive weeks; or (2) less than 20 hours per week and the colleague will not work 175 days in a 52 consecutive week period. Colleagues who file a waiver will not have payroll deductions taken to cover PFL benefits. Eligible colleagues who wish to waive their PFL benefits should contact the Office Administrator or Human Resources.

Within 8 weeks of any change in the regular work schedule of such a Colleague that requires the colleague to continue working for 26 consecutive weeks or 175 days in a 52 consecutive week period, any waiver under this provision will be deemed revoked, and the affected colleague must begin making contributions to the cost of PFL benefits, including any retroactive amounts due from date of hire, as soon as notified of such by BRP.

### TYPES OF PFL

- *Leave to Care for a Family Member with a Serious Health Condition:* Eligible colleagues are permitted to take PFL to provide care for a family member (spouse, domestic partner, child or stepchild, parent, parent-in-law, grandparent, or grandchild) with a serious health condition. "Family member" for purposes of this policy includes spouses, domestic partners, children (including stepchildren), parents (including step-parents), parents-in-law, grandparents, and grandchildren. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential health care facility or continuing treatment or continuing supervision by a health care provider. The colleague must be in close and continuing proximity to the care recipient during the majority of the employment period from which leave has been taken
- *Bonding Leave and Adoption or Foster Care Obligations:* Eligible colleagues are permitted to take PFL to bond with their newborn child during the first twelve (12) months after the adoption or birth of the child or placement of the child in foster care. Eligible colleagues may also take family leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. Eligible

colleagues' entitlement to PFL under this section expires at the end of the consecutive 52 week period beginning on the date of the birth or placement of the child.

- *Military Caregiver Leave*: Eligible colleagues are permitted to take PFL for any qualifying exigency when their spouse, domestic partner, child, or parent of the colleague is on active duty or has been notified of an impending call or order to active duty in the armed forces of the United States. PFL may not be used for a Colleague's own qualifying military event.

Spouses employed by BRP are individually entitled to PFL. However, BRP, may in its sole discretion elect to allow only one colleague at a time to receive PFL to bond with the same child or care for the same family member.

## PFL BENEFITS

PFL is funded through colleague payroll contributions that are set each year by the New York State Department of Financial Services to match the cost of coverage. Accordingly, BRP will make deductions from colleague's pay to cover the cost of such premiums. To calculate estimated weekly deductions, visit: <https://www.ny.gov/paid-family-leave-calculator>.

## DURATION OF PFL AND CALCULATION OF BENEFITS

PFL is available in full-day increments. Colleagues taking PFL in daily increments will be eligible for the maximum period of paid family leave calculated based on the average number of days worked per week with a maximum of sixty (60) days per year for colleagues working at least five (5) days per week.

When colleagues request PFL in daily increments, rather than as a weekly benefit, the daily benefit will be calculated based on the colleague's average weekly wage divided by the average number of days the colleague worked per week.

In arriving at the average number of days the colleague worked per week for the purpose of determining his or her wage for one day, BRP will average the number of days the colleague worked per week over the last eight (8) weeks the colleague worked.

## REQUESTING AND SCHEDULING PFL LEAVE

Eligible colleagues must provide notice to BRP sufficient to make BRP aware of the qualifying event and the anticipated timing and duration of the leave. For foreseeable events, colleagues must provide at least thirty (30) days advance notice before PFL is to begin. When the need for PFL is foreseeable and a Colleague fails to give thirty (30) days' advance notice, the colleague's claim may be partially denied for a period of up to thirty (30) days from the date notice is provided.

For unforeseeable events, including any change in dates of a scheduled leave, a Colleague must notify BRP as soon as practicable under the facts and circumstances of the qualifying event. This generally means providing notice to BRP within two (2) business days after a Colleague becomes aware of a qualifying event.

Colleagues may take intermittent PFL. Colleagues must advise BRP of the schedule for intermittent PFL and provide notice as soon as is practicable before each day of intermittent PFL.

## COLLEAGUE DOCUMENTATION

Eligible colleagues will need to file a Request for Paid Family Leave form and documentation in support of their PFL request with BRP's designated PFL insurance carrier. A claim form may be obtained from Human Resources, contacting the insurer, or by visiting the New York State Paid Family Leave website. Details regarding what documentation is required to support a request for PFL are available on the Request for Paid Family Leave form.

If a Colleague's PFL claim is denied, the insurance carrier will provide him or her with information about how to request arbitration. A neutral arbitrator will decide claim-related disputes. Contact BRP's insurance carrier

## PFL AND OTHER TYPES OF LEAVE

PFL can be taken by colleagues who are eligible for time off under Family Medical Leave Act ("FMLA"), if applicable. PFL will run concurrently with designated FMLA leave when the reason for leave qualifies under both PFL and FMLA. Eligible colleagues must then apply for both PFL and FMLA. When the total hours taken for FMLA in less than full day increments reaches the number of hours in a Colleague's usual work day, BRP will deduct one day of PFL benefits from the individual's annual available PFL benefit.

Colleagues may not receive short-term disability and PFL benefits at the same time. Colleagues may not take more than twenty-six (26) combined weeks of short-term disability and PFL in a 52-week period.

If a Colleague is unable to work and qualifies for Workers' Compensation Benefits, the colleague may not use PFL benefits at the same time as the colleague is receiving Workers' Compensation benefits. If a Colleague is receiving reduced earnings, the colleague may be eligible for PFL. Please contact Human Resources for more information.

## USE OF ACCRUALS

Colleagues are not required to take all of their sick and/or vacation time before using PFL. Colleagues are permitted to supplement PFL and charge all or part of their PFL time to unused PTO to receive their full salary while on PFL, as opposed to the partial salary provided under the PFL. Colleagues whose PFL also has been designated as FMLA leave will be required to exhaust their unused accruals in connection with the portion of their PFL leave that runs concurrently with their FMLA leave.

## MAINTENANCE OF BENEFITS DURING PFL

Healthcare benefits will be maintained while a Colleague is on PFL, provided that the colleague continues to make any normal contributions to the cost of the health insurance premiums while on leave and is not more than thirty (30) days late in payment of such premium. While on PFL, colleagues will not continue to accrue sick or vacation time.

## REINSTATEMENT TO POSITION AND BENEFITS

Colleagues who have received PFL benefits generally have the right to return to the same or equivalent position at the conclusion of their leave, with equivalent pay, benefits, and other employment terms.

## NO DISCRIMINATION OR RETALIATION

BRP will not retaliate or discriminate against colleagues for exercising rights under the New York State Paid Family Leave Law. Colleagues who feel that they have been discriminated against or retaliated against due to an assertion of PFL rights should report concerns immediately to Human Resources.



## ADDITIONAL REASONABLE ACCOMMODATIONS

### REASONABLE ACCOMMODATIONS TO COLLEAGUES FOR PREGNANCY, CHILDBIRTH, OR A RELATED MEDICAL CONDITION

BRP will provide reasonable accommodations to colleagues for pregnancy, childbirth, or a related medical condition. Colleagues are encouraged to notify Human Resources and request such an accommodation as soon as reasonably possible. BRP will make reasonable accommodations to individuals who are pregnant unless doing so would result in an undue hardship to BRP or if the individual is a direct threat to the health or safety of the individual or others.

### RELIGIOUS ACCOMMODATIONS

We will attempt to make reasonable accommodations for colleague observance of religious holidays and sincerely held religious beliefs, including time off for religious holidays and dress and grooming practices, unless doing so would cause an undue hardship on BRP operations. If you desire a religious accommodation, you are encouraged to make the request in writing to Human Resources as far in advance as possible.

### REASONABLE ACCOMMODATIONS TO COLLEAGUES WHO ARE VICTIMS OF DOMESTIC VIOLENCE, SEX OFFENSES, OR STALKING

BRP also does not discriminate against qualified individuals who are victims of domestic violence, sex offenses, or stalking, who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. We will attempt to make reasonable accommodations for qualified individuals who are victims of domestic violence, sex offenses, or stalking, unless doing so would cause an undue hardship on BRP operations. If you desire a religious accommodation, you are encouraged to make the request in writing to Human Resources as far in advance as possible.

BRP prohibits any form of retaliation against colleagues for requesting an accommodation under this policy.

## LEAVES OF ABSENCE

The following type of leaves may be granted in certain circumstances or according to applicable federal, state and local laws and are detailed on the following pages. Colleagues may be required to use accrued paid sick leave or vacation concurrently with an unpaid leave of absence.

### EMERGENCY RESPONDER LEAVE

Colleagues who are volunteer firefighters or volunteer ambulance personnel may be permitted to take leave in the event of any declared local or state emergency to respond to such emergency if colleague's duties as a volunteer firefighter or member of the volunteer ambulance service are related to the declared emergency. Colleagues may elect to use accrued vacation time for this absence. Colleagues must provide written documentation from the head of their fire department or volunteer ambulance service notifying BRP of the colleague's status as a volunteer firefighter or ambulance service member. A Colleague who has been granted a leave under this section must provide BRP with a notarized statement from the head of the volunteer fire department or volunteer ambulance service certifying the period of time that the colleague responded to any emergency.

### LEAVE FOR BLOOD DONATION

A Colleague who works an average of twenty (20) or more hours per week may receive three (3) hours of unpaid leave each calendar year for the purpose of donating blood off of the employer's premises.

The colleague must give at least three (3) working days prior notice of the intended use of leave time for blood donations, unless notified by BRP of blood donation alternatives. Further, any colleague who receives blood donation leave under this policy must submit proof of their blood donation to Human Resources. Retaliatory employment actions directed against a Colleague for requesting or obtaining leave pursuant to this policy are prohibited.

### LEAVE FOR BONE MARROW DONATION

A Colleague who works an average of twenty (20) or more hours per week is eligible for an unpaid leave of absence to undergo a medical procedure to donate bone marrow or to determine if the colleague is a proper donor. The combined length of leave is to be determined by the colleague's physician but cannot exceed twenty-four (24) work hours unless otherwise agreed to by BRP. The colleague must submit verification by a physician for the purpose and length of each leave requested to donate bone marrow. The colleague may use accrued vacation or personal days for this purpose. Retaliatory employment actions directed against a Colleague for requesting or obtaining leave pursuant to this policy are prohibited.

### MILITARY LEAVE

New York State law mandates additional protections to colleagues on active duty in the military. In particular, colleagues on active duty must be reemployed upon returning from active duty if: (1) the position was not temporary; (2) the colleague received a certificate of completion of the military service; (3) the colleague is still qualified to perform the job; and (4) the colleague applied for reemployment within ninety (90) days of the end of the military service.

Colleagues on military leave for drill or annual training or instruction must be reemployed upon returning from such training or instruction so long as they meet the requirements of colleagues returning from active duty except that they must reapply for reemployment within ten (10) days of the end of the military service.

Colleagues on leave for initial or full-time training must be reemployed so long as they meet the requirements of colleagues returning from active duty except that they must apply for reemployment within sixty (60) days of the end of the military service.

### LEAVE FOR MILITARY SPOUSES

A Colleague who works at least twenty (20) hours per week and is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been deployed during a period of military conflict (as that term is defined by applicable law) to a combat theater or combat zone of operations, is permitted up to ten days of unpaid leave by BRP. Such leave shall only be used when the colleague's spouse is on leave from the armed forces of the United States, National Guard, or reserves while deployed during a period of military conflict to a combat theater or combat zone of operations. Retaliatory employment actions directed against a Colleague for requesting or obtaining leave pursuant to this policy are prohibited.

### VOTING LEAVE

Colleagues who are registered voters and who do not have sufficient time outside of their scheduled working hours to vote in any election may, without loss of pay for up to two (2) hours, take off as much working time at the beginning or end of their shift as will enable the colleague to vote in any election. Colleagues should inform their supervisor that they will need leave to vote at least two (2) working days prior to the day of the election.