

	<b>PERSONNEL POLICIES AND PROCEDURES</b>	
	<b>SUBJECT:</b> <b>CA PREGNANCY DISABILITY  &amp; ACCOMMODATION</b>	<b>EFFECTIVE DATE:</b> 4/01/2021  <b>REVISION DATE:</b>
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<b>ALL REVISIONS ARE MARKED BY AN ASTERISK (*)</b>		

*This Policy covers all non-union associates employed by Perdue Farms, Inc. and all its subsidiaries and, where required by law, applicants for these entities.*

### **Leaves of Absence and Transfers**

Any California employee who is disabled on account of pregnancy, childbirth, or related conditions may take an unpaid pregnancy-related disability leave for the period of actual disability, up to four (4) months (17.3 weeks) per pregnancy under the California Pregnancy Disability Leave Law (“PDLL”). Employees may take pregnancy-related disability leaves intermittently or on a reduced-hours schedule, as medically necessary.

Moreover, an employee is entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions if requested, and if the employee provides the Company with medical certification from a health care provider. In addition to other forms of reasonable accommodation, a pregnant employee is entitled to transfer temporarily to a less strenuous or hazardous position or to less hazardous or strenuous duties if requested, the transfer request is supported by proper medical certification, and the transfer can be reasonably accommodated.

### **Procedure for Requesting Pregnancy-Related Disability Leave or Transfer**

Whenever possible, an employee should submit a written request for pregnancy-related disability leave or pregnancy-related disability transfer to Human Resources as soon as the employee is aware of the need for such leave or transfer. Sedgwick CMS administers the Company’s pregnancy disability leaves of absence, and an employee can either contact Sedgwick directly to request pregnancy disability leave or request assistance from Human Resources to do so. If the leave or transfer is foreseeable, the employee must provide thirty (30) calendar days’ advance notice to the Company of the need for pregnancy-related disability leave or transfer. If it is not practicable for the employee to give thirty (30) calendar days’ advance notice of the need for leave or transfer, the employee must notify the Company as soon as practicable after learning of the need for the pregnancy-related disability leave or transfer.

Any request for a pregnancy-related disability leave or transfer must be supported by medical certification from a health care provider. Upon expiration of the time period for the leave or transfer estimated by the health care provider, Perdue may require the employee to provide another medical certification if additional time is requested for leave or transfer.

## **Use of Paid Leave During Pregnancy-Related Disability Leave and Leave's Effect on Pay**

An eligible employee taking pregnancy-related disability leave may, at the employee's option, use any available accrued PTO during the leave. Any paid leave provided by the Company, such as PTO, will run concurrently with the unpaid pregnancy-related disability leave and will not extend the total duration of the leave of absence to which an employee is entitled. Employees may be entitled to California SDI payments during such leave. The state, not the Company, determines eligibility for SDI. The Company will integrate any paid leave provided by the Company with SDI payments so the employee will not receive in excess of 100% of her normal rate of base pay during the paid portion of any such leave of absence. Receipt of SDI payments will not extend a leave of absence.

## **Leave's Effect on Benefits**

The Company will continue to pay for the employee's participation in the Company's group health plans to the same extent and under the same terms and conditions as would apply had the employee not taken leave, up to a maximum of four (4) months per pregnancy.

Thus, the employee must continue to pay the employee portion of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the Company for the payment of such premiums.

All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee. Eligible employees on pregnancy-related disability leave will accrue employment benefits, such as PTO and seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual.

## **Reinstatement After Pregnancy-Related Disability Leave or Transfer**

Unless Perdue and the employee already have agreed upon the employee's return date, an employee who has taken a pregnancy-related disability leave or transfer must notify Human Resources at least two (2) business days before her scheduled return to work or, as applicable, transfer back to her former position. An employee who timely returns to work at the expiration of her pregnancy-related disability leave will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable law. An employee has no greater right to reinstatement than if she had been continuously employed rather than on leave.

Each employee who has taken a pregnancy-related disability leave or transfer must be released by her doctor to return to work. The release should be in writing and submitted to Sedgwick CMS on or before the employee's return from a pregnancy-related disability leave or transfer.