



Paid Disability Policy

Purpose/Objective

Beginning on June 1, 2022, Proven Recruiting will provide up to 8 weeks of pay (at up to 40% of an employee's base rate) for leave taken because an employee is unable to work due to their own illness or injury, including for pregnancy disability and childbirth. This policy will run concurrently with the following protected leaves: Pregnancy Disability Leave, the Family and Medical Leave Act (FMLA) leave, Americans with Disabilities Act (ADA), and state-law equivalent leaves. This policy does not apply to employees covered by the Company's Workers' Compensation insurance policy for work-related injury or illness.

Eligibility- Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,560 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time (average 30+ hours per week) regular employee (consultants, temporary and part-time employees, and interns are not eligible for this benefit).
- Be under the care and treatment of a licensed physician/practitioner within the first eight days of your disability. You must remain under care and treatment to continue receiving benefits.

Amount, Time Frame and Duration of Paid Disability Leave

- Eligible employees will receive a maximum of 8 weeks of pay up to 40% of the employee's current weekly base wage, per rolling 12-month period, integrated with state or Proven provided disability insurance benefits, as discussed below.
- The calculation of weekly wage does not include commissions, bonuses, or overtime. For non-exempt employees, the calculation of weekly wage will be based on the average weekly number of hours worked over the last 12 months, up to a maximum of 40 hours. For those employees on a draw and commission plan, the benefit will be paid at the equivalent of the employee's draw per week.
- Proven will integrate Paid Disability benefits with state or Proven provided disability benefits. This means that employees will apply for disability payments through the state or Proven's insurance carrier and Proven will supplement the difference up to 40% of the employee's weekly base wages, for as long as you continue to qualify for disability payments. The employee may not receive more than 100 percent of their weekly base wage during any given week of leave.
- Disability pay will be paid on a bi-weekly basis on regularly scheduled pay days as long as the employee provides the Payroll/Benefits Administrator the benefit statements provided by the state or insurance carrier showing the weekly amount they will be receiving from the state. This benefits statement is required to calculate the amount of your disability leave pay. No supplemental pay will be provided until this information is furnished.
- Proven's Paid Parental Leave (for baby bonding) will need to be requested to continue company paid benefits for an additional 4-weeks once the employee is released from disability by their respective medical provider. From this point, Proven's Paid Parental Leave benefits begin (please see "Paid Parental Leave" Policy).
- If a company holiday occurs while the employee is on Paid Disability Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- Proven's unlimited vacation policy cannot be applied to disability leave.