RITALKA, INC.

Leave of Absence Policy

Scope: There are a number of reasons employees may take time off of work. If an employee must be absent from work for reasons other than PTO, this policy provides a variety of protections such leave may qualify under. As much notice as possible is required to ensure adequate scheduling around such absences.

PERSONAL LEAVE OF ABSENCE
All RITALKA, INC. employees may request unpaid personal leave for compelling personal reasons. Each request will be reviewed individually. The Company President and Human Resource Department will make the final decision. Approval of any personal leave of absence is a discretionary decision on the part of RITALKA, INC. and will take into account such factors as the reason for the personal leave, the operating needs of the department, and the amount of advance notice provided. Personal leaves will not exceed a period of four months.

UNPAID STATE LEAVE PROTECTIONS
Minnesota Parental Leave Act (MPLA)
All employees are eligible to take up to twelve weeks of unpaid, job-protected leave upon hire as follows:

- A biological or adoptive parent in conjunction with the birth or adoption of a child. This leave must begin within twelve (12) months of the birth or adoption. If the child remains in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.
- A female employee for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

MPLA leave should be scheduled with employee's manager as far in advance as possible. It must however, be scheduled no less than thirty days before the leave is to begin unless the need for MPLA is unforeseen.

Accrued but unused Paid Time Off (PTO) will automatically be utilized concurrently with MPLA leave and will not extend any leave.

While on MPLA leave, employee benefits will continue in the same manner as prior to employee leave. Employees must, however, pay their portion in a timely manner. Employees will need to make payment to RITALKA, INC. by the time the benefit premiums are due. Failure to do so will jeopardize employee continued benefits.

Under the MPLA, employees are provided up to a total of sixteen (16) hours unpaid leave during any 12-month period to attend school conferences or school-related activities related to the employee's child, provided such events cannot be scheduled during nonworking hours. When the leave cannot be scheduled during nonworking hours and the need for leave is foreseeable, the employee must provide reasonable prior notice of the leave and make reasonable effort to schedule leave so as not to disrupt operations.

RITALKA, INC.

Wisconsin Family and Medical Leave Act (WFMLA)

Employees may be eligible under the Wisconsin Family and Medical Leave Act (WFMLA) to take unpaid job-protected leave as follows;

- For an employee's serious health condition – up to two weeks of leave in a calendar year;
- For the serious health condition of a parent, child, or spouse – up to two weeks leave in a calendar year;
- For the birth or adoption of a child – up to six weeks.

Leave may be taken all at once, in blocks, or intermittently as needed by the employee. An employee is eligible if they have worked for RITALKA, INC. for at least 52 consecutive weeks and for at least 1,000 hours in the preceding 52-week period.

WFMLA leave should be scheduled with employee's manager as far in advance as possible. It must however, be scheduled no less than thirty days before the leave is to begin unless the need for WFMLA is unforeseen.

While on WFMLA leave, employee benefits will continue in the same manner as prior to employee leave. Employees must, however, pay their portion in a timely manner. Employees will need to make payment to RITALKA, INC. by the time the benefit premiums are due. Failure to do so will jeopardize employee continued benefits.

Accrued but unused Paid Time Off (PTO) may be utilized concurrently with WFMLA leave and will not extend any leave.

FAMILY MEDICAL LEAVE ACT (FMLA)

Employees may be eligible under the Family and Medical Leave Act (FMLA) to take up to twelve weeks of unpaid, job-protected leave during any twelve-month period. An employee is eligible if they have worked at RITALKA, INC. for at least twelve (12) months and has worked at least One Thousand Two Hundred Fifty (1250) hours prior to commencement of such leave:

1) for the birth of a son or daughter and to care for the new born child;
2) for the placement with the employee of a child for adoption or foster care and to care for the newly placed child;
3) to care for an immediate family member (spouse, child, or parent/but not a parent "in-law") with a serious health condition; and
4) when an employee is unable to work because of a serious health condition.

In the event spouses both work at RITALKA, INC. such twelve work weeks are combined in the following instances:

1) for the birth of a son or daughter and to care for the new born child;
2) for the placement of a child in adoption or foster care, and to care for the newly placed child;
3) to care for an employee's parent who has a serious health condition

FML is unpaid unless you choose to use accrued Paid Time Off (PTO) in combination with the unpaid FMLA.

Upon returning from FMLA employees will be able to return, at the discretion of Management, either to their previous job or to an equivalent position for which he/she is qualified with equivalent pay and benefits.

FMLA should be scheduled with employee's manager as far in advance as possible. It must however, be scheduled no less than thirty days before the leave is to begin unless the need for FMLA is "unforeseen" under the definition in the FMLA.

If FMLA is taken due to employee or another's serious health condition, employees will be required to provide HR with medical documentation.

Unless employees make special arrangements with the Company President, FMLA for the birth or adoption of a child or for foster care placement must be taken all at one time and it must be taken within one year of the child's birth or placement. If employees taking FMLA leave because of their or another's serious health condition, the leave may be taken intermittently, all at one time, or in the form of a reduced work schedule, depending upon what is determined to be medically necessary.

While on FMLA leave employee benefits will continue in the same manner as prior to employee leave. Employees must, however, pay their co-payment in a timely manner and since leave is unpaid, these payments cannot be deducted from employee's normal paycheck. Employees will need to make payment to RITALKA, INC. by the time the benefit premiums are due. Failure to do so will jeopardize employee continued benefits.

PAID MATERNITY AND PATERNITY LEAVE

RITALKA, INC. will provide the following paid leave as part of (not in addition to) FMLA and any other applicable state leave, where legally permitted, for all eligible full-time employees:

- Two weeks paid leave for Maternity Leave (1 year full time employment required)
- Two days paid leave for Paternity Leave (1 year full time employment required)

Paid Maternity and Paternity Leave will run concurrently with MN Paid Family Medical Leave (PFML) and may be used to supplement MN PFML, not to exceed employee's usual salary, as mandated by law.

FARMING LEAVE

Farming leave may be granted to fulltime exempt and non-exempt employees that have passed their 6-month probation period. Employee must be an active farmer and own their farm land. Employee is eligible for up to 5 weeks of leave annually. **Employee must take their Paid Time Off (PTO) first, and remaining time off is unpaid.** Employee must discuss their farming schedule 6 months in advance with the Company President.

JURY DUTY

Jury duty is an obligation all citizens should fulfill. If an employee is required to serve as a juror, RITALKA, INC. will pay the difference between the pay received as a juror and normal straight time

pay for scheduled work hours for each day of jury duty up to forty hours per week, for a maximum of two weeks.

To qualify for jury duty pay, the employee must:

- Give their manager the jury duty summons no later than the following workday after employee receive such notice.
- After the period of jury duty is completed, the employee must give their manager a certificate from the proper court official showing the period of jury duty and the pay received for participating in jury duty. An employee excused from jury duty service for a partial day is expected to report to work if it is during normal work hours.

MILITARY LEAVE

Military Leave will be administered under applicable federal and state law. Questions should be directed to the Human Resource Department and the Company President.

MILITARY LEAVE DIFFERENTIAL

In an effort to support and thank those employees that serve actively in the military, RITALKA, INC. will provide military pay differential for a period of up to two weeks each calendar year to fulltime employees that have passed their 6-month probation period at the time they report for duty.

The pay differential is the difference between the pay received during military leave (includes all military pay except subsistence allowance (including "quarters allowance") and travel allowance) and normal straight time pay for scheduled work hours for each day of military leave up to forty hours per week. Employees may not receive PTO and military leave differential for the same two-week period. Any military leave beyond two weeks must be taken as PTO time or as leave without pay.

To qualify for military, leave differential, the employee must:

- Provide their manager with their military leave schedule prior to leave.
- After the military leave is completed, the employee must provide their manager their original duty orders and a certified statement of their military pay and allowances for the time they are seeing differential pay. Any adjustments in pay will be reflected in a subsequent paycheck, after these documents are forwarded to Human Resources and/or Payroll.

INJURY LEAVE POLICY

In order to ensure the safety and welfare of all individuals on RITALKA, INC. premises, RITALKA, INC. has adopted a Drug and Alcohol Testing Policy. Failure to adhere to this policy can create an unsafe environment for RITALKA, INC. employees. Employees with a work related injury will need to submit to a drug and/or alcohol testing outlined in the RITALKA, INC. Drug and Alcohol Policy. RITALKA, INC. will pay for the time employees are traveling to the clinic, and the time at the clinic, following a work related injury. If the doctor recommends that employees not return to work after the appointment, employees will be paid for the hours missed, up to an eight-hour day. Employees will need to contact their manager or Human Resource Department to notify that they will not be returning to work. RITALKA, INC. will pay for the time employees are at one required follow up appointment related to the work related injury; additional time off beyond this one appointment will fall under

workers' compensation and will not be paid by RITAKA, INC. If MN or WI employees are off work for more than 3 days and SD employees 7 days due to a work related injury, workers' compensation insurance may pay a percentage of employee's wage. Employees are encouraged to discuss all workers' compensation insurance questions with the Human Resource Department.

Date	Revision	What was changed	Approval
4/5/2013	A	Initial Release-tracking started	Robyn Leese HR
11/15/2013	B	RITALKA, INC.	Bonnie Hanson HR
12/15/2014	C	Updated funeral leave & FMLA clarification	Robyn Leese HR
12/15/2014	D	FMLA clarification	Robyn Leese HR
9/28/2015	E	Removed Funeral Leave, into PTO Policy	Bonnie Hanson HR
8/17/2017	F	Added Company President	Robyn Leese HR
7/2/2018	G	Updated Injury Leave Policy	Robyn Leese HR
5/16/2019	H	Updated verbiage in all policies	Robyn Leese HR
9/17/2020	I	Updated verbiage in Injury Leave Policy section	Kayla Ruikkie, Senior Attorney
11/10/2022	J	Included Military Leave Differential	Kayla Ruikkie – HR
8/22/2023	K	Include State Leave Section	Kayla Ruikkie HR
1/5/2024	L	Change military leave differential to per calendar year from annually	Kayla Ruikkie HR
1/1/2026	M	Updated for MN PFML language and management	Kayla Ruikkie HR