

## 8.14 Medical Leave (Non-FMLA)

1. **Purpose:** If an employee expects to be absent from work for more than three (3) consecutive scheduled workdays as a result of illness, injury, or other disability (including pregnancy) and is not covered by FMLA, the employee must submit a written request for medical leave to Employee Hub, [employeehub@thgrp.com](mailto:employeehub@thgrp.com), at least thirty (30) days before the anticipated commencement of the leave. In the case of an emergency or when thirty (30) days' notice cannot otherwise be provided, the employee or a member of the employee's immediate family must notify the employee's manager as soon as possible. The written leave request normally should follow this notification by no more than three (3) days.

In all situations, the employee's request for medical leave must be supported by a physician's certification of the medical need for leave. This certification must be furnished within fifteen (15) days of the employee's leave request. If circumstances require an extension of the leave for any reason, the employee must provide the Company with a physician's statement attesting to the employee's continued medical condition and inability to work. As well, an employee returning from medical leave must submit a doctor's statement indicating that the employee has been released to return to work.

Any employee who has exhausted their leave allotment under FMLA is not permitted to extend their leave of absence through the use of this benefit.

2. **Leave Duration:** The maximum duration of a medical leave of absence is twelve (12) weeks. If an employee is unable to return to work after twelve (12) weeks, their employment may be terminated, unless otherwise required by applicable law. Further, unless otherwise required by applicable law, the Company cannot guarantee reinstatement of the employee upon completion of an approved leave of absence. Nonetheless, the Company will make every effort to return the employee to a comparable job, subject to budgetary restrictions, the Company's need to fill vacancies, and the Company's ability to find qualified temporary replacements.
3. **Unpaid Leave:** As a general matter, medical leaves of absence under this policy are unpaid. However, an employee on medical leave may be eligible for paid time off, short-term disability benefits, and/or long-term disability benefits under the Company's policies, in which case those paid time off days will run concurrently with their medical leave of absence under this policy.