

## **HAWAII ADDENDUM – For Hawaii Employees Only**

To our Hawaii employees: please note that wherever Hawaii law provides for or offers greater protections to our employees, Hawaii law will govern. All of the policies set forth below may not be applicable to all employees. Please contact a member of the Human Resources Department if you have any questions about any policies in this Addendum.

### **Pregnancy Disability Leave**

The Company provides eligible female employees with a reasonable amount of unpaid pregnancy disability leave. Eligible employees may take leave for disability caused by pregnancy, childbirth or related medical conditions. The Company requires medical certification of the estimated amount of pregnancy disability leave needed and the estimated beginning and ending dates of the leave.

The Company will make every effort to restore an employee to their previous position, or equivalent position, upon return from pregnancy disability leave. The Company strictly prohibits interference with an employee's pregnancy disability leave rights and also strictly prohibits retaliation against employees who request or use pregnancy disability leave.

### **Domestic Or Sexual Violence Leave**

An employee in Hawaii who is the victim of domestic violence or sexual assault, or whose minor child is the victim of domestic violence or sexual assault, may be entitled to up to 30 days of unpaid leave consistent with applicable law for seeking medical attention, obtaining services from a victim services organization, undergoing psychological counseling, temporarily or permanently relocating, taking legal action, or other action enhancing the physical, psychological or economic health or safety of the victim or the safety of anyone who associates with the victim. Employees should provide reasonable advance notice of their need for leave under this policy. This leave is unpaid, unless the employee substitutes accrued unused paid time off. Leave is job protected leave. The Company may require certification of an employee's need for leave.

### **Bone Marrow and Organ Donor Leave**

Employees who have worked for at least one year may be entitled to seven (7) days of leave for bone marrow or peripheral blood stem cell donation and/or 30 days of leave for organ donation. The Company may require verification from a physician of the purpose and length of leave required by the employee. The Company may also require employees to use up to three days of earned but unused vacation or paid/unpaid time off for bone marrow or peripheral blood stem cell donation and up to two weeks of earned but unused vacation or paid/unpaid time off for organ donation – unless it would violate any applicable collective bargaining agreement.

Donor leave does not run concurrently with leave taken under the federal Family and Medical Leave Act or the Hawaii Family Leave Act.

The Company will make every effort to restore an employee to their previous position, or equivalent position, upon return from donor leave. The Company strictly prohibits interference with an employee's donor leave rights and also strictly prohibits retaliation against employees who request or use donor leave.

## **Military Leave**

Hawaii employees who are members of the National Guard or other branches of the military may be entitled to leave for ordered military service, including time required for travel to or from such service. Eligible employees who take leave to participate in the National Guard or other military branches will be re-employed after performing such services.

## **Disability Insurance**

Hawaii does not administer a state-sponsored disability insurance plan, but requires employers to provide employees with a minimum Temporary Disability Insurance ("TDI") policy. Eligible employees may be required to contribute to up to one-half of the plan's costs, but not more than 0.5% of average weekly earnings. State law requires the TDI policy to pay disability benefits for qualified disabilities up to 58% of an employee's average weekly earnings up to an annually established maximum amount. TDI benefits begin within 10 working days of the date that proof of a valid claim was filed and may continue up to 26 weeks.

The TDI policy only covers injuries or illnesses that are not work-related. Work-related injuries are covered exclusively by the state's workers' compensation program.

To be eligible for coverage under the TDI policy, an employee must (a) have worked at least 14 weeks in Hawaii during the past year and paid for 20 hours of work for each week, and (b) be in current employment at the time the leave becomes necessary.

If you believe you may be entitled to these benefits under this policy, you must inform Human Resources.