

Leaves of Absence at Thrive

It is important that you have the flexibility to take care of yourself and your family when the need arises and especially when that care requires you to take time off of work. Thrive is committed to making it easy for you to take the time you need to take care of the important things in your life: whether that is serving on a jury, grieving a loved one, or having surgery to repair your body. The People Experience Team is here to help you understand what you have available to you.

The first step in the process is to alert a supervisor or the People Experience Team you need time off. If the situation is personal, you may reach out directly to the People Experience Team (benefits@thriverg.com) so we can help keep your information as private as possible. Once the People Experience Team has the information, we will determine if you are eligible for a leave of absence. We will also review whether you have protection under the Family and Medical Leave Act (FMLA), unpaid leave that protects your job and your benefits for up to 12 weeks. Once we confirm your leave eligibility, we will help walk you through the rest of the leave request process.

The following are some examples of common leaves and whether they are likely to be approved or not.

Acceptable leaves of absence include:

- Caring for your own or an immediate family member's serious health condition
- Caring for a service member
- Birth or adoption
- Jury Duty
- Military
- Victims of domestic violence
- Voting in elections
- Donations for blood platelets, bone marrow, and organ transplants
- Going to school

Leaves that may not be approved include:

- Long vacations
- Caring for non-immediate family members

All leave of absence requests should be reported to the People Experience Team when they are seven days or longer. The People Experience Team will determine if the leave of absence is approved. If it is determined that the leave is not approved, it may be best for us to terminate your employment and invite you to reapply when you are able to return to work.

Bereavement

Writing a bereavement policy is not something anyone at Thrive is comfortable doing. We don't believe one size fits all, especially when it comes to the passing of a loved one. If you lose a loved one, please contact your direct supervisor. Special consideration for leave will be given for immediate family members (parents, spouse, children). We know families are not all structured the same, so we reserve the right to offer leave based on our review of the situation.

In the event of the passing of a non-immediate family member, we recommend switching shifts on the schedule to give time off to those that need it. If the time off needed is more than three days, PTO can be used.

Requesting a Leave of Absence

Team Members are encouraged to reach out to their supervisor or the pX Team to start the LOA process as soon as information is available. Informing us of your need for leave as soon as you are aware, is the best. If the need for leave is planned, a 30-day notice is ideal. This amount of time allows for all the required notices and paperwork to be sent, along with planning for changes in the Manager schedule. It also allows the Team Member time to understand what they will be responsible for while on leave and what they are eligible for. When emergencies happen, notify someone as soon as possible and the pX Team will work quickly to provide the information. If you are unable to be contacted, we will reach out to your emergency contact listed in ADP.

If you would like to reach out directly to the pX Team about your leave request, you are able to do so. Some Team Members may not want confidential information to be shared with anyone but the pX Team. Others may feel comfortable sharing information with the Management team. Whether the Team Member or the Manager initiates the conversation, a Personnel Action Form must be completed by the Manager once the Team Member officially goes out on leave. This form can be found in ADP Workforce Now > Resources > Company Information > Forms Library.

Any leave of absence that is medically related should be reported to the pX Team if the leave of absence is (1) going to be seven or more days or (2) an ongoing issue that will require the Team Member to be out of work randomly or frequently over a span of time.

Family and Medical Leave Act (FMLA)

The big question everyone has is, what is FMLA? The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. This means you can take up to 12 weeks of unpaid leave for certain situations that qualify.

Team Members are eligible for leave if they have:

1. Worked for their employer at least 12 months
2. Worked at least 1,250 hours over the past 12 months
3. Work at a location where the company employs 50 or more employees within 75 miles.

If the Team Member is eligible for FMLA, the pX Team will provide all the documents pertaining to their rights and responsibilities. The Team Member will have 15 days to complete the paperwork. If more time is needed to complete the documentation, reach out to the pX Team for an extension. Once the information is received, the pX Team will make a determination on whether the leave of absence is approved or denied. Communication will be sent directly to the Team Member regarding determination.

If the Team Member is not eligible for FMLA, then the Team Member's job and benefits are not protected but that doesn't mean you don't have a job. Thrive will offer time off to a Team Member if it is medically necessary. Documentation may be requested to determine whether the leave is medically necessary and will be sent upon request from the pX Team. If your job is available when you are ready to return, it may be offered to you. Otherwise, you may be terminated and would have to reapply for the position.

Medical Leave (Non-FMLA)

We will offer leaves of absence to Team Members that do not qualify for FMLA. For example, if a Team Member has not met the FMLA requirements outlined above but is going to be away from work for a medically necessary reason, we will place the Team Member on a medical leave of absence for the amount of time requested by the Team Member's doctor.

If a Team Member is placed on a medical leave that is not protected by the FMLA, the Team Member's job, pay, and benefits are not protected. That means, the restaurant is allowed to replace the Team Member's job with

another Team Member. If the job is not available when the Team Member is ready to return, the Team Member may have to take another position within the restaurant or may not have a position. Now, we all know in the restaurant business, we generally always need people so this is an unlikely situation. However, there is the possibility that it can happen so we want you to be aware.

ADA Accommodations

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Thrive will comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Thrive will also take into consideration extending a leave of absence past the initial 12 weeks of FMLA if there is reason to believe that the Team Member needs additional time off due to a disability. Consideration will be reviewed on a case by case basis and a decision will be provided from the pX Team.

Prenatal/Maternity Leave (Salaried Managers, Operations, Home Office)

Mothers are such a gift to the world and we believe you shouldn't lose out on pay because you are bringing life to the world. Expecting mothers are gifted two weeks of PTO to use when their maternity leave begins until you are eligible to start earning Short Term Disability. Payroll will automatically issue two weeks of pay as soon as we are made aware your leave has started. But that's not all! Thrive will also pay all eligible expecting mothers the difference of their regular salary and the 60% issued by STD coverage. This will be paid to the mother upon returning to work. If you want to use the money we gift to you when you return to help cover the cost of unpaid insurance premiums, notify the pX Team and we will make that happen.



Parental Leave (Salaried Managers, Operations, Home Office)

Thrive allows two weeks of parental leave to be used at any time from birth to twelve weeks. It may be beneficial to some to use both weeks directly following the birth of a child. Others may want to use their time over the span of the twelve weeks. It's your call on what works best for you and your family! We ask that you give your immediate supervisor ample time to adjust the schedule or your workload. This covers the birth of a child for fathers and also adoptions. This benefit is not included for foster or respite care.

Military Leave

The federal Uniformed Services Employment and Reemployment Rights Act (USERRA) prohibits employers from denying any benefit of employment on the basis of an individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

Thrive will comply with the USERRA and allow individuals who leave their jobs to undertake military service and other emergency workers deployed to return to their jobs once their service is over. We ask that anyone called to service provide copies of their orders.

All service members will be returned to their same position, pay, and benefits as long as they return to work within 90 days of after the effective date of release from active duty. Special consideration will be given at the sole discretion of the company.

Each state may have special requirements pertaining to military leave. Thrive will adhere to each state's requirement.

The Family Medical Leave Act provides protection for family members caring for someone in the military. If you need to request a leave of absence to care for a uniformed service member, contact the pX Team for assistance.

We thank you and your family for your sacrifice for our freedom.

Jury Duty

It is your civil duty to report to jury duty when you are summoned. Thrive will abide by all state and federal laws regarding jury duty. All Team Members and Managers should be reported on the Personnel Action Form (PAF) when they are on leave for jury duty.

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and to the pX Team.

The supervisor will make scheduling adjustments to accommodate the employee's obligation.

Managers are eligible for pay when they attend jury duty. Jurors are paid by the court for their work so Thrive will pay the difference of what is issued by the court and their normal wages, unless state law prohibits otherwise



(WV and NE). Payroll will calculate the wages when the supporting documentation from the court is provided. If documentation is not provided, wages will not be issued until the information is received.

Thrive will not require a Team Member to use any accrued PTO for jury duty.

Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

Returning to Work

- **Intent to Return:** Team Members should report to the pX Team and their immediate supervisor at least every thirty days their intent to return. When you are ready to return, we ask that you give us at least seven days notice to return you to the schedule. If you decide you do not want to return to work after your leave, please submit your resignation in writing to pXTeam@thriverg.com and copy your immediate supervisor.
- **Release to Work:** Everyone returning from a medical leave, including a work comp leave, must provide a doctor's note releasing the Team Member to work. If there are any restrictions, those must be clearly defined with end dates of the restrictions. Doctor's notes should be provided to the pX Team or the immediate supervisor.
- **Light-duty Work and Restrictions:** Our goal at Thrive is to ensure everyone has a safe environment to work. The pX Team will notify the Operations team of any restrictions. If the Team Member is unable to perform the essential job duties, an accommodation can be requested by the Team Member. At times, we may not be able to accommodate a request if it causes an undue hardship. The pX Team will discuss that with the Team Member and the immediate supervisor.
- **Reduced Hours for Salaried Managers:** In the event a salaried Manager is unable to work a full schedule (45-50 hours), they will be asked to clock-in and out every shift until they are back to their full capacity. Managers will be converted from salary to hourly. The hourly rate will be based on their annual salary and a 45-hour work week.

We've tried to cover everything in this document but everyone's situation is different. If you have questions that were not answered by the information in this document, reach out to the pX Team, pXTeam@thriverg.com.

We must also mention that if your state laws require more than what we are providing, we will abide by the state requirements. If you feel we are not meeting your state requirements, please notify the pX Team and we will gladly review each situation.

Student Leaves of Absence

Purpose

Many of our Team Members are students who travel for school or return home during academic breaks. This policy outlines how to request time away for school, whether you're leaving for the semester or heading home for summer, and how we support your return to work.

Who This Applies To

This policy is for Team Members who:

- Are currently enrolled in college or a trade program
- Need an extended, planned break from work due to their school schedule
- Plan to return to Thrive after their break

Types of Student Leave

School-Year Leave (Leaving for School)

For Team Members who work during breaks but leave the area when the school year begins (e.g., fall or spring semester).

Summer Leave (Returning Home or Leaving for Summer Break)

For Team Members who leave during the summer months—whether going home out of town/state, participating in internships, study abroad, or other academic programs.

Requesting Student Leave

To help us plan our staffing needs, we ask that student Team Members provide at least 30 days notice to their management team before the leave begins.

The Team Member will need to provide a copy of their upcoming schedule or an enrollment verification from their school. This will be uploaded to the Personnel Action Form.

A manager must report this leave to the People Experience Team via the Personnel Action Form (PAF) for the Student Leave that includes:

- Last day available to work
- Reason for the leave
- Expected return date
- Uploaded documentation verifying their school leave.

The People Experience Team will review the request, communicate the approval decision, and provide the steps needed for a smooth return.

Length of Leave

Most student leaves align with academic calendars and may last up to 120 days. Longer leaves will be reviewed and approved on a case-by-case basis.

Employment Status & Benefits During Leave

- Team Members on student leave are assigned a leave status in ADP by the People Experience Team.
- Plan rules determine benefits eligibility and may reset depending on the length of leave.
- If a student is currently enrolled in benefits, coverage will end on the last day of the month in which they take leave.
- COBRA will be offered if a Team Member wishes to continue coverage while on student leave.
- PTO will not accrue while on student leave.

The Benefits Team can help answer any benefit-related questions.

Returning to Work

While we can't guarantee the same position or schedule will be available, we aim to welcome back Team Members whenever possible.

To support a smooth return:

- Team Members must notify their Manager at least 2 weeks before returning.
- Returning to the schedule will be based on business needs at the time of return.
- Team Members returning from leave must share updated schedule availability.
- Scheduling will be based on current staffing needs and may differ from previous shifts.
- Managers must report the return from leave to the People Experience Team via the Personnel Action Form (PAF).
- Team Members will be allowed to elect benefits upon their return. Coverage will be effective first of the month following 30 days of employment.

If a position is not available when the Team Member returns, the restaurant may be unable to reinstate them, and employment may end. Additionally, any performance concerns that existed before the leave should be resolved before the Team Member returns to work. Please note that reinstatement after Student Leave is not guaranteed.

If a Team Member Doesn't Return

If a Team Member does not return by the agreed-upon date and doesn't communicate with their Manager, we will consider it a voluntary resignation.