

**EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT**

<p>Basic Leave Entitlement FMLA requires Sodexo to provide “eligible” employees with up to 12 weeks of unpaid, job-protected leave in a 12-month rolling-backward period for the following reasons:</p> <ul style="list-style-type: none"> • For incapacity due to pregnancy, prenatal medical care or child birth; • To care for the employee’s child after birth, or placement for adoption or foster care; • To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or • For a serious health condition that makes the employee unable to perform his or her job 	<p>Use of Leave An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced schedule when medically necessary or due to a qualifying exigency. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt Sodexo’s operations.</p> <p>Substitution of Paid Leave for Unpaid Leave Employees may choose to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with Sodexo’s normal paid leave policies.</p>
<p>Military Family Leave Entitlements Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.</p> <p>FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy; or is otherwise in outpatient status; or is otherwise on the temporary disability retired list for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*</p> <p>*The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.”</p>	<p>Employee Responsibilities Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with Sodexo’s normal call-in procedures.</p> <p>Employees must provide sufficient information for Sodexo to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include: that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also inform Sodexo if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also will be required to provide a certification and periodic recertification supporting the need for leave, and will be required to provide a return-to-work medical certification if the leave is due to the employee’s own serious health condition.</p>
<p>Eligibility Requirements Employees are eligible if they have 12 months of service and have worked 1,250 hours over the previous 12 months, and if at least 50 employees are employed by Sodexo within 75 miles.</p> <p>Benefits and Protections During FMLA leave, Sodexo will maintain the employee’s health coverage on the same terms as if the employee had continued to work. Upon return from FMLA leave, Sodexo will restore an employee to his or her original position or equivalent position with equivalent pay, benefits, and other employment terms.</p> <p>Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.</p>	<p>Employer Responsibilities Sodexo must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, Sodexo must provide a reason for the ineligibility.</p> <p>Sodexo must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If Sodexo determines that the leave is not FMLA-protected, Sodexo must notify the employee.</p>
<p>Definition of Serious Health Condition A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either:</p> <ul style="list-style-type: none"> • An overnight stay in a medical care facility, or • Continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. <p>Subject to certain conditions, the continuing treatment requirement may be met by:</p> <ul style="list-style-type: none"> • A period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider, or • One visit to a health care provider and a regimen of continuing treatment, or • Incapacity due to pregnancy, or • Incapacity due to a chronic condition. <p>Other conditions may meet the definition of continuing treatment.</p>	<p>Unlawful Acts by Employers FMLA makes it unlawful for any employer to:</p> <ul style="list-style-type: none"> • Interfere with, restrain, or deny the exercise of any right provided under FMLA; and • Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. <p>Enforcement An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.</p> <p>FMLA does not affect any federal or state law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.</p> <p>FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.</p>

For additional information:

Contact your manager or human resources representative or the U.S. Department of Labor, Wage and Hour Division at 866 4US WAGE (866 487 9243) (TTY 877 899 5627) or www.wagehour.dol.gov.