

Medical Leave of Absence

1.0 Policy

A medical leave of absence is intended to accommodate employees who encounter unusual or unavoidable medical circumstances that necessitate an extended absence from the job. Generally, there is a reasonable expectation that the employee will return to work and that it is in Ultra Tech long-term best interest to retain the employee.

2.0 Scope

All full-time employees who have successfully completed at least 90 days of continuous service.

3.0 Guidelines

3.1 Definition

A medical leave of absence is a temporary suspension of employment, **without pay**, for period of time during which the employee is eligible to receive disability benefits (8 days after an illness begins, or on the first day of an accident, but less than a total of 6 months). Any absence beyond 90 days will require a review by Human Resources and approval by an Executive Officer.

A medical leave of absence is intended to provide the employee time away from the job during which he/she can recuperate from illness or injury.

3.2 Maternity

Consistent with the Pregnancy Discrimination Act of 1978, it is Ultra Tech's policy to treat pregnancy and related conditions like any other temporary disability. The treating physician will determine at which point the employee no longer is able to work and at what point the employee is able to return to work (time-off in excess of this will be considered as, and treated as, leave of absence).

If a pregnant employee is temporarily unable to perform some or all of the functions of her normal job, Ultra Technologies will make the same reasonable accommodation it would make for other temporarily disabled employees.

Ultra Technologies will make every effort to retain the disabled employee's position for a period of 90 days. A medical leave of absence, however, is not in itself a guarantee of continued employment. The company reserves the right to fill the vacated position as necessary (except

in those states where it is expressly forbidden by law). Return from leave status, therefore, is contingent upon the availability of openings for which the employee is qualified.

3.3 Benefits

While on disability leave, certain group benefits (life, Accidental Death and Dismemberment, medical, dental, and short and long term disability coverages) may be continued provided the employee pays the total cost to the Human Resources Department. (Refer to our policy, *Payment of Benefits / Eligibility for Disability*, for information pertaining to the payment of benefits relative to a disability status)

During a leave of absence, the employee's name remains on the payroll, and seniority and service accumulations remain intact for the purpose of service-related benefits (such as service toward a higher accrual rate for general leave). During a medical leave of absence, no general leave will accrue.

3.4 General Leave

Before the disabled employee is placed on a medical leave of absence, general leave is used to cover waiting periods for disability benefits.

4.0 Procedure

The employee will make all requests in writing, specifying the purpose and duration of the leave, likelihood of return, and any additional comments that may affect consideration of his/her request. The request should be directed to the employee's immediate supervisor.

The employee must also submit an application for disability benefits through the Human Resources Department.

It is the responsibility of the immediate supervisor to determine whether the request and duration of leave will adversely affect operations and whether a replacement will be readily available if needed. Once a determination is made, the supervisor should make a recommendation, bearing in mind the employee's overall work record. The employee's request and supervisor's recommendation should be forwarded to the Human Resources Department.

The Human Resources Department will assess the request in terms of the employee's personnel file and overall company policy. Working with the supervisor, Human Resources will forward a recommendation to the next level on the management chain and ensure that all requests are handled in a fair and consistent manner.

The Human Resources Department will ensure that the employee is informed in writing as to the outcome of his/her request and reasons for the denial, if applicable. In addition, it is the responsibility of Human Resources to discuss the status of the employee's benefits while on leave and payment procedures that exist. (Refer to our policy, *Payment of Benefits / Eligibility for Disability*)

Within 2 weeks of the expected date of return, it is the employee's responsibility to contact Human Resources to determine whether a position will be available upon his/her return. Failure to contact Human Resources by the expected date of return will be considered a voluntary resignation by the employee.

A return to work release from the treating physician must be provided upon return. To protect the employee and the company, Ultra Tech reserves the right, when necessary, to request an examination by a company-designated physician as well.

Should a suitable position not exist, the Human Resources Department will inform the employee that his/her service with Ultra Tech will cease at the conclusion of the leave, and the employee will be advised regarding the impact to his/her benefits.