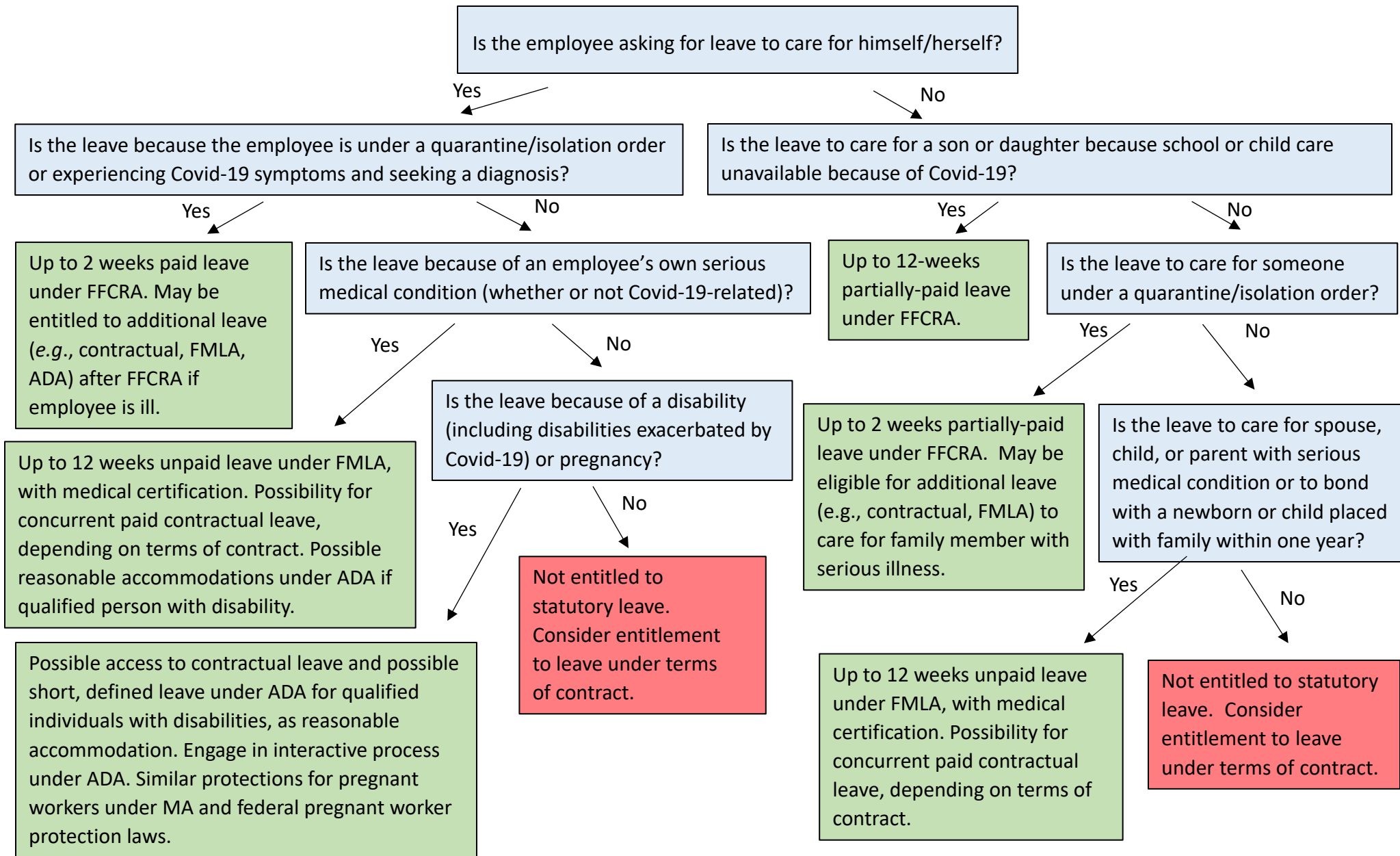


## FLOW CHART FOR LEAVE REQUESTS IN THE TIME OF COVID-19\*



\* This chart is intended to be a graphical overview. It does not address specific situations or situations where employees may be entitled to leave for multiple reasons.