FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

FAMILY RELATED LEAVE
(Out of Scope Employees)</td><td></td><td>POLICY NO: HR:002</td></tr>
<tr><td>DATE Issued: May 17, 2018</td><td>PREVIOUS POLICY NO/NAME: Family Related Leave (Non-Union Employees)</td></tr>
<tr><td>DATE Reviewed/Revised: March 16, 2022</td><td>RELATED DOCUMENTS: NA</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Out of Scope Employees</td></tr>
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POLICY:
FVI recognizes that on occasion, there may be a need for out of scope employees to request time away from work to attend to specific family needs. The purpose of this policy is to outline the criteria for these types of leave and the appropriate procedure for applying for those specific leaves of absence.

PROCEDURE:
An out of scope employee may use their banked sick leave to take up to three (3) days of family related leave in each calendar year to attend to the medical needs of a child, spouse (including a common-law partner), parent or parent-in-law (including the parent of a common-law partner), provided the out of scope employee has available sick days.

Formal documentation from a licensed physician will be required detailing the reasons for the sick leave and the amount of time required.

Use of sick credits for Family Related Leave due to medical appointments must be submitted to the Executive Director for approval two weeks prior to the appointment taking place.