

Maine Paid Leave Regulations

Frequently Asked Questions

Q. Who is eligible for Maine Paid Leave?

A. All full-time and part-time (includes casual part-time, **excludes** seasonal) employees who perform work in Maine are eligible for the Paid Leave benefit.

Q. How much paid time does an employee receive under the Paid Leave Plan?

A. Part-time employees accrue 1 hour of Paid Leave for every 40 hours worked, and full-time employees accrue 1 hour of Paid Leave for every 40 hours paid. Employees can carry over 40 hours of accrued, unused Paid Leave. After the first year of employment, full-time employees continue to follow our standard PTO plan for full-time employees, which offers the same or greater accrual rates than the law requires.

Q. When do Paid Leave accrual/carryover changes begin?

A. Part-time accrual begins 1/1/21 or date of hire, whichever is later. Full-time accrual continues to start at date of hire.

Q. What can I use Paid Leave for?

A. Employees may use PTO or Paid Leave for any reason.

Q. Can I use accrued Paid Leave immediately?

A. Full-time and part-time employees may use PTO and Paid Leave, respectively, as soon as it is accrued.

Q. How do I check accrued Paid Leave balances?

A. Paid Leave will appear on part-time employee paychecks beginning with the January 15, 2021 paycheck. Part-time employees will see accrued time under "Sick Balance" on their paystub.

Q. How will we input and track use of Paid Leave?

A. Managers should code the time away from work as follows:

- Select "PTO" in your timekeeping system. PTO will be deducted from sick balances for part-time employees; OR
- Instruct employee to enter time away from work as "PTO" (full-time) or "Sick" (part-time) in Kronos using the Time Off Request process, then approve the employee's request. **(Note: this process may not be applicable for all brands).**

Hours used will be deducted from the PTO Leave balance shown on the employee's paycheck. Beyond the negative PTO balance allowed under the full-time PTO plan (does not apply to part-time or casual part-time employees on paid leave), an employee will not be paid for any hours taken in excess of his or her accrued balance.

Q. Will we require employees to give us notice of their need for Paid Leave?

A. Yes. When the need to take Paid Leave is foreseeable, the employee shall provide advance notice and should make a reasonable effort to schedule the leave in a manner that does not unduly disrupt

business operations. Where unforeseeable, employees will be required to notify us as soon as practicable and follow the normal call-in procedures, unless a legitimate reason prevents them from doing so.

Q. Can an employee be required to find coverage for their absence?

A. No. An employee is not required to find a replacement to cover their shift, but is encouraged to seek out and participate in voluntary shift trades.

Q. Can Paid Leave count as an absence under the attendance policy?

A. No. It is unlawful for employers to count Paid Leave as an absence that may result in discipline, discharge, demotion, suspension, or any other adverse action. However, any related absences extending beyond an employee's accrued Paid Leave balance will count as an unexcused absence, provided the absence is not covered by a Company-approved leave of absence or other applicable law.

Retaliation against any employee that asserts his or her rights to receive Paid Leave is strictly prohibited.

Q. Is using Paid Leave the same as taking intermittent leave under the Family and Medical Leave Act (FMLA)?

A. No. Paid Leave differs from intermittent FMLA leave in many ways. Most importantly, employees do not have to contact EssilorLuxottica Leave and Disability or submit medical certification paperwork before using Paid Leave. As long as employees have accrued enough hours of Paid Leave to cover their absences and provided sufficient notice for their individual circumstance, they may use their Paid Leave without further Company approval.

Note: Employees should still contact EssilorLuxottica Leave and Disability at 1-866-431-8484 to initiate a leave of absence if their absence is due to their own or a family member's serious health condition. Please refer employees to the EssilorLuxottica Employee Guide for additional information on FMLA and Company Leave requirements. In such cases, employees may choose to use their accrued, unused Paid Leave while taking a leave of absence. Managers should enter the time in the POS, which will run concurrently with their designated leave of absence.

Q. What if an employee's employment status changes in a calendar year?

A.

- **Part-Time to Full-Time:** If an employee's status changes from part-time to full-time, their status change date will be the date used to determine when full-time rules begin to apply. Employees will not lose the Paid Leave they have accrued and will need to take the following steps to request that their remaining accrued Paid Leave be transferred to PTO hours:

1. Go to HR Central (hrcentral.luxottica.com)
2. Click the HR Service Portal tile
3. Click "Chat or E-mail Us"
4. Answer the questions when prompted
5. Select and submit the "PTO Balance Inquiries" Form

- **Full-Time to Part-Time:** If an employee's status changes from full-time to part-time, any accrued, unused PTO hours beyond the Paid Leave requirement will be paid out at the time of

their status change. They will then be eligible to begin accruing Paid Leave under the part-time Paid Leave plan.

Q. Are we required to pay out a part-time employee's accrued, unused Paid Leave when the employee terminates?

A. Part-time employees will not be paid out their remaining Paid Leave balance on termination. Full-time employees will continue to be paid out their remaining PTO upon termination.

Q. If I leave the Company and am re-hired, will I need to re-accrue Paid Leave?

A. Previously accrued, unused Paid Leave will be reinstated for part-time employees if they are rehired within 1 year.