

# FAMILY AND MEDICAL LEAVE ACT [WASHINGTON, D.C. SUPPLEMENT]



This document supplements the Company's Family and Medical Leave Act policy as it applies to cast and crew who work in Washington, D.C., and provides information regarding the District of Columbia Family and Medical Leave Act (DCFMLA).

In addition to Federal regulations, cast and crew in Washington, D.C. may be eligible for leave under the DCFMLA, which provides eligible employees with unpaid, job-protected time away from work for specified family and medical reasons.

Employees are eligible under the DCFMLA if all of the following conditions are met:

- The employee works in the District of Columbia;
- The employee has been employed by the Company for one year without a break in service;
- The employee has worked at least 1,000 hours during the 12 months immediately before the leave; and
- The employee work for an employer with 20 or more employees in the District of Columbia.

Cast and crew should contact their Production team or Unit Production Manager for the appropriate contact for questions about eligibility.

The DCFMLA provides the following:

- 16 weeks of protected leave for medical leave (employee's own serious condition); and
- 16 weeks of protected leave in any 24-month period for Family Leave reasons:
  - The birth of a child, adoption of a child, or caring for a child in foster care.
  - Caring for a seriously ill family member.

**Note:** Even if a cast or crew member does not qualify for coverage under the Federal FMLA based on their hours of service, they may still meet the eligibility requirements to qualify for coverage under DCFMLA. However, in cases where cast and crew meet both Federal and D.C. eligibility requirements at the same time, FMLA and DCFMLA may also run concurrently and therefore are not considered separate allotments of time.

Leave under DCFMLA may be taken in blocks of time, intermittently, and in certain circumstances, at a reduced schedule. Cast and crew can also use any accrued paid time off instead of unpaid leave.

The Company may require medical certification and reasonable prior notice when applicable.