

# CITADEL EMPLOYEE LEAVE POLICIES

Citadel is dedicated to providing our employees with comprehensive, affordable benefits that help keep our people, and their families healthy and financially secure.

By offering extensive leave policies, Citadel aims to foster the wellbeing of our employees, and provides a key level of financial protection to employees & their families when needed most.

The following leave policies are provided to all regular, full time eligible employees. For more information, please review the full policies in Citadel's Employee Handbook.

## SHORT-TERM DISABILITY

- 100% salary compensation
- 4 weeks of STD compensation is earned after each year of service with Citadel
- 12-week maximum accrual
- Eligible after 1 year of employment

## LONG-TERM DISABILITY

- 66 2/3% of monthly salary
- \$9,000 maximum monthly benefit
- 90-day elimination period

## PREGNANCY-RELATED ABSENCES AND ACCOMMODATIONS

- 6-8 weeks of childbirth leave paid at 100% of salary
- 4 weeks of child bonding leave paid at 100% of salary
- Eligible after 3 months of employment

## BEREAVEMENT POLICY

- Up to 5 days for immediate family members
- Up to 3 days for extended family members
- Offered to both full & part time employees

