RHODE ISLAND STATE ADDENDUM

This addendum to the MCAD Handbook (the "Rhode Island Addendum") applies to all eligible employees working in the state of Rhode Island. The Rhode Island Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Rhode Island Addendum, the terms of the Rhode Island Addendum shall control. If you have any questions regarding the application of the Rhode Island Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Personnel Files

The College will provide, upon not less than seven (7) days after receipt of a written request, an opportunity to inspect and a certified copy of the employee's personnel records that have been used to determine the employee's qualification for employment, promotion, additional compensation, employment termination or other disciplinary action. The inspection shall be made in the presence of the employer, and the employee may be charged a reasonable fee for costs incurred in providing the employee with copies of requested documents. An employee may request an inspection up to three (3) times per calendar year.

Vacation Pay at Separation

Eligible Rhode Island employees who have been employed by the College for at least one year will be paid for all unused, accrued vacation time upon termination or resignation of employment.

Reasonable Accommodations

In addition to the reasonable accommodations set forth in the Handbook, MCAD will provide reasonable accommodations to an employee for menopause and related health condition in accordance with the procedures outlined in the Handbook.

Sick Leave for Rhode Island Employees

The Sick Time policy in the Handbook meets or exceeds the requirements of Rhode Island's Sick and Safe Leave law, and Rhode Island employees may utilize sick leave in a manner consistent with state law.

Bone Marrow and Organ Donation Leave

Eligible employees will qualify for paid medical leave for organ or bone marrow donation in accordance with state law. Benefits under this policy shall cover time needed for any procedures, medical tests, and surgeries related to the donation, including no more than five (5) business days of recovery from a bone marrow transplant or no more than thirty (30) business days' recovery from a living organ donor transplant.

Temporary Disability Insurance/Temporary Caregiver Insurance

Rhode Island employees may be eligible for Temporary Disability Insurance/Temporary Caregiver Insurance ("TDI/TCI") benefits through the state for the employee's own serious health condition, to care

for a family member's serious health condition, or to bond with a newborn child, adopted child, or foster child. This policy is administered in accordance with state regulations. Eligibility is attained after an employee has earned the state's minimum earnings requirements and met all other eligibility requirements.

TDI/TCI provides job protection and wage replacement benefits for qualifying family and medical events. The leave can be up to thirty (30) weeks for TDI and up to eight (8) weeks for TCI. Employees may not file for both TDI and TCI for the same purpose, concurrently, in accordance with the law.

TDI/TCI will run concurrently with federal FMLA (if applicable), Parenting and Pregnancy Leave, PEIFL, ADA reasonable accommodation processes (if applicable) and MCAD leave and paid time off policies as permitted by law.

Employees must notify Human Resources and their supervisor at least thirty (30) days in advance of anticipated leave, or as soon as practicable for unforeseeable events.

Job protection is defined as: restoration to the same or equivalent positions, or same pay, benefits and other terms and conditions.

MCAD will continue the employer portion of benefit premiums during the employee's leave. The employee will be responsible for reimbursement of their portion of benefit premiums as coordinated by the Human Resources Department.

If the employee does not provide adequate notice, MCAD will follow TDI/TCI guidance on delayed benefit eligibility but will not discipline employees for notice issues linked to emergent circumstances.

Taking TDI/TCI

Employees wanting to take TDI/TCI must notify the College at least thirty (30) days before leave will start if the need for leave is foreseeable. If the need is not foreseeable, notify the College as soon as possible.

Employees may supplement TDI/TCI with accrued time in order to receive their full pay during their absence. Under no circumstances may an employee receive more than their full wages while receiving TDI/TCI benefits. While on TDI/TCI, employees will not continue to accrue paid time off.

Employees may obtain the required forms by contacting Human Resources, the College's insurance carrier, or visit https://dlt.ri.gov/individuals/temporary-disability-caregiver-insurance to obtain the required forms. Complete the employee portion of the required form(s) and provide the completed form(s) to Human Resources.

The College shall not discriminate or retaliate against an employee for taking TDI/TCI.

Rhode Island Parental and Family Leave

Rhode Islands may be eligible for up to thirteen (13) weeks of unpaid leave under the Rhode Island Parental and Family Medical Leave Act ("RIPFMLA") if they work an average of thirty (30) hours a week for MCAD on a continuous basis for at least for at least twelve (12) months.

RIPFMLA will run concurrently with FMLA and all other applicable laws and MCAD leave and paid time off policies as permitted by law.

Pursuant to RIPFMLA, employees may be eligible for additional time to attend school conferences or other school-related activities of the employee's child. MCAD's School Conferences and Activities Leave meets or exceeds the requirements of RIPFMLA, and Rhode Island employees may utilize school

conference and activities leave in a manner consistent with state law. No additional RIPFMLA time is granted in excess of the time outlined in the Handbook.

MCAD abides by all other requirements of the federal Family and Medical Leave Act ("FMLA"), which is outlined in the general Handbook. Rhode Island employees should contact Human Resources with any questions related to RIPFMLA.

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