

Family and Medical Leave Act (FMLA)

DallasNews recognizes that it is important for employees to obtain a leave of absence for serious health conditions, to participate in early child rearing, to care for family members who have serious health conditions, to handle qualifying exigencies arising out of the call to active duty status of a family member, or to care for a covered service member with a serious injury or illness. Accordingly, as required by the Family and Medical Leave Act (FMLA) of 1993, as amended or similar state laws, where applicable, DallasNews companies permit employees to take Family and Medical Leave in accordance with the terms of this legislation. This Act applies to all employees who meet the eligibility requirements. Eligibility Employees who (1) have been employed by DallasNews for at least twelve (12) months; (2) have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave is eligible to apply for FMLA. Employees do not need twelve (12) consecutive months of employment at DallasNews to meet the 12-month service requirement. However, employment periods prior to a break in service of seven (7) years or more do not count toward the 12-month service requirement. Only actual hours worked are included to determine eligibility. PTO, short-term disability and holiday hours paid do not count towards the 1,250 hour requirement. Military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) does count towards fulfilling both eligibility requirements. If employees are granted non-FMLA leave before becoming eligible under FMLA, any leave taken after meeting the 12-month eligibility requirement is counted as FMLA leave. Employees who do not meet the above criteria may request a medical leave for his or her own serious health condition; however, there is no guarantee of reinstatement upon subsequent release to work unless required by law. (See www.life360dallasnewscorporation.com) DallasNews' absence and leave administrator, Lincoln Financial, certifies employee eligibility for FMLA leave. Lincoln Financial can be reached at 800-320-7585.

Qualifying Reasons Eligible employees may apply for Family and Medical Leave for the following reasons:

Birth of a child and to care for a newborn child of the employee or spouse. Placement with the employee of a child through adoption or foster care of a child. Care for any of the following who has a serious health condition: the employee's spouse, the employee's child under 18, the spouse's child under 18, or the employee's parent. For purposes of this policy, care for an adult child (age 18 or older) with a serious health condition may also be a qualifying reason, under certain circumstances as required by applicable law. A serious health condition that renders the employee unable to perform the functions of his or her job. A qualifying exigency which occurs when the employee's spouse, child, or a parent is on covered active duty in the Armed Forces, or has been notified of an impending call or order to covered active duty. Care of a Military member with a serious injury or illness. "Serious Health Condition" means an illness, injury, impairment, or physical or mental condition that involves: An overnight stay in a hospital, hospice, or residential medical care facility or any subsequent treatment in connection with that inpatient care. Any period of incapacity, including an inability to perform regular daily activities, for more than three consecutive full calendar days and any later treatment or incapacity required or caused by the same condition that also involves either: two treatments, with a treatment defined as an in-person visit to a health care provider (the first treatment must occur within

seven days of the first day of incapacity); or one treatment by a health care provider who prescribes continuing treatment. Periodic incapacity because of a pregnancy, including morning sickness or prenatal care. Chronic conditions such as migraines, depression, or diabetes that: 71 require at least two visits per year to a health care provider for treatment; continue over an extended period; and cause episodic incapacity. Permanent or long-term incapacity as a result of a condition for which treatment may not be effective, such as Alzheimer's disease. Conditions that require absence to receive multiple treatments for: restorative surgery after an accident or injury; or a condition that, without medical intervention or treatment, would cause most likely a period of incapacity of more than three consecutive calendar days, such as cancer. (29 U.S.C. § 2611(11).)