

Policy: Leave of Absence

Revised: January 1, 2022

We recognize that from time to time our team members may need to take a leave of absence from work for various family and medical related or other reasons. We support their individual needs by providing several types of leaves, including:

- Family Medical Leave
- Pregnancy Leave
- Paid Parental Leave
- Disability Accommodation Leave
- Personal Leave
- State-Specific Leaves of Absence (including School Participation Leave, Organ / Bone Marrow Donation Leave)

In general, an absence for a covered reason lasting more than 5 consecutive business days is typically considered a leave. Each leave has a different set of eligibility requirements and while a team member is taking each kind of leave, they may be eligible for different levels and types of benefits. Our policies treat domestic partners in the same manner as legal spouses. Further information about each type of leave can be obtained by contacting the Plan Administrator through the My HR Support Center at 1-877-977-MyHR (6947). You may also refer to the [ADP – TAM Legacy ESS User Guide](#) for more information on how to request a leave, download documents, upload completed documents, and check on the status of your leave request.

When a team member is on a leave of absence, access to Bank systems and work access to premises are suspended until the team member returns to work. At such time as a team member is preparing to return to work, he or she will need to contact his or her manager three days prior to the expiration of the leave. Upon the Bank's receipt of the intent to return, the manager will process the request for reactivation of access to systems and premises. See [Manager Instructions](#).

I. FAMILY MEDICAL LEAVE

We comply with the federal Family and Medical Leave Act and all applicable state family medical leave laws. These leaves provide time away from work for our team members to focus on certain family and health matters. When describing the details of our leave policy, we'll use the term Family Medical Leave to refer to your rights under these laws.

Bear in mind that if you require a leave but do not meet the eligibility requirements for Family Medical Leave, you may qualify for another type of Leave of Absence, such as Disability Accommodation leave.

We should also note that team members who are disabled due to a pregnancy, childbirth or related medical condition may be entitled to additional leave under state law. Following is greater detail on the specifics of Family Medical Leave.

1. Length of Leave and Eligibility

Family Medical Leave allows eligible employees to take up to 12 weeks of unpaid leave within any 12-month period. Family Medical Leave is a job and benefits protected Leave of Absence, which means that team members taking the leave will be reinstated in the same or an equivalent position upon their return to work, subject to legally-protected exceptions, and allowed to remain benefits eligible as though they were actively working during

the period of the leave. We'll determine the 12-month period by measuring backwards from the date you first take Family Medical Leave.

To be eligible for Family Medical Leave under federal and many state laws, you will need to have been employed here for a total of 12 months or more and have actually worked at least 1,250 hours during the 12 months prior to the start of the leave. Team members in states that provide benefits per different eligibility requirements will be provided those entitlements per applicable law. If you meet the eligibility requirements, you are entitled to Family Medical Leave for any of the following reasons

- **Newborn or newly-adopted/foster placed children**

If you are eligible for Family Medical Leave you may request a leave to care for/bond with your child following your child's birth, adoption or foster placement in your home. You'll need to take this leave within a year of the child's birth, adoption or placement in your home. In certain jurisdictions, this can be taken intermittently, subject to limitations.

- **Serious health condition of a family member**

You may request a Family Medical Leave to provide care for an immediate family member - child, parent, spouse or domestic partner - who has a serious health condition. Leave to care for additional family members may be covered by some state laws.

- **Serious health condition of an employee**

You may request a Family Medical Leave if you are unable to perform one or more of your job's essential functions due to your own serious health condition.

- **Military Family Leave**

Eligible team members may take up to 12 weeks of leave for qualifying urgent matters arising out of a covered family member's active military duty; and

Eligible team members who are the spouse, son, daughter, parent or next of kin may take up to 26 weeks of leave in a single 12-month period to care for a covered service member recovering from a serious illness or injury. If an employee has already exhausted some or all FMLA for other covered reasons and needs time under this covered reason, eligible individuals are entitled to a combined total of up to 26 weeks of all types of FMLA leave.

2. Leave Request Procedure

If your leave is foreseeable, we require you to provide at least 30 days written notice of your need to take Family Medical Leave. This notice must be given to our Plan Administrator, subject to legally-protected exceptions. If it is not possible to provide 30 days of written notice, you will need to give sufficient notice as soon as practical or within two business days of learning of your need for a leave. Unfortunately, if you do not provide the required notice, your leave request may be deferred until proper notice is given.

3. Medical Certification

Team members requesting a leave due to their own or a family member's serious health condition (including military caregiver leave), must submit written medical certification from their health care provider to support the leave request.

If the leave is needed for the employee's own serious health condition, the employee must provide a certification from the employee's health care provider which states:

- the start date of the serious health condition and the medically advisable date of commencement of the leave;

- the probable duration of the condition and the necessary duration of the leave; and
- a statement that the employee is unable to work at all or is unable to perform any one or more of the essential functions of his/her position because of the employee's serious health condition.

If the leave is needed to care for an immediate family member or next of kin (as defined previously in this policy), the employee must provide a certification from the family member's or next of kin's health care provider which states:

- the start date of the serious health condition and the medically advisable date of commencement of the leave
- the probable duration of the condition and the necessary duration of the leave
- the estimated amount of time the employee will provide care; and
- a confirmation that the serious health condition warrants the participation of the employee.

If the Plan Administrator has questions after reviewing the medical certification, you may be required to submit additional or confirming information, or a second opinion by an alternate health care provider of the administrator's choice, as permitted by applicable law. Should this occur, we will cover the cost of the additional medical opinion. If a third opinion is necessary, a third health care provider may be selected, also at our expense.

If you fail to provide all necessary medical certification in a timely manner your leave request may be denied and your absence could be subject to disciplinary action.

If a team member needs to request a leave extension, they must provide medical certification of the need for continued leave prior to the expiration of their approved leave. We require periodic medical re-certification to support leaves in excess of 30 days, as permitted by law.

4. Compensation During Leave

In general, Family Medical Leave is unpaid. Team members may use accrued paid absence and vacation time during an approved Leave of Absence as outlined below. The use of paid leave during Family Medical Leave will not extend the maximum 12-week entitlement.

<p>Medical Leave (team member's own illness)</p>	<p>Team members will receive pay for any accrued paid absence time (and from state disability benefits, where applicable) while on medical leave. Paid absence time will coordinate with any state or other disability benefits, but under no circumstance will a team member receive more than 100% of their salary while on leave. Individuals may, at their discretion, choose to be paid out any accrued vacation time in a lump sum payment. Such requests must be made in writing. Vacation payout (and any receipt of wages) should be reported to the respective state in connection with application for any state disability benefits and may impact those benefits.</p>
<p>Family Leave (immediate family member's illness)</p>	<p>At a team member's discretion, team members may receive pay for any accrued paid absence time while on family leave. Paid absence time will coordinate with any state or other paid family leave benefits, but under no circumstance will a team member receive more than 100% of their salary while on leave. Team members also may, at their discretion, request to be paid out any accrued vacation time in a lump sum payment. Such requests must be made in writing. Vacation payout (and any receipt of wages) should be reported to the respective state in connection with application for any state paid family leave benefits and may impact those benefits.</p>

Should you need to take a leave due to your own serious health condition, you may be eligible to receive state disability and/or Bank of the West short-term disability benefits during your leave. If you are eligible for our short-term disability benefits, they will begin after the thirty-first (31st) day of disability, provided that you have

exhausted accrued paid absence time and you have received approval from the insurance company. You may also choose to supplement these benefits with accrued vacation. For more information regarding these benefits please contact the My HR Support Center.

5. Benefits During Leave

While on leave, a team member's health and welfare benefits will be continued as long as the team member continues to pay their portion of the monthly premiums. If the individual takes an unpaid leave, the employee will be billed for their benefits costs. If the monthly premiums are not paid on time, the team member may have their benefits canceled for the duration of the leave. Subject to legally-protected exceptions, we will take action to cancel benefits if arrears reach 45 days in duration. If benefits are canceled, the team member may have their benefits reinstated at the first of the month following their return. There will be a lapse in coverage for the period of nonpayment.

For team members with outstanding 401(k) loans, you will need to make loan payments directly to the 401(k) record keeper. If you need additional details about the 401(k), please contact the My HR Support Center.

In the event that a team member does not return to work at the end of a leave, health and welfare benefits will continue until the end of the month in which the leave expires. After that, the individual may elect to continue medical, dental, and vision benefits and the Health Care Flexible Spending Account at their own expense under COBRA as long as coverage was maintained during the leave.

While on unpaid leave, an individual's vacation and paid absence time do not accrue. In no way will a Leave of Absence adversely impact an individual's length of service. For additional information on benefit plans during a Leave of Absence, please contact the My HR Support Center.

6. Intermittent and Reduced Leave

Under certain circumstances, a team member may take leave intermittently or temporarily work a reduced work schedule. If an intermittent or reduced work schedule leave is requested, to the extent permitted by law, we may temporarily transfer the team member to another position with equivalent pay and benefits in order to accommodate the individual.

If you need to take an intermittent or reduced work schedule leave to care for a sick immediate family member or due to your own serious health condition, you'll need to provide certification from a health care provider stating the basis for the medical necessity and, if applicable, the anticipated schedule for treatment. You must also consult your supervisor or manager to try and schedule your leave in a way that causes the least amount of disruption to Bank operations, in accordance with the recommendations from your health care provider.

Your salary will be adjusted for the time actually worked during an intermittent leave, whether you are exempt or non-exempt, in accordance with applicable law. It will be your supervisor or manager's responsibility to document the time in the eTime system accordingly. You and your supervisor or manager must also complete an Intermittent Absence Report and submit it to the Plan Administrator.

7. Return to Work

When a team member is returning to work after a medical leave, he or she will need to provide medical certification to the Plan Administrator of their ability to return to work at least two business days prior to their scheduled return date. If a team member fails to notify the Plan Administrator of his or her availability to return to work immediately following the expiration of an approved leave, we may consider the team member to have voluntarily resigned, subject to legally-protected exceptions.

8. State Laws

Some states, including California, may provide for different or additional leave rights. Learn more about Family Medical Leave in California [DFEH Notice](#).

For more information, please refer to the [Team Members Leave of Absence FAQ](#).

II. PREGNANCY DISABILITY LEAVE

We grant our eligible team members leaves of absence for pregnancy, childbirth and related medical conditions in accordance with the law under the Family Medical Leave policy. Because the details of pregnancy disability leave may vary by state, we will provide individuals specific information about the leaves available in their state. For team members in California, see [DFEH Notice](#).

III. PAID PARENTAL LEAVE

Bank of the West offers up to a maximum of fourteen (14) weeks of paid leave to benefits-eligible team members to bond with their child/children after the child's/children's birth, or adoption, or foster care placement. Generally, all paid leave taken under this policy must be completed within the six months following the birth, adoption, or foster care placement of a child. The amount of leave available to a team member is determined using a rolling backward twelve-month measurement period under this policy. Where applicable state or local laws provide additional or different benefits and/or protections for eligible team members, this policy and the applicable laws will be harmonized to apply to team members in such locations.

For team members who:

- Perform at least eight (8) hours of work per week in San Francisco, please also see the San Francisco Paid Parental Leave Benefits (San Francisco Employees Only) - [Supplement to Team Member Paid Parental Leave Policy](#).
- Work in Washington State, please also see the [Supplement to Paid Parental Leave Policy](#) for Team Members Working in Washington.

1. Eligibility

Benefits-eligible full-time and part-time team members scheduled to work at least 20 hours per week are eligible to take Paid Parental Leave under this policy. Additionally, team members must be employed by Bank of the West at the time of the child's/children's birth, or adoption, or foster care placement. In the case of birth, adoption or placement of multiple children, only one Paid Parental Leave is available per event. Adoption, birth or placement of more than one child in one event does not extend nor increase the total number of weeks available, which is 14 per event.

All paid leave taken under this policy must be completed within the six months following the birth, adoption or foster care placement of a child. In the case of a parent who is pregnant, the six-month period begins once the parent is no longer taking Pregnancy/Maternity Disability Leave and/or Disability Leave associated with the pregnancy. For a parent who is not pregnant, the six-month period begins immediately following the birth, adoption or foster care placement of the child.

A team member can take Paid Parental Leave intermittently for a period of less than fourteen (14) weeks, however, such intermittent leave generally must be taken in periods of at least two weeks' duration or as otherwise required by applicable law. If a team member elects to return from leave with less than two weeks of Paid Parental Leave remaining, no additional paid leave shall be provided to the team member for the same birth, adoption or foster care placement, if permissible under applicable law. While additional time off may be available, Paid Parental Leave is available for only one birth event, adoption or foster care placement of a child (or children) in a rolling twelve month lookback period. Generally, the Bank will determine the twelve month period by measuring backwards from the date a team member first takes paid leave under this policy, unless an applicable law (such as Washington state law) requires otherwise.

2. Leave Procedures

Team members shall notify ADP, the Plan Administrator, in writing of their anticipated departure date and expected date of return as soon as possible (based upon the expected due date or adoption or foster care placement date). Notice should be provided at least one month prior to the leave period whenever possible and must include information about the date that any Pregnancy/Maternity Disability Leave is anticipated to end and parental bonding will begin. If changes to the team member's leave schedule occur, the team member is expected to update ADP and the Bank with the change in schedule, as soon as possible after learning of the changed schedule. Any notifications to the Bank should be sent to HR.LOA@bankofthewest.com or sent via confidential fax to 1-402-431-1000.

Team members are expected to provide any required documentation to ADP necessary to evaluate the leave request. Team members wishing to take Paid Parental Leave on an intermittent basis must notify ADP of each segment of leave requested, keeping in mind that the Paid Parental Leave under this policy generally must be taken within six months of the child's birth, adoption or foster placement with the team member.

To the extent permitted by law, leave and wage replacement provided under this policy shall run concurrently with Family and Medical Leave, and any similar state leave, such as California Family Rights Act Leave.

3. Coordination with Other Sources of Wage Replacement Benefits

Typically, team members are not allowed to receive multiple wage replacement benefits from different sources at the same time, unless the law permits benefits coordination or integration. In order to ensure that any disability benefits received by a team member are not prematurely disrupted, team members must supply documentation that indicates they are no longer receiving disability benefits or that provides information on when they will begin receiving any state or municipal Paid Family Leave benefits ("PFL") for which they are eligible. Documentation should be sent to ADP and the Bank. Any notifications to the Bank should be sent to HR.loa@bankofthewest.com or sent via confidential fax to 1-402-431-1000.

If you live in a state or municipality that has state or municipal Paid Family Leave benefits ("PFL"), your Bank of the West Paid Parental Leave payments will be offset by amounts that you are eligible to receive from these other sources so that you will not receive more than 100% of your Paid Parental Leave Pay Rate (as described in the section titled "Compensation During Leave") from the combination of such PFL payments and Paid Parental Leave payments under this policy. If your state or municipal PFL benefit payment is equal to or greater than your Paid Parental Leave Pay Rate (as described in the section titled "Compensation During Leave"), you will not receive a Paid Parental Leave supplement from the Bank.

It is your responsibility to apply for any PFL benefits that may be available to you. The Bank will assume that you have applied for any available benefits, and will automatically reduce your Paid Parental Leave payments accordingly. Failure to apply for applicable state or municipality PFL benefits will not preclude eligibility for Paid Parental Leave supplemental compensation; however, it may result in a wage replacement shortfall equal to the amount available from the state or municipal benefit. For a parent giving birth, Paid Parental Leave can begin once any disability period ends or as required by applicable law, subject to the requirement that the six-month period for taking Paid Parental Leave begins once the team member's disability period has ended. Please see state and municipal supplements to this policy for further information regarding any state or municipal rights and responsibilities that may apply to you.

4. Compensation During Leave

Team members will be paid at their **Paid Parental Leave (PPL) Pay Rate**, subject to any offsets for applicable state or municipality PFL benefits, as discussed above. The **Paid Parental Leave (PPL) Pay Rate** is determined based on a team member's Annual Benefits Base Rate (ABBR), prorated to provide the bi-weekly PPL Pay Rate. Under this policy, the PPL Pay Rate and ABBR are determined by Bank of the West, unless otherwise required by law. You can find your current ABBR on Web West > My HR > My Self Service > My ABBR.

Your Annual Benefit Base Rate (ABBR) is used to determine benefits for a variety of Bank programs, including but not limited to, your Paid Parental Leave (PPL) Pay Rate, the amount of life insurance you are eligible for, how much your disability insurance premiums are, and which healthcare premium contribution tier you are in.

At the time of your hire, your ABBR would be equal to your base salary, rounded down to the nearest \$1,000. Each year, we determine your ABBR which is effective beginning January 1st for the following calendar year. ABBR is calculated as the greater of your base salary as of August 1 of the current year *or* the sum of actual salary, hourly pay, overtime, commissions, sales incentives, and short-term VIP from the period of August 1 of the prior year through July 31 of the current year. This amount is then rounded down to the nearest \$1,000.

For example, the 2022 Calendar Year ABBR, would be calculated in August 2021 based on a team member's pay from August 1, 2020 through July 31, 2021. This ABBR would go into effect for benefits on January 1, 2022.

Your ABBR remains in place for the full calendar year regardless of pay or status changes. It will be recalculated each year before annual benefits enrollment, to be in place for the following year.

Pay received under this policy is subject to any offsets from state or municipal PFL benefits paid to the team member through another source, unless otherwise required by law. Bank of the West's Paid Parental Leave pay benefits are taxable. A team member will not receive additional pay or leave for holidays that occur during a Paid Parental Leave. If you are paid any compensation under a Bank of the West Sales and Producer Incentive Plan, your pay under this policy will not affect your earnings in those plans and your compensation and earnings in the plans will continue to be earned and paid (if applicable) pursuant to each written terms of the plan while you are on Paid Parental Leave.

For Paid Parental Leave taken intermittently, the PPL Pay Rate will only be determined one time, at the time when the leave is first taken. This PPL Pay Rate will be used for the remaining intermittent leave time attributable to the same birth, adoption or foster care placement, unless otherwise required by law.

5. Request for Leave/Approval

To request a leave of absence, a team member must request leave from ADP, in writing. The request must include your anticipated departure date and expected date of return (based upon the expected due date or adoption or foster care placement date of the child). You will also need to be sure to complete any required documentation, such as SFPPLO documentation required for San Francisco team members. Documentation will be provided to you by ADP.

Prior to the start of the leave, any team member who will first be taking a disability related leave due to pregnancy or childbirth and then taking Paid Parental Leave, the team member must supply ADP and the Bank with information about the start and end of the pregnancy disability period and the start and end of the parental bonding period. If any unanticipated changes occur to the team member's leave schedule, the team member should notify ADP and the Bank as soon as possible. Providing this information will allow as smooth of a transition as possible from the disability leave and disability benefits period to the Paid Parental Leave period. Any notifications to the Bank should be sent to HR.loa@bankofthewest.com or sent via confidential fax to 1-402-431-1000.

6. Reinstatement

Generally, team members returning to work from Paid Parental Leave will be reinstated to their same position (or to an equivalent position with equivalent pay, benefits, and other employment terms) and are expected to resume their full-time work schedule. However, team members returning from leave have no greater rights to reinstatement or to other benefits and conditions of employment than if they had not taken Paid Parental Leave.

7. Interpretation

The Bank has full, discretionary authority to interpret, modify, suspend, or terminate this policy, with or without advance notice, at any time, subject to applicable law.

For more information, please refer to the [Paid Parental Leave FAQ](#).

IV. DISABILITY ACCOMMODATION LEAVE

A team member may be provided with medical leave under this policy in the following situations:

1. The team member needs a leave of absence for a medical condition or disability that renders the employee unable to perform one or more essential job functions and is not yet eligible for leave under the federal Family Medical Leave Act ("FMLA") or any state FMLA due to the number of hours worked or length of service; or
2. The team member needs a leave of absence for a medical condition or disability that renders the employee unable to perform one or more essential job functions and has exhausted his or her leave entitlement under the federal or state FMLA policies.

Leave under this policy may only be taken for the team member's own illness or injury. This policy applies to both work-related and non-work related injuries and illness.

1. Eligibility

In general, all qualified team members with a disability may be eligible for leave as a potential reasonable accommodation for that disability. If the team member is on medical leave as a result of a work-related injury or illness he or she may also be eligible for Workers' Compensation benefits.

2. Leave Request Procedure and Medical Certification

Team members who believe they need a leave of absence as a reasonable accommodation should contact the Plan Administrator. If the need for the leave is foreseeable, the team member should provide at least 30 days prior notice if possible. If the need for the leave is not foreseeable, the team member is expected to provide notice as soon as practicable. A certification from a health care provider regarding the need for the leave must be submitted to the Plan Administrator as soon as possible.

You'll also be required to provide a medical certification to our Plan Administrator at least two business days before returning to work. This certification will have to indicate that you are fit to return to work, with or without reasonable accommodation.

3. Length of Disability Leave

Determinations regarding the length of leave for which a team member may be entitled are made in accordance with applicable law, including but not limited to the federal Americans with Disabilities Act and any relevant state law.

4. Compensation During Leave

Disability accommodation leaves are unpaid. However, team members may be entitled to wage replacement benefits through state-sponsored disability programs, workers' compensation insurance programs or the Bank's own short term disability insurance program. Those who have suffered a workplace injury or illness may be entitled to additional workers' compensation benefits, as set forth below.

If the team member is eligible for the Bank's short term disability benefits, the benefits will begin after the thirty-first (31st) day of disability, provided the team member has exhausted accrued paid absence time if permitted by applicable law and the team member has received approval from the insurance company.

If permissible by applicable law, team members may be required to use their paid absence time during a disability accommodation leave.

Team members may also choose to use accrued vacation and paid absence time, to the extent permitted by law and the Bank's policy. All payments of wage-replacement benefits and accrued paid leave will be integrated so that team members will receive no greater compensation than their regular compensation during this period.

5. Benefits During Leave

The Bank will continue making contributions to team members' group health benefits for the period of approved leave and no longer than 12 months on the same terms as if the team member had continued to actively work. This means that if team members want their benefits coverage to continue during their leave, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents.

If the individual takes an unpaid leave, the team member will be billed for their benefits costs. If the monthly premiums are not paid on time, the team member may have their benefits canceled for the duration of the leave. Subject to legally-protected exceptions, we will take action to cancel benefits if arrears reach 45 days in duration. If benefits are canceled, the team member may have their benefits reinstated at the first of the month following their return. There will be a lapse in coverage for the period of nonpayment.

For team members with outstanding 401(k) loans, you will need to make loan payments directly to the 401(k) record keeper. If you need additional details about the 401(k), please contact the My HR Support Center.

In the event that a team member does not return to work at the end of a leave, health and welfare benefits will continue until the end of the month in which the leave expires. After that, the individual may elect to continue medical, dental, and vision benefits and the Health Care Flexible Spending Account at their own expense under COBRA as long as coverage was maintained during the leave.

While on unpaid leave, an individual's vacation and paid absence time do not accrue. In no way will a Leave of Absence adversely impact an individual's length of service. For additional information on benefit plans during a Leave of Absence, please contact the My HR Support Center.

6. Reinstatement

All determinations regarding reinstatement will be made in accordance with applicable law.

Your health-care provider will need to provide certification that you are able to return to work either with or without restrictions.

7. Additional Information for Team Members Taking Leave for Workers Compensation Purposes

Time off for those suffering workers' compensation injuries that render them unable to work will be governed by applicable law, including FMLA, state leaves and disability accommodation protections.

In addition to temporary disability benefits, Workers' Compensation insurance coverage may also provide eligible team members with medical care/services related to the injury or illness as well as disability benefits, rehabilitation and death benefits. Team members must report work-related injuries or illnesses immediately to a manager/supervisor, call the My HR Support Center right away and complete an Accident/Injury Investigation Form. When a team member is taken off work or placed on a reduced work schedule, for a work-related illness or injury their supervisor/manager must immediately contact our Workers' Compensation Administration Unit to report the leave. The individual on leave will be asked to provide a work status report from their treating health care provider that details the dates of the leave and/or work preclusions. Our Plan Administrator will send the team member all of the paperwork that must be completed and returned.

V. PERSONAL LEAVE

In some cases it may be necessary for a team member to request a Personal Leave from work. If granted, these unpaid absences can be as long as 30 days. Personal Leave is available for emergency needs or special circumstances not covered by other laws or policies, and is not a family or medical leave. If you require time away from work due to an illness, injury, pregnancy, adoption or to care for a family member, please speak with the Plan Administrator. A Personal Leave cannot be used for personal business for profit, for secondary employment purposes, to attend school or participate in an internship or while applying for unemployment benefits. Personal Leave requires manager approval and will be considered to the extent that the individual's work can be redistributed to colleagues without hiring a temporary replacement.

1. Eligibility

All full-time and part-time team members working at least 20 hours per week, who have completed the three-month introductory period, are eligible to request Personal Leave. Additionally, team members must have exhausted available Vacation time prior to the start of the leave. Personal Leave is an unprotected Leave of Absence, which means that there is no job protection provided.

2. Leave Request Procedure

If you need a leave of more than five business days, you'll have to submit a written request to your manager or supervisor. On that request, you'll need to detail the reason for the leave. You'll also be responsible for reporting your leave to our Plan Administrator. Please submit your request as far in advance of the desired leave date as possible. For team members requiring a leave of less than five business days, your manager must note the unpaid time off in the eTime system.

After gaining approval of your request, you'll also have to complete a Leave of Absence Application Form. This form needs your department manager's signature and then must be sent to our Plan Administrator. If requested, a copy will also be given to the executive management in your line of business.

In some cases, your leave request may not be approved. If this happens, your manager will document the reasons for denial and explain the decision to you.

3. Benefits During Leave

As long as a team member continues to pay his or her portion of monthly premiums, health and welfare benefits will continue. Vacation and paid absence time benefits do not accrue during a Personal Leave.

4. Reinstatement

We will make a reasonable effort to return an individual coming back from a Personal Leave to the same or a similar position. That said, job reinstatement is not guaranteed. If your position has been filled you may check the Internal Job Postings to learn about open jobs you are qualified for.

If you are on Personal Leave, you'll need to call the My HR Support Center three days prior to when your leave expires. During this call, you will find out if an appropriate position is available.

If an individual fails to return to work immediately following the expiration of an approved leave, we will consider the team member to have voluntarily resigned.

VII. STATE SPECIFIC LEAVES

Our team members who are parents, guardians, custodians, or grandparents having child custody are eligible each school year for school participation time as provided by California, Minnesota and Nevada laws. Bank of the West complies with these laws and does not discipline or otherwise retaliate against team members because of time taken to participate in school activities. More information by state is listed below.

1. Length of Leave and Eligibility

California

The Bank recognizes the value of parental involvement in children's education and other child-related activities. For this reason, the Bank provides team members who are a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to, one or more children of the age to attend kindergarten or grades 1 through grade 12, or a licensed child care provider, unpaid time off for the purpose of school visits and other child-related activities set forth in this policy. Parental leave for school visits and other child-related activities

allows team members to take off time from work to find, enroll, or reenroll their child in a school or with a licensed child care provider; to participate in activities of the school or licensed child care provider; and to address a licensed child care provider or school emergency. Additionally, if a team member is a parent or guardian of a child who is suspended or expelled and is required to appear at the child's school, the team member may take time off without pay.

Team members may request up to 40 hours of unpaid parental leave (no more than 8 hours per month) for school visits or other child-related activities as defined herein within any calendar year. There is no set limit to the number of unpaid hours an eligible team member can take off work for required school conferences involving the possible suspension or expulsion of a child from school.

Any available paid time off other than paid absence time (such as vacation) may be substituted for unpaid leave for school visits or other child-related activities.

Team members must provide their immediate supervisors reasonable advance notice of the need for leave, except for leave to address a child care provider or school emergency, in which case team members must provide their immediate supervisors with notice. Upon return from the leave, team members must provide documentation to Human Resources from the school or licensed child care provider verifying the date and time of the participation. Contact the My HR Support Center for more information or questions about and requests for parental leave for school visits or other child-related activities. Only the first eligible team member to request leave under this policy is entitled to it when more than one team member is requesting time off for the same child's school visit or other child-related activities, as defined herein.

Minnesota

Eligible team members may take up to 16 hours per any 12-month period to attend school activities or school conferences for children attending secondary school, including prekindergarten or special education programs.

Nevada

Eligible team members may take up to four hours per child, per school year to attend school activities, for children enrolled in public or private school.

Additionally, if you are requested to attend a school conference or are notified by the school of an emergency regarding a child, time off will be provided. Unlike time off to participate in other school activities, there is no restriction to the amount of time off available for this purpose.

2. Leave Request Procedure and Certification

You should give reasonable notice of needing time off for school participation. If requested, you should provide documentation of participation in school activities on the specified date and time.

3. Compensation During Leave

You may, at your discretion, choose to be paid from accrued vacation or personal time for participating in school activities. Otherwise, time off for school activities and school conferences will be unpaid.

VIII. Organ Donation / Bone Marrow Donation Leave

Our team members working in California and Minnesota may be eligible to take time off to donate an organ and/or bone marrow. Bank of the West complies with these laws and does not discipline or otherwise retaliate against team members because of time taken to participate in these donations. More information by state is listed below.

California (Organ and Bone Marrow Donation)

A team member who has completed 90 days of service and who becomes an organ donor is entitled up to thirty work days paid leave in any one-year period. An eligible team member who becomes a bone marrow donor is entitled to up to five work days paid leave in any one-year period. Leave may be taken in one or more periods. Team members will be required to use up to 10 days (80 hours) of earned but unused vacation for organ donation and up to five days (40 hours) of earned but unused vacation for bone marrow donation. Team members are required to provide written verification that they are an organ or bone marrow donor and that there is a medical necessity for the donation. Additional unpaid time off may be available in accordance with applicable law.

Health insurance will continue to be paid by the Bank (only if team member is on company health insurance) to the same extent as for active team members during this leave. Eligible team members will be returned to the same or equivalent position with equivalent pay, benefits and other employment terms provided that medical documentation requirements have been met.

This time off is in addition to any FMLA and/or CFRA for which the team member may be eligible.

Minnesota (Bone Marrow Donation)

Eligible team members may take up to 40 hours of paid leave to undergo a medical procedure to donate bone marrow.

IX. OTHER LEAVES

Team members may be eligible for other leaves based on their state of employment. Such leaves may include Crime Victims' Leave or Domestic Violence Leave. Please contact My HR Support Center with questions.