

## **NEONATAL INTENSIVE CARE LEAVE**

The Company provides eligible employees with up to 20 days of unpaid leave while their child is a patient in a neonatal intensive care unit (NICU).

For purposes of this policy, a "child" means a biological, adopted, foster or stepchild, a legal ward, or a child of a person standing *in loco parentis*. A "neonatal intensive care unit" means a special care unit that provides medical treatment to premature and critically ill infants.

Employees of **Asahi Kasei Bioprocess America, Inc.** who are eligible for leave under the federal Family and Medical Leave Act (Fed-FMLA) must first exhaust any available Fed-FMLA leave before taking NICU leave under this policy. NICU leave is in addition to - and runs subsequent to - Fed-FMLA leave.

NICU leave may be taken continuously or intermittently. If taken intermittently, employees must use NICU leave in **2-hour** increments, to cover all or part of a workday.

Employees should submit NICU leave requests to [Asahi-Absence@ak-america.com](mailto:Asahi-Absence@ak-america.com) as soon as practicable and, when feasible, provide anticipated scheduling needs for intermittent leave. Employees are not required to search for or find a replacement worker.

The Company may require reasonable verification of the child's length of stay in the NICU (for example, a letter from a health care provider stating the NICU admission and discharge dates). The Company will not request confidential medical information about the employee's child, and will keep confidential any such medical documentation or verification information provided regarding leave use, in accordance with federal, state and local law.

NICU leave under this policy is unpaid. Employees are not required to exhaust accrued paid leave, such as **vacation, sick, maternity, parental, Illinois Paid Leave** prior to taking NICU leave under this policy. Employees may elect to substitute other types of paid or unpaid leave for NICU leave, such as **vacation, sick, maternity, parental, Illinois Paid Leave** or leaves available under other applicable law.

During NICU leave, health insurance benefits will continue without interruption for the duration of the leave. Employees will be responsible for making up any missed deductions related to the benefit programs (excluding 401(k)) they are enrolled in once they return from leave. These deductions will be brought current, through payroll, once the employee returns from leave. This does not include Dependent Care FSA deductions. Employees who want to re-amortize their Dependent Care FSA amount to make-up for missed contributions should contact the benefits team. Employees with 401(k) loans that are currently being paid for via payroll deduction will need to contact Transamerica to make arrangements to continue loan payments while out on leave.

Upon return from NICU leave, the employee will be restored to the position held when leave began, or to a substantially equivalent position, with no loss of benefits held or accrued prior to taking leave.

The Company will not take any adverse action against an employee for exercising or attempting to exercise rights under the Illinois Family Neonatal Intensive Care Leave Act (Act), opposing practices believed to violate the Act or supporting another person's exercise of rights under the Act.