

## Your Work/Life Balance

Cintas provides paid time off, special perks and other programs and resources to help you balance all of life's demands.

### SUPPORTLINC EMPLOYEE ASSISTANCE PROGRAM

At some point in our lives, each of us faces a problem or situation that is difficult to resolve. When these instances arise, SupportLinc is there to help. The SupportLinc Program is a free, confidential resource that provides you with emotional wellbeing and work-life balance resources to keep you at your best. It's also available to your immediate family members.

Some of the services offered include:

- **In-the-moment support** — Reach a licensed clinician by phone 24/7/365 for immediate assistance.
- **Short-term counseling** — Access up to five counseling sessions per issue or concern, in-person or via video, to resolve stress, depression, anxiety, work-related pressures, relationship issues or substance abuse.
- **Financial expertise** — Receive expert financial planning and consultation through a network of licensed financial counselors.
- **Convenience resources** — Knowledgeable specialists provide referrals to resources that help address a wide range of issues such as: child or elder care, home repair, housing needs, education, pet care and more.
- **Legal services** — Get one free telephonic or 30-minute, face-to-face consultation with a local attorney per issue.

The SupportLinc web portal and mobile app are your one-stop shop for program services, information and more:

- Start by completing the short Mental Health Navigator survey. You'll immediately receive personalized guidance to access support and resources.
- Discover on-demand training to boost wellbeing and life balance.
- Find search engines, financial calculators and career resources.
- Explore thousands of articles, tip sheets, self-assessments and videos.

Take advantage of convenient, on-the-go support, including:

- **Textcoach**® — Personalized coaching with a licensed counselor on mobile or desktop.
- **Animo** — Self-guided resources to improve focus, wellbeing and emotional fitness.
- **Digital group support** — Moderated group therapy sessions on an anonymous, chat-based platform.

To access SupportLinc:

- Call **888.331.1EAP (1327)**.
- Visit **cintas.mysupportportal.com** (group code: cintas).
- Download the **eConnect® mobile app** (group code: cintas):



### TIME OFF

Everyone needs time away from work to recharge and take care of themselves and their families. Cintas grants time off for a variety of reasons. Please refer to policy C-128 Partner Benefits for more information on the following benefits:

- **Paid Time Off (PTO)** — Enjoy paid time away from work.
- **Holidays** — Cintas recognizes six U.S. holidays annually.
- **Personal Leave** — Qualified circumstances may allow you to take a period of unpaid time off work.
- **Military Leave** — Take time off under qualified circumstances to allow you to fulfill your military duty.
- **Bereavement Pay** — Receive paid time off when a family member passes away.
- **Court Appearance Pay** — Receive paid time off when jury duty requires you to miss work.

Visit **mycintasbenefits.com** for more information on the following benefits:

- **Maternity Leave** — Partners with an approved Short-Term Disability Leave are eligible to receive 100% of pay for the first six weeks of their Maternity Leave. Maternity Leave runs concurrently with FMLA (Family Medical Leave Act). Short-Term Disability eligibility as outlined in Cintas Policy C-159 still applies.
- **Parental Leave** — Partners who are expecting a child and/or require time to care for and bond with their newborn or adopted child can request up to two weeks of unpaid time off work.
- **Family and Medical Leave** — Take time off work to recover from a health condition or care for a family member or infant.

### SPECIAL PERKS

- **Uniforms** — Receive company-provided uniforms if required for your position.
- **Partner Perks** — Enjoy discounts from select merchants.
- **Cintas Partner Store Discounts** — Receive a discount on all purchases made through the Partner Store.
- **Recognition Awards and Events** — Cintas recognizes milestone anniversaries and holds events such as Partner Appreciation Day and Safety Day.



## SUPPORT FOR MOMS-TO-BE AND NURSING MOMS

- **Future Moms Program** — Partners and spouses who are enrolled in a Cintas medical plan receive support for healthy pregnancies for both mom and baby through WebMD. Get tips on eating and sleeping better, controlling nausea, staying active up to your delivery date, finding a doula, researching a lactation consultant or seeking support if you experience postpartum blues. As an added bonus, program participants get a \$250 gift card if they complete a brief Health Assessment and three pregnancy coaching calls. Visit [mycintasbenefits.com](https://mycintasbenefits.com) and select **SUPPORT FOR MOMS** under the **MY LIFE** section to find out how to get started.
- **LiveHealth Online** — Partners or spouses enrolled in the Cintas Anthem medical plan can receive breastfeeding support via video visits with a certified lactation consultant, counselor or registered dietitian at no extra cost. Go to [livehealthonline.com](https://livehealthonline.com) to sign up or download the free LiveHealth Online mobile app.
- **Milk Stork** — Partners who are nursing mothers can ship their milk home to baby while traveling for Cintas business. Contact your HR Manager or visit [support.milkstork.com](https://support.milkstork.com) to learn more. Create an account or place your order at [milkstork.com/Cintas](https://milkstork.com/Cintas).



## HOW MATERNITY LEAVE AND PTO CAN WORK TOGETHER

It's a little confusing figuring out how your PTO, Maternity Leave and FMLA benefits will work together, and which one kicks in when. Consider Macy's situation. Macy is expecting her first child next spring. She estimates she'll have 10 PTO days banked, and she's thrilled her Maternity Leave benefits will cover 100% of her pay for six weeks. Here's what she decides.

### WEEKS 1-6

Macy is approved to take six weeks of Maternity Leave. Her Maternity Leave kicks in and covers 100% of Macy's pay so she can focus on her new bundle of joy (and getting enough sleep!).

### WEEKS 7-12

Macy decides to use five days of PTO for week 7, knowing weeks 8-12 are unpaid FMLA Leave. She keeps five days of PTO for time off during the remainder of the fiscal year. She's happy for the job protection while she continues bonding with her baby.

### WEEK 13

Macy knows Cintas provides FMLA job protection up to 16 weeks, but she's ready to return to work. She knows she can use the remaining four weeks of FMLA Leave if she needs to later in the year.

**Note:** This example is for illustrative purposes only.

## COMMUTER PROGRAM

This program allows partners who commute to work by public transit (bus, rail, train) or pay for parking to save money. Partners can purchase subway cards, parking garage permits, etc., with pre-tax dollars. When you enroll in a Commuter program, you place your order and manage your account online. You can also set up recurring orders, allowing you to automatically receive your orders each month. Learn more at [PartnerConnect.cintas.com](https://PartnerConnect.cintas.com). Click the **Reimbursement Accounts** tile and click **Commuter Account**.

