

## Short Term Disability Policy Summary

The Short-Term Disability (STD) benefit provides continuation of pay (on a percentage basis) for eligible partners who become disabled due to a non-work related illness or accident and are unable to perform the essential duties of his or her occupation. An STD leave will run concurrently with a Family and Medical Leave Act (FMLA) leave provided that the partner has met the eligibility requirements for FMLA. For information related to FMLA leaves, please get with your Manager or HR Manager. For definition purposes, an STD claim and an STD leave are synonymous.

Leave taken under STD is job-protected, meaning that partners cannot be terminated while on an approved STD leave, or retaliated against for requesting leave, and must be given the same job or a similar job when they return.

- Eligibility for Short term Disability
  - To be eligible for the STD benefit a partner must be a non-union, active, full-time partner who is regularly scheduled to work at least 30 hours per week.
    1. In addition to the above, eligibility for when the STD benefit begins depends on the partner's Benefit Class.
    2. Production Hourly –The STD benefit begins when the partner has reached one year of service from their date of hire, or their adjusted date of hire, if applicable. If a production hourly partner reaches their one-year anniversary while disabled and is on an approved unpaid Personal Leave of Absence, they may become eligible for STD payments, upon approval, for up to the 13 week maximum (including the elimination period).
    3. Office Hourly/SSR/Salaried –The STD benefit begins upon the partner's date of hire or their adjusted date of hire, if applicable.
- The STD Benefit Summary
  - The STD benefit provides payment for approved disabilities for a maximum of 13 weeks within a 12 month period measured backwards. Such payment is paid provided you are prevented from performing the material and substantial duties of your regular occupation, and you are not working in any occupation that you are qualified to work based on your level of education, training, or experience. Matrix, Cintas' Leave of Absence Administrator, has the final determination on approving or denying STD payments.
  - The STD benefit provides payment whether the disability is due to an accident, illness or maternity:

1. STD payments begin on the eighth full consecutive calendar day of an approved absence for injury or illness. The seven-day waiting period before payments begin is called the Elimination Period. The partner must be totally disabled, unable to work during the entire seven-day Elimination Period, and under the care of a physician during the period before payments begin on the eighth consecutive calendar day. The eighth day is the official day benefits begin. Partners may choose to use Paid Time Off (PTO), if available to them, during the Elimination Period so they can receive pay during this time. The Elimination Period counts towards the 13 week maximum in a 12 month period; or
2. STD payments begin on the first full day of an approved absence that results in Hospital Confinement or the first (1<sup>st</sup>) day that the partner receives Outpatient Surgery or Outpatient Treatment for their disability, or the day of an accident that results in immediate disability as defined under this Policy.

See the chart below for an illustration of the different types of disabilities and the STD payment percentages.

Disability Chart – with no elimination period

<b>Description</b>	<b>All disabilities except Maternity: Week 1 up to Week 13—Short-Term Disability with no elimination period</b>	<b>Maternity: Week 1 up to Week 13—Short-Term Disability with no elimination period</b>	<b>Week 14 and beyond— Long-Term Disability</b>
Production Hourly Partners as defined in this Policy	75% of weekly earnings Maximum \$800/week, up to 13 weeks of STD pay	100% of weekly earnings for maximum of 6 weeks; remainder of up to 13 weeks at 75% of weekly earnings with maximum of \$800 per week of STD pay	Refer to: <a href="#">Corporate Policy #C-161 (United States)</a>
Office Hourly/SSR/Salaried Partners as defined in this Policy	60% of weekly earnings Maximum \$2,500/week, up to 13 weeks of STD pay	100% of weekly earnings for maximum of 6 weeks; remainder of up to 13 weeks at 60% of weekly earnings with maximum of \$2,500 per week of STD pay	Refer to: <a href="#">Corporate Policy #C-161 (United States)</a>

Disability Chart – with elimination period

<b>Description</b>	<b>All disabilities Week 1 (first 7 calendar days) (Elimination Period)</b>	<b>All disabilities except Maternity: Week 2 (beginning on the 8th calendar day) up to Week 13—Short-Term Disability</b>	<b>Week 14 and beyond— Long-Term Disability</b>
Production Hourly Partners as defined in this Policy	No STD benefit (may use PTO)	75% of weekly earnings Maximum \$800/week, up to 12 weeks of STD pay	Refer to: <a href="#">Corporate Policy #C-161 (United States)</a>
Office Hourly/SSR/Salaried Partners as defined in this Policy	No STD benefit (may use PTO)	60% of weekly earnings Maximum \$2,500/week, up to 12 weeks of STD pay	Refer to: <a href="#">Corporate Policy #C-161 (United States)</a>

- STD Payments – STD payments begin as soon as administratively possible with the next normally scheduled pay period following approval.
  1. STD payments will only be made for approved STD leave time. If a weekly STD payment is payable for less than a week, the payment will be made in daily increments for each full day of approved disability.
  2. If the partner is on Workers’ Compensation, they are not eligible to receive STD payments.
  
- PTO with STD Payments
  1. Partners may use PTO, if available to them, to cover the elimination period and as a replacement for STD payments in order to receive 100% of pay versus a smaller percentage of pay. PTO used for this purpose may only be used in full-day increments and will be counted against available PTO *and* against available STD time (maximum of 13 weeks in a 12-month period).
  2. If a partner wishes to use PTO at the end of their approved STD in order to extend their leave, they must obtain manager approval.

3. If a partner is on approved STD, they will not receive holiday pay. However, they will receive STD pay for that holiday provided it falls on a day the partner is regularly scheduled to work.

➤ State Disability Programs and Other Disability Offsets

1. Partners may be eligible for State disability programs. These States include, but are not limited to: New York, California, New Jersey, Hawaii, Massachusetts, Washington, Connecticut, and Rhode Island. Each State may have different eligibility requirements for their disability programs. For example, partners who work less than 30 hours per week may be eligible for the New York State Disability benefits.
2. It is assumed that the partner will be eligible for the maximum State disability payment and STD payments will be offset by that amount except in New York, Massachusetts, and Hawaii. In New York, Massachusetts and Hawaii the partner will receive payment from Matrix, not the State.
3. The partner must contact the State to initiate the State disability leave process (except for partners residing in New York, Massachusetts or Hawaii – they will still contact Matrix). Partners must submit any state leave forms requiring employer completion to their manager. The partner or manager must return the form to the State agency.
4. If the partner is receiving less than the maximum State payment, or if the State has denied disability payments altogether, the partner must submit documentation of the lower State payment or denial to Matrix and the offset will be adjusted accordingly so the partner is not underpaid.
5. It is possible that Matrix may deny STD, but the State approves the disability leave. In this case, the partner would receive the State payment only and would not receive payment from the Cintas STD benefit.
6. The STD payment from Cintas will also be offset if the partner is receiving income from any other disability insurance program or Social Security disability benefits. The partner must contact Matrix when they are receiving other disability payments.

➤ Taxes and other Payroll Deductions

1. STD payments are paid through PartnerConnect as a continuation of regular pay. Taxes and other payroll deductions, including deductions for benefit premiums, are withheld from any STD payment received based on the same tax withholdings and benefit premium deductions the partner has for his or her regular paycheck.

2. If a period of time has elapsed between the partner's last day worked and when STD leave is approved (and the partner has not received any pay) or the state disability offset results in the partner not being paid by Cintas, all benefit premium deductions will build up and will be taken as soon as administratively possible in future checks.

- When Partners Are required to Notify

- Partners who become disabled due to a non-work related illness or accident must always first notify their manager AND then call Matrix at 888.256.4131 within 3 days of their absence from work. If the absence is foreseeable, the partner may contact Matrix no more than 30 days prior to the last day worked, however the partner or manager must call Matrix to confirm the last day worked when the leave begins.
  1. Untimely leaves will not be accepted. A leave that is not reported in a reasonable time in advance of required deadlines will be denied.
  2. Matrix will consult with the partner regarding the leave of absence, explain the STD benefit program, and assist the partner with the initiation of the disability leave.
  3. Upon notification, Matrix will contact the partner's doctor to collect the necessary information to process the leave.
  4. The partner is responsible to ensure that the doctor responds to Matrix request within 15 days from the date of the first contact. This is a hard deadline and no exceptions for late submissions will be allowed. If the doctor does not respond to the letter within the required timeframe, the leave request will be denied.
- Once all necessary information is received by Matrix, the leave will be reviewed by a disability benefit specialist within 5 business days to determine if the medical information received supports the disability leave.
- If approved, Matrix will:
  1. Notify the partner by phone and follow up with a letter;
  2. Notify the partner's manager and HR manager via email;
  3. Make sure that an applicable FMLA leave is running concurrent to the STD leave.
- Job protection under Cintas' FMLA leave will run concurrently with STD for up to 13 weeks. Partners may also be eligible for additional leave time if required by state or municipality law.

- If the partner fails to notify Matrix of their disability in a timely manner OR if the partner's physician fails to provide proper medical documentation to support the STD leave, Matrix will not approve the STD leave.
- Return to Work After An Approved Short-Term Disability Period
  - At the end of the approved STD period, the partner is expected to return to work.
    1. If the partner is unable to return to work due to the disability, the partner's physician must submit supporting medical documentation for continued disability to Matrix, including prognosis and return to work date. Matrix and the manager may be able to make certain arrangements to facilitate the partner's return to work by:
      1. Allowing a reasonable accommodation, and/or
      2. Allowing the partner to return to work on an intermittent disability.
      3. If neither a or b above are possible, the STD leave may be extended if the medical documentation supports the need and the maximum allowable time (13 weeks in a 12 month period) has not been exhausted.
    2. Before returning to work, the partner must contact their manager to arrange scheduling of their return and must also provide the manager with their completed Fitness for Duty note from their physician.
- Denial of leave and Appeal Process
  - Denied or Reduced Leave
    1. Depending on the circumstances surrounding the disability, STD benefits may be denied. Matrix will provide written notification to the partner and the reason the leave was wholly or partially denied. Matrix will also notify the partner's manager and HR Manager via email of the denied leave.
  - Appeal of a Denied Leave
    1. If the leave for benefits has been wholly or partially denied, the partner may appeal to Matrix for the leave to be reviewed.
    2. The partner must submit a request in writing within 30 days from the date of the denial. The letter should include the reason for the appeal and include any additional documents needed to support the leave.
    3. Matrix will:
      1. Review the appeal and notify the partner and HR Manager of the final decision in writing, if it is determined that benefits are payable according to the terms and conditions of the Plan; or
      2. In the event the appeal is denied, the decision is final.

*This is a summary of Corporate Policy C-159 Short-term Disability Leave and is not intended to cover everything in the official policy. If partners have any questions or need additional information related to short-term disability leave, they should speak with their Manager or HR manager, or request a copy of Corporate Policy C-159 Short-term Disability.*