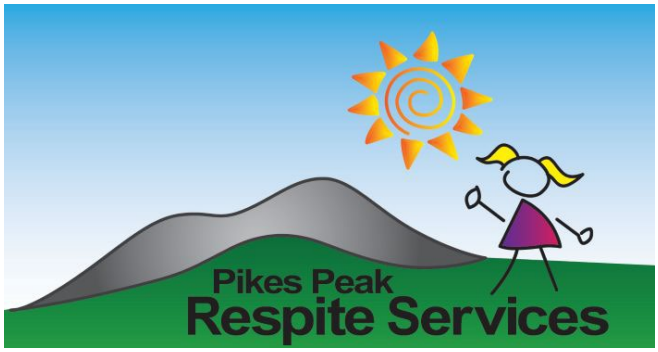

Employee Handbook

2026

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Core Policies

1.0 Welcome

1.1 A Welcome Policy

Welcome! You have joined a dedicated organization committed to providing compassionate, reliable, and high-quality services to the individuals and families we support. We hope your employment with Pikes Peak Respite Services ("PPRS" or the "Company") is rewarding and meaningful. We take pride in our employees and in the services we provide to our community.

PPRS complies with applicable federal, state, and local employment laws. Where applicable law provides greater rights or protections than this handbook, PPRS will comply with applicable law. Nothing in this handbook is intended to limit, waive, or interfere with employee rights protected by law.

Employees are generally covered by the state supplement applicable to the state where they physically perform work, unless otherwise required by law or determined by the Company.

This handbook is intended to provide employees with general information regarding Company policies, procedures, benefits, and workplace expectations. Not every policy or situation may be specifically addressed within this handbook.

The policies and benefit summaries contained in this handbook generally apply to all employees. If an employee is covered by a collective bargaining agreement, written employment agreement, or applicable state supplement, the applicable agreement, supplement, or law will control whenever a conflict exists between it and this handbook.

Employees are expected to carefully review this handbook and comply with the policies and standards outlined herein. Employees will be asked to sign an acknowledgment confirming receipt and review of the handbook.

This handbook supersedes any previously issued employee handbooks or policy statements regarding the subjects addressed herein. PPRS reserves the right to interpret, revise, modify, suspend, or supplement the provisions of this handbook at any time, with or without notice, consistent with applicable law.

Nothing in this handbook or in any verbal or written communication is intended to create a contract of employment or alter the at-will employment relationship.

1.2 At-Will Employment

Employment with Pikes Peak Respite Services ("PPRS" or the "Company") is at-will. This means that either the employee or the Company may terminate the employment relationship at any time, with or without notice and with or without cause, subject to applicable law. Likewise, employees are free to resign employment at any time, with or without notice.

Nothing in this handbook or any Company communication should be interpreted as creating an employment contract, a guarantee of continued employment, or a promise that employment will only be terminated for cause.

Nothing in this handbook is intended to interfere with, restrain, or prevent employee rights protected under Section 7 of the National Labor Relations Act (NLRA).

2.0 Introductory Language and Policies

2.1 About the Company

Pikes Peak Respite Services ("PPRS") is a human service agency providing respite services, personal care, mentorship, homemaker services, family advocacy, and community accessibility services.

PPRS supports individuals and families by providing dependable, person-centered services designed to promote safety, dignity, independence, and quality of life. Our services are delivered by trained staff members who are expected to follow Company policies, documentation requirements, client care expectations, and applicable regulatory standards.

2.2 Ethics Code

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to conducting business honestly, ethically, and professionally.

Employees are expected to treat clients, families, coworkers, and community partners with professionalism, honesty, respect, and good judgment.

Employees may not knowingly misrepresent the Company or speak on behalf of PPRS unless authorized to do so. Employees are also expected to protect confidential information related to clients, employees, operations, financial information, and Company business.

Violations of this policy may result in corrective action up to and including termination of employment.

2.3 Mission Statement

The mission of Pikes Peak Respite Services is to provide compassionate, reliable, and high-quality services that support individuals and families in living with dignity, independence, and peace of mind.

PPRS is committed to building trusted relationships with clients, families, employees, and community partners through professionalism, respect, accountability, and service excellence.

2.4 Revisions to Handbook

This handbook is intended to provide employees with general information regarding the terms and conditions of employment with Pikes Peak Respite Services ("PPRS" or the "Company"), including Company policies, procedures, expectations, and benefits.

PPRS reserves the right to interpret, revise, modify, add to, suspend, or remove policies, procedures, benefits, or guidelines contained in this handbook at any time, with or without notice, as determined to be in the best interest of the Company and consistent with applicable law.

When significant changes are made to handbook policies or procedures, the Company will make reasonable efforts to communicate those changes to employees in a timely manner. Communication may include written notices, handbook supplements, electronic communications, postings, or updated handbook versions.

3.0 Hiring and Orientation Policies

3.1 Employment Authorization Verification

New hires are required to complete Section 1 of federal Form I-9 on the first day of employment and provide documents required by law showing identity and authorization to work in the United States.

Employees are responsible for notifying their Assigned Admin, Management, or **the HR Specialist at VIDA HR** if their employment authorization status changes.

Employees authorized to work in the United States for a limited period of time may be required to provide updated employment authorization documentation before expiration to remain eligible for employment with Pikes Peak Respite Services ("PPRS" or the "Company").

3.2 Background Checks and Ongoing Eligibility

PPRS may require background checks, registry checks, exclusion checks, driving record checks, reference checks, credential verification, or other screening required by law, payer requirements, licensing standards, Medicaid requirements, or Company policy.

Employment or continued assignment may depend on maintaining required credentials, eligibility, background clearance, and compliance with applicable screening standards. Employees are responsible for promptly notifying PPRS of any change that may affect eligibility to work, provide services, transport clients, access client information, or meet licensing or program requirements.

Failure to maintain required eligibility, credentials, or clearances may result in reassignment, removal from service assignments, corrective action, or termination of employment.

3.3 Equal Employment Opportunity, Anti-Discrimination, and Anti-Harassment Policy

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to providing equal employment opportunities and maintaining a professional work environment free from unlawful discrimination, harassment, retaliation, intimidation, and inappropriate conduct. PPRS complies with all applicable federal, state, and local employment laws.

PPRS prohibits discrimination or harassment based on any protected characteristic under applicable law, including but not limited to:

- race,
- color,
- national origin,
- ancestry,

- religion or creed,
- sex,
- pregnancy,
- sexual orientation,
- gender identity or gender expression,
- disability,
- age,
- genetic information,
- marital status,
- military or veteran status,
- participation in protected activity,
- or any other status protected under applicable federal, state, or local law.

This policy applies to all aspects of employment, including recruitment, hiring, training, scheduling, compensation, benefits, promotion, discipline, termination, and all other terms and conditions of employment.

PPRS prohibits retaliation against employees who:

- report concerns in good faith,
- request accommodations,
- participate in investigations,
- assist with complaints,
- or otherwise exercise protected rights under applicable law.

Employees who require a workplace accommodation related to a disability, pregnancy, religion, or other legally protected reason should contact the HR Specialist at VIDA HR, Management, the COO, or the CEO.

Workplace Harassment Prohibited

PPRS prohibits all forms of unlawful workplace harassment, including sexual harassment.

Harassment may include unwelcome verbal, physical, visual, written, electronic, or other conduct based on a protected characteristic that unreasonably interferes with an employee's work performance or creates an intimidating, hostile, offensive, or disruptive work environment.

Examples of prohibited conduct may include:

- offensive jokes, slurs, epithets, or comments;
- threats, intimidation, or bullying;
- offensive images, messages, or materials;
- repeated unwanted advances or attention;
- inappropriate sexual comments or conduct;

- unwanted physical contact;
- discriminatory or harassing social media or electronic communications;
- or other conduct that violates this policy or applicable law.

This policy applies to interactions involving employees, applicants, clients, family members, vendors, contractors, visitors, and other individuals connected to Company operations.

Employees are expected to maintain professionalism, respect, and appropriate workplace conduct in all work-related interactions.

Reporting Concerns

Employees who experience, witness, or become aware of possible discrimination, harassment, retaliation, or other inappropriate conduct should promptly report concerns to their Assigned Admin, the HR Specialist at VIDA HR, Management, the COO, or the CEO.

Employees are not required to report concerns to a person who is the subject of the complaint.

PPRS will promptly review and investigate reported concerns as appropriate under the circumstances. Information will be handled as confidentially as reasonably possible consistent with conducting an appropriate review or investigation.

Retaliation against individuals who make good-faith reports, request accommodations, participate in investigations, or raise concerns under this policy is strictly prohibited.

Violations of this policy may result in corrective action, up to and including termination of employment.

3.4 Disability Accommodation

Pikes Peak Respite Services ("PPRS" or the "Company") complies with the Americans with Disabilities Act ("ADA"), the Pregnant Workers Fairness Act ("PWFA"), and all applicable federal, state, and local employment laws regarding reasonable accommodations.

PPRS is committed to providing equal employment opportunities and reasonable accommodations to qualified applicants and employees with disabilities, pregnancy-related limitations, childbirth-related conditions, or other protected medical conditions, unless doing so would create an undue hardship or direct safety risk.

Employees who need a workplace accommodation should notify their Assigned Admin, the HR Specialist at VIDA HR, or Management. Employees may be asked to provide information regarding the requested accommodation and how it relates to their job duties or workplace limitations, where permitted by law.

PPRS will engage in an interactive process to determine whether a reasonable accommodation can be provided. Medical information received in connection with an accommodation request will be maintained confidentially in accordance with applicable law.

The Company may provide an alternative effective reasonable accommodation when appropriate.

PPRS prohibits discrimination, harassment, intimidation, or retaliation against employees for requesting, receiving, or participating in the accommodation process.

3.5 Religious Accommodation

Pikes Peak Respite Services ("PPRS" or the "Company") respects the religious beliefs and practices of employees and is committed to providing reasonable religious accommodations in accordance with applicable federal, state, and local law.

Employees may request a reasonable accommodation for sincerely held religious beliefs or practices that affect scheduling, dress, grooming, job duties, or other workplace requirements.

Employees requesting a religious accommodation should contact the HR Specialist at VIDA HR, Management, or the COO. PPRS will review accommodation requests on an individual basis and may engage in an interactive process to determine whether a reasonable accommodation can be provided.

The Company may provide an alternative effective reasonable accommodation when appropriate and permitted by law. PPRS is not required to provide an accommodation that would create an undue hardship or direct safety risk.

PPRS prohibits discrimination, harassment, intimidation, or retaliation against employees for requesting, receiving, or participating in the religious accommodation process.

3.6 Accommodations for Nursing Mothers

Pikes Peak Respite Services ("PPRS" or the "Company") will provide reasonable break time and reasonable accommodations for employees who need to express breast milk in accordance with applicable federal, state, and local law.

When practical and required by applicable law, PPRS will provide access to a private space, other than a restroom, for expressing breast milk. Because some employees work remotely, in community-based settings, or in client-service environments, accommodations may vary depending on the work location, client setting, and operational needs.

Employees needing lactation accommodations should contact their Assigned Admin, the HR Specialist at VIDA HR, or Management so appropriate arrangements can be discussed.

PPRS prohibits discrimination or retaliation against employees requesting or using lactation accommodations or related protected rights.

3.7 Accommodations for Pregnancy, Childbirth, and Related Medical Conditions

Pikes Peak Respite Services ("PPRS" or the "Company") complies with the Pregnant Workers Fairness Act ("PWFA") and applicable federal, state, and local laws regarding reasonable accommodations for pregnancy, childbirth, recovery, lactation, and related medical conditions.

Employees who need a workplace accommodation related to pregnancy, childbirth, recovery, lactation, or a related medical condition should notify their Assigned Admin, the HR Specialist at VIDA HR, Management, the COO, or CEO.

Reasonable accommodations may include, when appropriate:

- additional restroom, hydration, meal, or rest breaks;
- schedule adjustments;

- temporary work restrictions;
- temporary modification of job duties;
- seating accommodations;
- leave related to pregnancy, childbirth, recovery, or related medical conditions;
- lactation accommodations;
- or other reasonable accommodations permitted by law.

PPRS will engage in an interactive process to determine appropriate accommodations. Medical documentation may be requested only when permitted by applicable law.

The Company may provide an alternative effective reasonable accommodation when appropriate. PPRS is not required to provide an accommodation that would create an undue hardship, direct safety risk, or conflict with applicable law.

PPRS prohibits discrimination, harassment, intimidation, or retaliation against employees for requesting, receiving, or participating in the accommodation process under this policy.

3.8 Conflicts of Interest

Pikes Peak Respite Services ("PPRS" or the "Company") expects employees to avoid actual or potential conflicts of interest, especially in situations that could affect client care, confidentiality, safety, or professional decision-making.

Employees must promptly disclose any actual or potential conflict of interest involving competitors, vendors, contractors, clients, or other business relationships to their Assigned Admin, Management, or the HR Specialist at VIDA HR.

If the Company determines that a conflict of interest exists, PPRS may take appropriate steps to address or eliminate the conflict consistent with business and operational needs.

3.9 Employment of Relatives and Friends

Pikes Peak Respite Services ("PPRS" or the "Company") may employ relatives or friends when doing so does not create actual or potential conflicts involving supervision, safety, confidentiality, security, morale, or business operations.

Employees are expected to disclose any relationship that may create a conflict of interest or supervisory concern so the Company can determine the appropriate course of action.

Employees generally may not directly supervise, manage, or participate in employment decisions involving a relative or household member. If a conflict arises during employment, the Company may take appropriate action, including reassignment or transfer when possible.

For purposes of this policy, "relatives" may include spouses, domestic partners, parents, children, siblings, grandparents, grandchildren, in-laws, step-relatives, cousins, aunts, uncles, or other close household relationships.

3.10 New Hires and Introductory Periods

The first 90 days of employment are considered an introductory period. During this time, employees become

familiar with Pikes Peak Respite Services (“PPRS” or the “Company”), job responsibilities, performance expectations, and Company procedures. The Company also has the opportunity to evaluate employee performance, reliability, professionalism, and job fit.

Completion of the introductory period does not guarantee continued employment or change the at-will employment relationship.

3.11 Job Descriptions

Job descriptions for positions and services are available on the Pikes Peak Respite Services (“PPRS” or the “Company”) website at www.pikespeakrespiteservices.com.

Job descriptions are intended to serve as general guidelines for job responsibilities and expectations. Due to operational and business needs, employees may be assigned duties outside of their written job description.

PPRS reserves the right to revise, add to, or remove job duties and responsibilities at any time, with or without notice, based on business and operational needs.

Employees with questions regarding job responsibilities or expectations should speak with their Assigned Admin, Management, or the HR Specialist at VIDA HR as appropriate.

3.12 Training Program

Training is provided based on the employee’s position, assigned services, and client needs. Even if employees have previous experience, all employees are expected to learn and follow Pikes Peak Respite Services (“PPRS” or the “Company”) policies, procedures, documentation standards, and service requirements.

Ongoing training is required for continued employment and compliance with Medicaid, safety, and service requirements. Employees may access required trainings through the staff portal at www.pikespeakrespiteservices.com.

PPRS may accept qualifying training completed through other PASA agencies or accredited training sources with proof of completion. While PPRS does not require a CNA license, certain CNA training may satisfy some Company training requirements.

4.0 Wage and Hour Policies

4.1 Pay Period

Pikes Peak Respite Services (“PPRS” or the “Company”) employees are paid on a biweekly schedule. Pay dates are available through Company pay schedules posted on the website, through iSolved, or by request through the Finance Department. When holidays affect payroll processing, those changes will be noted on the payroll memo.

Employees are responsible for reviewing paychecks and pay statements for accuracy. Any payroll concerns or discrepancies should be reported to the Finance Department as soon as possible.

4.2 Timekeeping and Shift Documentation

Pikes Peak Respite Services (“PPRS” or the “Company”) is required to maintain accurate records of hours

worked, services provided, and related documentation in accordance with applicable federal, state, and local law, Medicaid requirements, payer requirements, licensing standards, and Company policy.

Non-exempt employees are required to accurately record all working time using approved Company systems. Employees may not work “off the clock” and must report all time worked.

Employees responsible for service documentation must ensure that shifts, visit notes, service records, and other required documentation are accurate, complete, and submitted in a timely manner using approved Company systems, including Sirius Care and other assigned operational systems.

Shift notes and shift submissions should be completed no later than Sunday at 11:59 p.m. unless a different deadline is communicated by the Company. Timely submission helps ensure accurate payroll processing, billing, compliance, and service documentation. Delayed, incomplete, or inaccurate documentation may affect payroll processing timelines and may result in corrective action, up to and including termination of employment.

Services should be documented electronically at the time services are provided whenever operationally possible. Employees are responsible for promptly correcting rejected shifts, documentation errors, or other submission issues after notification.

PPRS utilizes Electronic Visit Verification (“EVV”) where required by applicable law, payer requirements, program rules, or Company policy. Employees providing services requiring EVV must follow all required EVV procedures, including enabling GPS location settings when required for verification.

Questions, payroll discrepancies, documentation concerns, or shift errors should be reported promptly to helpdesk@pikespeakrespiteservices.com.

Falsification of time records, service documentation, visit notes, EVV information, payroll records, or other Company records is strictly prohibited and may result in corrective action, up to and including termination of employment. Suspected fraud, abuse, false documentation, or improper billing may also be reported to appropriate agencies or authorities where required or appropriate.

4.3 Meal and Rest Periods

Pikes Peak Respite Services provides meal and rest periods in accordance with applicable federal, state, and local law. Employees should work with their supervisor regarding scheduling and operational needs related to breaks and meal periods.

4.4 Overtime

Pikes Peak Respite Services (“PPRS” or the “Company”) complies with applicable federal, state, and local wage and hour laws regarding overtime.

PPRS does not authorize non-exempt employees to work overtime. Non-exempt employees are not permitted to work more than their scheduled hours or exceed applicable overtime thresholds. Management does not approve overtime for non-exempt employees except where required by applicable law.

Employees are responsible for managing their schedules, shifts, documentation, communications, and work responsibilities to avoid overtime. Employees must not start work early, work late, work through unpaid meal periods, continue working after a scheduled shift ends, perform work from home outside scheduled hours, respond to work-related communications outside scheduled hours, or perform any other work that results in unauthorized work time or overtime.

If an employee believes they cannot complete assigned work within scheduled hours, the employee must stop work before overtime is incurred and immediately notify Management so priorities, assignments, schedules, or deadlines can be adjusted.

Employees may not work off the clock. All hours worked must be accurately reported and will be paid in accordance with applicable law, regardless of whether the work was authorized.

Working unauthorized overtime, failing to stop work before overtime is incurred, failing to notify Management of workload or scheduling issues, failing to accurately report all hours worked, or working off the clock may result in corrective action, up to and including termination of employment.

Overtime pay will be calculated in accordance with applicable federal, state, and local wage and hour laws. Paid leave, holidays, and other non-worked hours are not counted as hours worked for overtime calculations unless otherwise required by applicable law.

4.5 Travel Time Pay

Some administrative positions within Pikes Peak Respite Services ("PPRS" or the "Company") may require travel as part of assigned job duties. Administrative employees will be compensated for qualifying travel time and reimbursed for approved mileage in accordance with applicable law and Company policy.

Normal travel between home and a regular work location is not considered paid work time unless otherwise required by law or approved by Management.

Direct Support Providers ("DSPs") are not eligible for general mileage reimbursement unless required by applicable law. For services that include an approved transportation stipend, DSPs must accurately log transportation shifts at the time services are provided in accordance with Company documentation, service authorization, billing, and payroll requirements.

Mileage reimbursement rates, transportation stipend eligibility, documentation requirements, and administrative travel procedures may be updated periodically by the Company. Current reimbursement rates and travel procedures are available through Company payroll memos, policies, or the Finance Department.

4.6 Paycheck Deductions

Pikes Peak Respite Services ("PPRS" or the "Company") is required by law to make certain deductions from employee paychecks, including applicable federal and state taxes, Social Security and Medicare taxes, court-ordered garnishments, and other deductions required by law.

Voluntary deductions require a signed deduction authorization form when required by law or Company policy. All deductions will be reflected on employee pay statements.

Employees are responsible for reviewing pay statements for accuracy and should report payroll concerns or discrepancies promptly upon discovery to the Finance Department.

If an overpayment occurs, PPRS will notify the employee and may request a signed deduction authorization form for repayment. Employees may request a repayment plan for substantial overpayments.

PPRS reserves the right to recover verified overpayments through lawful payroll corrections, repayment agreements, deductions authorized by law, or other legally permitted recovery methods.

PPRS will not make deductions prohibited by law and will correct verified payroll errors in accordance with

applicable law. The Company prohibits retaliation against employees who report payroll concerns or discrepancies.

4.7 Compensation

Compensation for administrative positions at Pikes Peak Respite Services (“PPRS” or the “Company”) may be based on factors including position responsibilities, experience, performance, market conditions, and operational needs.

Rates for Direct Support Providers (DSPs) and certain service positions may be determined or limited by Medicaid funding requirements, state regulations, approved service authorizations, or reimbursement structures.

Employees with questions regarding compensation, payroll, overtime, paid time off, benefits, or paycheck deductions should contact the Finance Department.

4.8 Business Expenses

Expense reimbursement is generally limited to authorized administrative positions and approved business-related expenses. Direct Support Professionals (DSPs) are not authorized for general expense reimbursements unless specifically approved by Management in advance.

All reimbursable expenses must receive prior approval and must be supported by appropriate documentation and receipts in accordance with Company procedures. Unauthorized purchases or personal expenses will not be reimbursed.

Employees are expected to use good judgment and spend Company funds responsibly.

Employees may not accept gifts, money, personal payments, favors, or other items of value from clients, families, Direct Support Providers, vendors, or providers. Questions regarding this policy should be directed to Management, the HR Specialist at VIDA HR, the COO, or CEO.

Violations of this policy may result in corrective action up to and including termination of employment.

4.9 Direct Deposit

Pikes Peak Respite Services (“PPRS” or the “Company”) encourages employees to enroll in direct deposit for payroll payments.

Employees who decline direct deposit will receive paper checks by mail according to the established payroll schedule.

Employees enrolled in direct deposit will have access to electronic pay statements showing wages, deductions, and other payroll information.

4.10 Wage Discussions and Compensation Information

Pikes Peak Respite Services (“PPRS” or the “Company”) complies with applicable federal, state, and local laws regarding employee rights to discuss, inquire about, or disclose wages, compensation, benefits, or other terms and conditions of employment.

PPRS will not discipline, discriminate against, retaliate against, intimidate, or otherwise interfere with employees for engaging in legally protected discussions or activities related to wages or working conditions.

Employees who have access to confidential compensation or payroll information as part of their job duties may not disclose such information to individuals who are not authorized to access it, unless disclosure is permitted or required by law.

Employees who believe they have experienced retaliation, discrimination, or interference related to protected wage discussions or workplace rights should report concerns to the HR Specialist at VIDA HR, Management, the COO, or the CEO.

Nothing in this policy is intended to interfere with employee rights protected under applicable law, including the National Labor Relations Act ("NLRA").

5.0 Performance, Discipline, Layoff, and Termination

5.1 Attendance

Pikes Peak Respite Services ("PPRS" or the "Company") operates in a client-care environment where reliability, professionalism, and consistency are essential.

Direct Support Professionals (DSPs) may coordinate schedules directly with clients and families depending on service arrangements and client needs. Employees are expected to report to scheduled shifts on time and prepared to provide services.

Failure to report for scheduled services, repeated attendance issues, excessive tardiness, failure to follow scheduling expectations, or no-call/no-show behavior may result in corrective action up to and including termination of employment.

PPRS utilizes electronic systems, including Sirius Care and other operational systems, for scheduling, shift documentation, Medicaid billing support, payroll processing, EVV requirements, and compliance.

Employees are expected to log services at the time services are provided whenever operationally possible. Employees are also responsible for ensuring shifts are submitted accurately and that rejected shifts or documentation issues are corrected promptly.

5.2 Job Abandonment

Direct Support Providers (DSPs) who do not schedule or work shifts for 30 consecutive days, fail to maintain communication with their Assigned Admin, or fail to respond to Company communications in a timely manner may also be considered to have voluntarily resigned employment.

5.3 Criminal Activity/Arrests

Pikes Peak Respite Services ("PPRS" or the "Company") may report criminal activity when required by law or when necessary to protect clients, employees, Company operations, or public safety.

Criminal conduct, arrests, charges, convictions, abuse, exploitation, neglect, fraud, or other unlawful behavior that may affect job responsibilities, client safety, Medicaid compliance, licensing requirements, or Company operations should be reported as required by Company policy and applicable law. PPRS may review such information and take appropriate action to the extent permitted by applicable law.

5.4 Exit Interview

Employees separating from Pikes Peak Respite Services (“PPRS” or the “Company”) may be asked to participate in an exit interview.

Exit interviews help the Company better understand employee experiences, identify opportunities for improvement, and support ongoing recruitment, retention, and operational efforts. Participation and cooperation in the exit interview process are appreciated.

5.5 Open Door/Conflict Resolution Process

Pikes Peak Respite Services (“PPRS” or the “Company”) encourages employees to bring forward workplace concerns, questions, or problems so they can be reviewed and addressed appropriately.

Employees who have concerns regarding workplace conduct, scheduling, communication, safety, policies, client care, payroll, or other work-related matters should first discuss the issue with their Assigned Admin when appropriate. Many concerns can be resolved through direct communication.

If the concern is not resolved, if the employee is uncomfortable discussing the matter with their Assigned Admin, or if the Assigned Admin is involved in the concern, employees should contact **the HR Specialist at VIDA HR**, Management, the COO, or CEO.

Employees are encouraged to provide relevant information regarding the concern, including the situation, individuals involved, prior attempts to resolve the issue, and any suggested resolution.

PPRS prohibits retaliation against employees who raise workplace concerns in good faith.

5.6 Disciplinary Process

Employees are expected to follow Pikes Peak Respite Services (“PPRS” or the “Company”) policies, procedures, performance expectations, documentation requirements, and professional standards.

Violations of Company policies, performance concerns, attendance issues, misconduct, safety violations, documentation concerns, client care concerns, or failure to meet job expectations may result in corrective action up to and including termination of employment.

PPRS may use progressive corrective action when appropriate; however, the Company reserves the right to determine the level of corrective action based on the circumstances of each situation. Depending on the severity of the conduct or concern, corrective action may include verbal coaching, written warnings, suspension, reassignment, demotion, or termination of employment.

Nothing in this policy changes the at-will employment relationship. PPRS reserves the right to bypass progressive corrective action and proceed directly to more serious disciplinary action, including termination, when deemed appropriate.

5.7 Outside Employment

Employees may engage in outside employment as long as it does not interfere with their job performance, scheduling responsibilities, attendance, availability, client care obligations, confidentiality obligations, or other responsibilities to Pikes Peak Respite Services (“PPRS” or the “Company”).

Outside employment that creates a conflict of interest or negatively affects an employee's ability to perform job duties at PPRS is prohibited. Employees should notify Management or **the HR Specialist at VIDA HR** of outside employment that may create a scheduling conflict, conflict of interest, or impact work responsibilities.

Employees on approved leave, including leave protected under the Family and Medical Leave Act (FMLA), workers' compensation leave, or other protected leave, are expected to comply with the restrictions and requirements applicable to the leave. Misuse of leave or engaging in activities inconsistent with the stated purpose of the leave may result in corrective action up to and including termination of employment.

Nothing in this policy is intended to interfere with employee rights protected under applicable law.

5.8 Pay Increases

Pay increases for administrative positions may be considered based on factors including Company financial health, operational needs, employee performance, market conditions, and overall business considerations.

Pay rates for Direct Support Providers (DSPs) and certain service positions may be adjusted based on state funding, Medicaid reimbursement rates, service authorizations, or other regulatory requirements.

PPRS reserves the right to modify compensation structures, pay rates, and wage practices in accordance with business and operational needs.

5.9 Resignation Policy

Pikes Peak Respite Services ("PPRS" or the "Company") hopes employment relationships remain positive and productive; however, employees may choose to resign employment at any time.

Notice of Resignation

Employees are requested to provide at least two (2) weeks' written notice of resignation when reasonably possible. Resignation notices should be submitted to the employee's Assigned Admin, the HR Specialist at VIDA HR, or Management.

Failure to provide reasonable notice may affect future rehire eligibility depending on the circumstances.

PPRS reserves the right to accept a resignation immediately or to modify the employee's work schedule or duties during the notice period, consistent with applicable law.

Final Pay

Final pay, including any applicable wages or accrued benefits owed at separation, will be processed in accordance with applicable federal, state, and local law and Company policy.

Employees are responsible for ensuring contact information, mailing addresses, and other employment records remain current so final pay information, tax documents, and other employment-related communications can be provided appropriately.

Return of Property

Employees must return all Company property upon separation of employment, including but not limited to keys, identification materials, records, devices, equipment, electronic information, documents, and other Company property.

Failure to return Company property may result in lawful recovery actions consistent with applicable law.

5.10 Standards of Conduct

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to maintaining a professional, respectful, safe, and compliant work environment for employees, clients, families, and community partners.

Employees are expected to follow Company policies, maintain professional behavior, comply with Medicaid and licensing requirements, protect client confidentiality, and perform job duties safely and responsibly.

The following are examples of conduct that may result in corrective action up to and including termination of employment. This list is not all-inclusive:

- Violating Company policies, procedures, or operational requirements.
- Falsifying time records, service documentation, payroll records, EVV records, or other Company documents.
- Abuse, neglect, exploitation, mistreatment, or inappropriate conduct involving clients.
- Violations of HIPAA, confidentiality, privacy, or protected health information requirements.
- Possessing, using, selling, distributing, or being under the influence of illegal drugs, alcohol, marijuana, or impairing substances while working or while responsible for client care.
- Reporting to work impaired or unable to safely perform job duties.
- Theft, fraud, dishonesty, or misuse of Company, client, or employee property or funds.
- Fighting, threats, harassment, bullying, intimidation, or inappropriate workplace conduct.
- Failure to follow safety procedures, client care plans, training requirements, or documentation requirements.
- Excessive tardiness, attendance issues, no-call/no-show behavior, or failure to maintain communication with PPRS.
- Working "off the clock."
- Unauthorized disclosure of confidential Company, client, or employee information.
- Inappropriate use of Company systems, phones, technology, social media, or electronic communications.
- Sleeping during working time or while responsible for client supervision.
- Possession of unauthorized weapons or dangerous items while working or on Company property where prohibited by law.
- Failure to cooperate with investigations, audits, licensing reviews, or compliance requirements.
- Failure to maintain professional dress, hygiene, or appearance appropriate for assigned duties.
- Conduct that negatively affects client safety, Company operations, Medicaid compliance, licensing compliance, or the Company's professional reputation.

Nothing in this policy changes the at-will employment relationship or limits employee rights protected under applicable law, including rights protected under the National Labor Relations Act (NLRA).

5.11 Workforce Reductions (Layoffs)

Pikes Peak Respite Services ("PPRS" or the "Company") reserves the right to implement a reduction in force (RIF), restructuring, schedule reduction, or other workforce changes when necessary due to business, operational, financial, regulatory, client service, or staffing needs.

If a reduction in force becomes necessary, PPRS will make employment decisions based on operational needs, business considerations, client care needs, performance, scheduling needs, qualifications, and other relevant factors as determined by the Company.

6.0 General Policies

6.1 Driving and Vehicle Requirements

Employees who are required to drive as part of their job duties for Pikes Peak Respite Services ("PPRS" or the "Company") must maintain a valid driver's license, an acceptable driving record, current vehicle registration where applicable, and legally required automobile insurance coverage.

PPRS may review driving records as part of the hiring process, ongoing employment, compliance requirements, client transportation requirements, insurance requirements, or investigations involving vehicle use.

Employees are responsible for:

- providing current driver's license and insurance information when requested;
- maintaining legally required insurance coverage when using a personal vehicle for work-related duties;
- promptly reporting any accidents, citations, license suspensions, driving restrictions, lapses in insurance, or other changes that may affect driving eligibility or job responsibilities;
- and operating vehicles safely, professionally, and in compliance with all traffic laws and Company policies.

Employees operating personal or Company vehicles for work-related purposes may not operate a vehicle:

- while under the influence of alcohol, marijuana, illegal drugs, impairing substances, or medications that affect the ability to safely operate a vehicle;
- while texting, emailing, or using handheld devices in violation of applicable law;
- or in a reckless, unsafe, or unprofessional manner.

Employees transporting or supporting clients are expected to maintain appropriate professional conduct, follow applicable safety procedures, and comply with all client transportation requirements.

Failure to maintain required driving qualifications, insurance coverage, or safe driving practices, or failure to report changes affecting driving eligibility, may result in corrective action up to and including termination of employment.

6.2 Company Communications

Pikes Peak Respite Services ("PPRS" or the "Company") communicates important Company information through official communication channels, including employee email, the employee portal, the Company

website, and official Company social media pages.

Employees are responsible for regularly reviewing Company communications and staying informed regarding policies, scheduling information, payroll notices, training requirements, compliance updates, and other employment-related information.

Only authorized representatives of PPRS may post, distribute, modify, or remove official Company communications or notices.

6.3 Remote Work

Employees approved to work remotely must comply with all Company policies, including timekeeping, confidentiality, HIPAA, cybersecurity, productivity, attendance, communication, and protection of Company systems and records.

Non-exempt remote employees must accurately record all hours worked, may not work off the clock, and must obtain advance approval before working overtime whenever practical.

Employees must obtain prior written approval before changing their primary work location, working from another state, or relocating while employed by PPRS. Work location changes may affect payroll, taxes, benefits, insurance, workers' compensation, unemployment, and employment law compliance. Failure to notify the Company of a work location change may result in compliance issues and may result in corrective action.

6.4 Technology, Systems, and Electronic Communications Use

Pikes Peak Respite Services ("PPRS" or the "Company") provides technology systems, software, electronic communications, internet access, applications, devices, networks, and related resources to support Company operations, client care, scheduling, payroll, documentation, communication, compliance, security, and other business functions.

This policy applies to all Company technology resources and systems, including but not limited to:

- email systems and accounts;
- internet and network access;
- phones, mobile devices, voicemail, messaging systems, and video communication platforms;
- computers, laptops, printers, scanners, and related equipment;
- Sirius Care, iSolved, EVV systems, employee portals, cloud-based systems, and other Company applications;
- Company-owned devices and systems;
- and personal devices used to access Company systems or perform work-related duties.

Company technology systems and electronic resources are intended primarily for authorized business and work-related purposes. Limited personal use may be permitted if it does not interfere with productivity, client care, confidentiality, security, operations, or Company policies.

Employees are expected to use Company systems responsibly, professionally, securely, and in compliance

with applicable federal, state, and local laws, including confidentiality, privacy, HIPAA, cybersecurity, licensing, payroll, Medicaid, and recordkeeping requirements.

All software, systems, data, records, documentation, communications, electronic information, training materials, and business-related content created, stored, transmitted, received, purchased, or maintained on Company systems remain Company property to the extent permitted by law.

Employees should have no expectation of privacy when using Company systems, devices, applications, networks, email, internet access, or electronic communication systems to the extent permitted by applicable law.

PPRS reserves the right to monitor, review, access, retrieve, audit, intercept, preserve, or disclose information stored on or transmitted through Company systems in accordance with applicable law and legitimate business needs, including operational, compliance, security, payroll, client care, audit, investigation, licensing, legal, or regulatory purposes.

Employees are responsible for protecting passwords, devices, confidential information, HIPAA-protected information, and system access credentials.

Employees may not:

- share passwords, login credentials, or unauthorized system access;
- improperly access, copy, alter, distribute, or disclose confidential or protected information;
- install or use unauthorized software, applications, or devices on Company systems;
- bypass security measures or cybersecurity protections;
- use Company systems for unlawful, fraudulent, harassing, discriminatory, threatening, offensive, or inappropriate purposes;
- violate software licensing, copyright, privacy, confidentiality, or recordkeeping requirements;
- or use Company systems in a manner that could compromise Company operations, client information, or data security.

Employees using personal devices for work-related purposes may be required to comply with Company security, confidentiality, record retention, and technology requirements.

Violations of this policy may result in corrective action, up to and including termination of employment. PPRS may also report unlawful conduct or security violations to appropriate authorities where permitted or required by law.

6.5 Non-solicitation/Non-distribution Policy

Pikes Peak Respite Services (“PPRS” or the “Company”) is committed to maintaining a professional, respectful, and distraction-free work environment that supports client care, employee safety, and daily operations.

Employees may not engage in solicitation or distribution activities during working time. Working time includes periods when employees are expected to be actively performing job duties or providing client services. Solicitation or distribution may be permitted during approved break periods or non-working time so long as it does not interfere with operations, client care, safety, or other employees’ work responsibilities.

Distribution of non-work-related materials in client homes, work areas, service locations, or through Company systems is prohibited. Non-employees may not solicit or distribute materials on Company property or during Company operations without authorization.

Employees may not distribute materials or communications that violate Company policies regarding harassment, discrimination, confidentiality, HIPAA, professionalism, safety, or knowingly false information.

Nothing in this policy is intended to interfere with employee rights protected under applicable law, including rights protected under the National Labor Relations Act (NLRA).

Employees who have questions or concerns regarding this policy should contact their Assigned Admin, the HR Specialist at VIDA HR, Management, the COO, or CEO.

6.6 Company Property and Facility Use

Company property, equipment, systems, devices, records, supplies, and facilities provided by Pikes Peak Respite Services ("PPRS" or the "Company") are intended primarily for authorized business and work-related purposes.

Limited personal use may be permitted if it is reasonable, does not interfere with work responsibilities, client care, operations, security, or Company policies, and does not result in excessive use or cost to the Company.

Employees are responsible for protecting Company property and may be held responsible for damage, loss, misuse, or unauthorized use resulting from negligence or policy violations.

Unauthorized use of Company property, systems, records, facilities, technology, or workspaces outside of assigned duties or approved business purposes is prohibited. Employees may not access Company offices, facilities, records, or systems outside authorized working time without approval from Management when required.

All Company property must be returned upon request or separation of employment.

6.7 Personal Appearance

Employees of Pikes Peak Respite Services ("PPRS" or the "Company") are expected to maintain a professional, clean, and appropriate appearance consistent with client care, safety, professionalism, and the services being provided.

Employees must maintain appropriate personal hygiene and wear clothing and footwear suitable for assigned job duties and work environments. Clothing must allow employees to safely and effectively perform required job responsibilities.

PPRS apparel may be worn while working when approved by the Company. Closed-toe shoes are required during shifts. Clothing that is excessively revealing, unsafe, unprofessional, or inappropriate for client-service environments is prohibited, including flip-flops, short-shorts, and mini-skirts.

Fragranced products should be used in moderation out of consideration for clients and employees with allergies, sensitivities, or medical conditions.

Employees may be required to wear protective equipment, safety gear, or other required attire depending on assigned duties or service settings.

PPRS will reasonably accommodate disabilities, medical conditions, pregnancy-related needs, and sincerely held religious beliefs in accordance with applicable law.

Failure to follow dress code or appearance expectations may result in corrective action up to and including being sent home to correct the issue. Frequent or repeated violations may result in corrective action up to and including termination of employment.

6.8 Personal Cell Phone/Mobile Device Use

Pikes Peak Respite Services ("PPRS" or the "Company") recognizes that cell phones and electronic communication are important tools for employee safety, scheduling, client coordination, and Company operations. Employees are expected to maintain reliable communication and respond to work-related communications within a reasonable timeframe when working or when responsible for scheduled services.

Failure to maintain communication, repeated failure to respond to scheduling or operational communications, or ongoing communication issues may result in corrective action up to and including termination of employment.

Employees must be able to contact emergency services, including 911, when necessary during service delivery.

Personal cell phone use during working time should be limited to work-related purposes except in emergencies or limited personal situations that do not interfere with client care, safety, professionalism, or job duties.

Photography, video recording, audio recording, screenshots, or other recordings involving clients, client information, Company records, systems, or work-related activities are strictly prohibited unless specifically authorized by PPRS or otherwise permitted by law.

Employees are expected to communicate professionally through phone calls, text messages, email, and other Company communication systems. Scheduling communications and shift confirmations should be reviewed carefully, and employees are responsible for confirming schedules when questions arise.

Employees may not use handheld devices while operating a vehicle in violation of applicable law. Employees are expected to operate vehicles safely and use hands-free devices when legally permitted.

Employees connecting personal devices to Company systems, applications, portals, email, or networks must comply with Company security, confidentiality, HIPAA, EVV, and technology requirements. PPRS reserves the right to restrict or revoke access to Company systems or applications on personal devices at any time.

Recording Devices, Photography, and Confidentiality

To protect client privacy, confidentiality, and HIPAA compliance, employees may not photograph, video record, audio record, screenshot, livestream, or otherwise record clients, client information, Company records, or work-related activities unless specifically authorized by Pikes Peak Respite Services ("PPRS" or the "Company").

Certain clients may have signed media or promotional release forms on file with PPRS. Only employees specifically authorized by Management may take or use photographs, videos, or recordings involving clients for approved Company purposes.

Employees are expected to protect confidential, proprietary, medical, and client information when using

personal devices, Company systems, electronic communications, or social media.

Unauthorized recording, photographing, sharing, posting, saving, transmitting, or disclosure of client information, employee information, or Company information may result in corrective action up to and including termination of employment and may also result in legal or regulatory reporting obligations.

Nothing in this policy is intended to interfere with employee rights protected under applicable law, including rights protected under the National Labor Relations Act (NLRA).

6.9 Social Media

Pikes Peak Respite Services ("PPRS" or the "Company") recognizes that employees may use social media and other online platforms for personal communication and networking. Employees are expected to use good judgment and maintain professionalism when posting online in ways that may affect clients, coworkers, the Company, or Company operations.

For purposes of this policy, social media includes social networking sites, blogs, forums, messaging platforms, video-sharing platforms, websites, and other online communications.

Employees may not:

- disclose confidential, proprietary, client, employee, HIPAA-protected, or Company information;
- post photographs, videos, recordings, screenshots, or information involving clients or Company operations without authorization;
- represent personal opinions, views, commentary, or statements as being endorsed by PPRS;
- create the impression they are speaking on behalf of PPRS unless specifically authorized;
- make knowingly false, threatening, discriminatory, harassing, defamatory, or unlawful statements involving the Company, employees, clients, or others;
- or use Company logos, branding, systems, or official communication channels without authorization.

Employees may share official public posts made directly by PPRS through authorized Company pages. Employees may not represent personal opinions, interpretations, commentary, or statements as official positions, policies, beliefs, or communications of PPRS unless specifically authorized to do so.

Personal social media use is not permitted during working time or while responsible for client care or supervision.

Employees are expected to maintain professionalism online and avoid social media activity that interferes with client care, workplace operations, confidentiality obligations, licensing requirements, or Company policies.

Only authorized representatives may issue official Company statements, media responses, public communications, or social media postings on behalf of PPRS.

Nothing in this policy is intended to interfere with employee rights protected under applicable law, including rights protected under the National Labor Relations Act (NLRA).

Violations of this policy may result in corrective action up to and including termination of employment.

6.10 Employee Information Updates

Employees are responsible for maintaining current and accurate contact and employment information with Pikes Peak Respite Services ("PPRS" or the "Company").

Employees must notify their Assigned Admin promptly of changes to:

- address,
- phone number,
- email address,
- emergency contact information,
- vehicle insurance information if transporting clients,
- or other required employment information,

so records can be updated in Sirius Care and other Company systems as needed.

Employees are also responsible for updating personal information, tax withholding information, direct deposit information, marital status, and other payroll-related information through the iSolved Employee Self-Service (ESS) portal at: https://identity.myisolved.com/

Failure to maintain accurate information may result in delayed payroll processing, tax document delivery issues, benefit issues, or other employment-related delays.

6.11 Personnel and Medical Records Files

Pikes Peak Respite Services ("PPRS" or the "Company") maintains personnel records and other employment-related records as required by applicable law.

Medical information, accommodation records, FMLA records, state paid family or medical leave records, and other protected medical or leave-related documentation are maintained separately from general personnel records and are handled confidentially in accordance with applicable law.

PPRS utilizes VIDA HR for human resources administration and management of protected medical, leave, and accommodation records. Medical and leave-related records submitted in connection with FMLA, state paid family or medical leave records, accommodation records, and other protected leave requests may be maintained directly by VIDA HR separate from Company operational records.

Access to personnel, medical, and leave-related information is limited to authorized individuals with a legitimate business or legal need for access.

Employees may request access to personnel records in accordance with applicable law and Company procedures. Requests for employment verification, personnel information, or employee records from outside parties must be directed to the HR Specialist at VIDA HR or another authorized Company representative.

6.12 Workplace Security and Confidential Information

All employees share responsibility for maintaining the safety, security, confidentiality, and protection of Pikes Peak Respite Services ("PPRS" or the "Company"), its clients, employees, systems, records, and work environments.

Employees are expected to protect Company property, confidential information, passwords, devices, records, and access credentials whether working in the office, remotely, in the community, or in client-service settings.

Employees must:

- secure Company devices, records, and confidential information when not in use;
- protect passwords, login credentials, and system access information;
- report lost or stolen devices, keys, records, or access credentials immediately;
- and avoid discussing confidential security, client, operational, or system information with unauthorized individuals.

Employees working remotely or from home are expected to maintain appropriate security measures to protect Company systems, client information, and confidential records.

Employees should immediately report known or suspected security risks, privacy concerns, suspicious activity, data breaches, unauthorized access, or safety concerns to Management, **the HR Specialist at VIDA HR**, IT support, or appropriate Company representatives.

Maintaining a safe, secure, and compliant work environment is the responsibility of all employees.

6.13 External Inquiries and Legal Matters

From time to time, Pikes Peak Respite Services ("PPRS" or the "Company") may receive inquiries related to legal matters, investigations, incidents, media requests, licensing reviews, audits, or other business matters.

Employees are not authorized to speak on behalf of PPRS unless specifically authorized to do so. Any requests for official Company statements, interviews, records, legal information, media comments, or Company positions should be directed to the CEO, COO, **the HR Specialist at VIDA HR**, or other authorized Company representative.

Employees are expected to cooperate appropriately with authorized Company investigations, audits, licensing reviews, and legal processes while maintaining confidentiality and professionalism.

6.14 Legal and Preferred Name Usage Policy

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to maintaining a respectful, professional, and inclusive workplace for employees, clients, applicants, vendors, and community members in accordance with applicable federal, state, and local law.

Employees are required to use their legal name for payroll records, tax documents, background checks, licensing records, certifications, insurance records, benefits administration, Medicaid or government program documentation, and other records where a legal name is required by law, regulation, credentialing, or operational necessity.

Employees may request the use of a preferred name for day-to-day workplace interactions, schedules, internal communications, email display names, identification materials, and other non-legal business purposes where operationally feasible, appropriate, and legally permissible.

Employees are responsible for notifying Payroll, the HR Specialist at VIDA HR, or Management of any legal name changes or preferred name requests so records may be updated appropriately.

PPRS respects employee privacy and will not intentionally disclose confidential personal information except where disclosure is necessary for legitimate business, operational, legal, licensing, payroll, insurance, benefits, Medicaid, credentialing, safety, or regulatory purposes, or otherwise required by law.

Discrimination, harassment, intimidation, bullying, or retaliation based on an employee's name, preferred name, gender identity, gender expression, protected characteristics, or any other status protected by applicable law is prohibited.

Employees with questions, concerns, or requests related to this policy should contact the HR Specialist at VIDA HR or Management.

Nothing in this policy is intended to conflict with applicable federal, state, or local law, licensing requirements, Medicaid or government program requirements, payroll regulations, insurance requirements, credentialing standards, or legal recordkeeping obligations.

7.0 Benefits

7.1 Employment Classifications

Pikes Peak Respite Services ("PPRS" or the "Company") classifies employees in accordance with applicable federal, state, and local laws.

Exempt and Non-Exempt Status

- Exempt Employees: Exempt employees are generally paid on a salary basis and are not eligible for overtime pay in accordance with applicable wage and hour laws.
- Non-Exempt Employees: Non-exempt employees are eligible for minimum wage and overtime pay in accordance with applicable law.

Employment Classifications

- Regular Full-Time Employees: Regular full-time employees are generally scheduled to work an average of 30 or more hours per week and may be eligible for Company benefits in accordance with benefit plan terms and applicable law.
- Regular Part-Time Employees: Regular part-time employees are generally scheduled to work less than 30 hours per week and are generally not eligible for Company benefits unless otherwise required by law or stated in Company benefit plans.

Direct Support Providers (DSPs) are generally hired as part-time employees. Employees whose schedules average 30 or more hours per week over an established review period may be moved to full-time status based on operational review and benefit eligibility requirements.

For purposes of health plan eligibility and compliance with the Affordable Care Act ("ACA"), PPRS may review employee hours using applicable ACA measurement, administrative, and stability periods, plan terms, and applicable law. An employee's classification as full-time, part-time, exempt, non-exempt, temporary, or regular for Company purposes does not necessarily determine benefit eligibility, which is governed by applicable benefit plan documents and law.

Following transition to full-time status, employee hours may be periodically reviewed. Employees whose average hours fall below full-time eligibility requirements may be reclassified to part-time status consistent with operational needs, benefit plan requirements, and applicable law.

Employees will be informed of their classification and employment status at hire and whenever changes occur. Nothing in this policy alters the at-will employment relationship.

7.2 Independent Contractors and Parent Providers

Independent contractors are self-employed individuals or entities contracted by Pikes Peak Respite Services (“PPRS” or the “Company”) to provide approved services under a separate written agreement.

Independent contractors, including certain parent providers operating under approved Medicaid Home and Community-Based Services (HCBS) waiver, caregiver, or hardship arrangements, are generally responsible for their own taxes, insurance, certifications, licenses, and business obligations unless otherwise required by law or program requirements.

Certain Medicaid waiver payments may qualify as federally tax-exempt “difficulty of care” payments under Section 131 of the Internal Revenue Code and IRS Notice 2014-7 when services are provided in the same home where both the caregiver and care recipient reside. PPRS does not provide tax or legal advice, and providers are responsible for consulting with their personal tax advisor regarding tax treatment, reporting obligations, earned income elections, and state tax requirements.

All independent contractors and parent providers must maintain a current signed agreement with PPRS and comply with applicable Medicaid requirements, EVV requirements, service authorizations, training requirements, documentation standards, and Company policies.

Independent contractor and parent-provider agreements may be reviewed and updated periodically in accordance with operational, licensing, Medicaid, regulatory, or legal requirements.

7.3 Health Insurance

Pikes Peak Respite Services (“PPRS” or the “Company”) offers group health insurance benefits to eligible full-time employees and eligible dependents in accordance with the terms of the applicable benefit plans.

For employees hired into full-time positions, health insurance coverage generally becomes effective on the first day of the month following 60 days from the date of hire, subject to plan eligibility requirements and timely enrollment.

Direct Support Providers (DSPs) are generally hired as part-time employees. DSP hours and eligibility status may be reviewed on an ongoing basis. Once a DSP becomes eligible for full-time benefits, benefit enrollment information will be provided. Coverage will generally begin on the first day of the month following enrollment, subject to plan terms and eligibility requirements.

PPRS may determine health insurance eligibility based on applicable benefit plan terms, ACA eligibility rules, established measurement periods, employee classification, hours worked, and other requirements permitted by law.

Employees generally have 30 days from a qualifying status change or other qualifying life event to enroll in or make eligible benefit changes. If enrollment is not completed during the applicable enrollment period, employees may need to wait until the next open enrollment period or another qualifying life event, unless otherwise permitted by the benefit plan or applicable law.

Benefit plan details are outlined in the applicable Summary Plan Descriptions (SPDs), plan documents, and enrollment materials available through the HR Specialist at VIDA HR or the iSolved Employee Self-Service (ESS) portal.

PPRS reserves the right to modify, amend, suspend, or terminate benefit plans at any time to the extent permitted by law and applicable plan documents.

Employees or dependents who lose eligibility for benefits due to a change in employment status, work hours, separation of employment, or qualifying life event may have continuation coverage rights under COBRA or other applicable federal or state laws. Information regarding continuation coverage rights will be provided when required by law.

7.4 Domestic Violence, Sexual Assault, and Safety Leave

Employees may be entitled to leave, accommodations, or other protections related to domestic violence, sexual assault, stalking, harassment, or related safety concerns in accordance with applicable federal, state, and local law.

Where permitted by applicable law, eligible employees may use leave for reasons including:

- seeking medical attention or counseling;
- obtaining legal assistance, victim services, or protective orders;
- attending court proceedings or meetings related to the matter;
- relocating, securing safe housing, or addressing safety concerns;
- or assisting a covered family member affected by such circumstances.

Employees requesting leave or accommodations should provide reasonable notice when possible. Pikes Peak Respite Services ("PPRS" or the "Company") may request supporting documentation where permitted by applicable law.

Information related to requests under this policy will be maintained as confidentially as reasonably possible in accordance with applicable law.

PPRS prohibits retaliation against employees who request or use protected leave, accommodations, or related workplace protections under this policy.

7.5 Jury Duty Leave

Pikes Peak Respite Services ("PPRS" or the "Company") encourages employees to fulfill their civic responsibilities related to jury duty service.

Employees summoned for jury duty should notify their Assigned Admin or Management as soon as reasonably possible so scheduling arrangements can be made. PPRS may request documentation verifying jury service where permitted by applicable law.

Jury duty leave and compensation will be provided in accordance with applicable federal, state, and local law. Employees may use available PTO during unpaid portions of jury duty leave in accordance with Company policy.

PPRS prohibits discrimination or retaliation against employees for lawful jury duty service. Employees returning from jury duty leave will be reinstated in accordance with applicable law.

7.6 Voting Leave

Pikes Peak Respite Services ("PPRS" or the "Company") supports employees' rights to participate in the voting process and will provide voting leave in accordance with applicable federal, state, and local law.

Employees requesting voting leave should provide advance notice when possible so scheduling arrangements can be made.

Employees who self-schedule or work flexible schedules are encouraged to arrange work hours, when reasonably possible, to allow sufficient time for voting during available polling hours.

The timing of voting leave may be determined by PPRS consistent with operational needs and applicable law.

Nothing in this policy guarantees scheduled work hours or alters employee scheduling practices.

7.7 Paid Time Off (PTO) – Administrative Employees

Pikes Peak Respite Services ("PPRS" or the "Company") provides eligible administrative employees with Paid Time Off ("PTO") that may be used for vacation, illness, appointments, personal matters, or other approved absences.

Eligibility

Regular full-time administrative employees are eligible to begin accruing PTO upon hire.

PTO Accrual

Eligible administrative employees accrue PTO throughout the year up to a maximum annual accrual of 72 hours.

Employees may carry over unused PTO from year to year up to a maximum PTO bank balance of 120 hours. Once the maximum PTO balance is reached, additional PTO will not accrue until PTO is used and the balance falls below the cap.

Paid holidays, approved PTO usage, and other paid hours do not reduce PTO accrual eligibility. Employees will continue accruing PTO during paid status. Employees on unpaid leave or unpaid status may not accrue PTO during unpaid periods, consistent with applicable law.

PTO Usage and Requests

Employees may begin using accrued PTO as it becomes available, subject to scheduling approval and operational needs.

PTO requests should be submitted as far in advance as possible and generally at least two (2) weeks in advance when foreseeable. PPRS will attempt to accommodate requested time off while considering staffing and operational needs.

When multiple employees request overlapping time off, scheduling decisions may consider operational needs, timing of the request, and departmental coverage requirements.

Unexpected absences should be reported to Management as soon as reasonably possible and generally no less than four (4) hours before the scheduled shift when possible.

Leave of Absence

Where permitted by law, PPRS may require or allow employees to use available PTO concurrently with certain approved leaves of absence.

Separation of Employment

Accrued but unused PTO will be paid out upon separation of employment where required by applicable law or Company policy.

Policy Changes

PPRS reserves the right to modify, interpret, suspend, or discontinue PTO policies and practices to the extent permitted by law.

7.8 Paid Sick Leave – Administrative Employees

Pikes Peak Respite Services ("PPRS" or the "Company") provides paid sick leave to eligible administrative employees in accordance with applicable federal, state, and local law.

Eligibility

Regular full-time administrative employees begin accruing paid sick leave upon hire.

Accrual and Usage

Administrative employees accrue one (1) hour of paid sick leave for every thirty (30) hours worked up to a maximum accrual of 48 hours per year.

Unused accrued sick leave may carry over from year to year in accordance with applicable law and Company policy. Employees may use any available accrued sick leave balance in their sick leave bank.

The maximum sick leave bank balance for administrative employees is 48 hours. Once the maximum balance is reached, additional sick leave will not accrue until available sick leave is used.

Employees may use accrued sick leave for reasons permitted under applicable federal, state, and local law or Company policy, including but not limited to:

- personal or family illness, injury, or medical care,
- preventive care appointments,
- domestic violence, sexual assault, stalking, or related safety matters,
- public health emergencies,
- school or care closures,
- bereavement-related matters permitted by law,
- or other qualifying reasons under applicable law.

Notice and Documentation

Employees should provide notice as soon as reasonably possible when sick leave is needed. Foreseeable absences should be communicated in advance when possible.

Documentation may be requested for absences of four (4) or more consecutive workdays where permitted by law.

Compensation

Paid sick leave will be compensated in accordance with applicable law and regular payroll practices.

Separation and Rehire

Unused sick leave is not paid out upon separation of employment unless otherwise required by law. Previously accrued and unused sick leave may be reinstated if an employee is rehired within the period required by applicable law.

Retaliation

PPRS prohibits retaliation against employees for requesting or using protected sick leave rights.

7.9 Personal Leave of Absence

Pikes Peak Respite Services ("PPRS" or the "Company") recognizes that employees may occasionally need time away from work for personal reasons not covered by other leave policies. Eligible employees may request an unpaid personal leave of absence subject to Company approval.

Eligibility

Employees who have been employed for at least ninety (90) days may request a personal leave of absence.

Requesting Leave

Requests for personal leave should be submitted in writing to Management or **the HR Specialist at VIDA HR** as far in advance as possible and generally at least thirty (30) days before the requested leave when practical. Emergency situations should be reported as soon as reasonably possible.

Approval of personal leave requests is not guaranteed and will be based on factors including operational needs, staffing, attendance, performance, client care needs, and business considerations.

Pay and Benefits During Leave

Personal leave is generally unpaid unless employees elect or are required to use available paid leave in accordance with Company policy and applicable law.

PTO and paid sick leave accruals may be suspended during unpaid portions of leave in accordance with applicable law and Company policy.

Benefit continuation during unpaid leave will be handled in accordance with applicable benefit plans, COBRA requirements, and Company policies. Employees remain responsible for any required employee premium contributions.

Return to Work

Employees are expected to return to work on the approved return date unless an extension is approved. Requests for extensions should be submitted as soon as possible before the scheduled return date.

Employees returning from a personal leave related to their own medical condition may be required to provide a written medical release confirming they are able to safely perform the essential functions of their position, with or without reasonable accommodation, before returning to work. Medical documentation should be submitted to the HR Specialist at VIDA HR or the Company's designated HR representative.

While PPRS will attempt to return employees to their previous or a comparable position when possible, reinstatement following a personal leave of absence is not guaranteed unless otherwise required by law.

Failure to return from leave as scheduled, failure to communicate regarding leave status, or acceptance of unauthorized outside employment during leave may be treated as a voluntary resignation or may result in corrective action, up to and including termination of employment.

Outside Employment During Leave

Employees on a leave of absence, including personal leave, medical leave, FMLA, state paid family or medical leave, workers' compensation leave, or other protected leave, may not engage in employment, self-employment, volunteer activities, or other activities that are inconsistent with the stated purpose of the leave, medical restrictions, reported limitations, Company policy, or applicable law.

Outside employment or activities that create a conflict of interest, interfere with recovery, misrepresent the need for leave, violate work restrictions, or negatively impact the employee's ability to perform their position may result in corrective action, up to and including termination of employment.

Employees with questions regarding permissible activities or outside employment while on leave should contact the HR Specialist at VIDA HR.

7.10 Unemployment Compensation Insurance

Pikes Peak Respite Services ("PPRS" or the "Company") participates in state unemployment insurance programs as required by law.

Employees who separate from employment may be eligible for unemployment benefits depending on the circumstances of the separation and applicable state eligibility requirements. Eligibility determinations are made by the appropriate state agency, not by PPRS.

7.11 Workers' Compensation Insurance

Pikes Peak Respite Services ("PPRS" or the "Company") provides workers' compensation coverage in accordance with applicable state law for work-related injuries and illnesses.

Workers' compensation is a no-fault system that may provide medical benefits, wage replacement benefits, and other assistance for qualifying work-related injuries or illnesses.

Employees must immediately report any work-related injury, illness, accident, unsafe condition, or incident to their Assigned Admin, Compliance Department, and the HR Specialist at VIDA HR, regardless of severity. Failure to timely report a work-related injury may affect eligibility for benefits and may result in corrective action consistent with applicable law.

Employees may be required to complete incident reports, cooperate with investigations, follow medical treatment plans, attend authorized medical appointments, and comply with return-to-work requirements.

Where permitted by law and Company policy, employees involved in workplace accidents or injuries may be

required to undergo post-accident drug and alcohol testing.

Employees returning from a work-related injury or medical leave may be required to provide medical documentation releasing them to return to work and identifying any work restrictions or accommodations.

Questions regarding workers' compensation claims, reporting procedures, or return-to-work requirements should be directed to Management, the HR Specialist at VIDA HR, or the Company's designated workers' compensation representative.

7.12 COBRA and Continuation Coverage

Pikes Peak Respite Services ("PPRS" or the "Company") provides continuation coverage rights in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") and other applicable laws.

Eligible employees and dependents may have the right to continue group health insurance coverage following certain qualifying events that would otherwise result in loss of coverage. Qualifying events may include, but are not limited to:

- termination of employment,
- reduction in work hours,
- certain leaves of absence,
- divorce or legal separation,
- death of an employee,
- Medicare eligibility,
- or a dependent child losing eligibility under the health plan.

Employees and covered dependents are responsible for notifying the Company or plan administrator of qualifying events when required by law or plan rules.

Additional information regarding continuation coverage rights, enrollment deadlines, costs, and eligibility will be provided in accordance with applicable law and plan requirements. Questions regarding COBRA coverage should be directed to the HR Specialist at VIDA HR or the applicable plan administrator.

7.13 Family and Medical Leave (FMLA)

In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), Pikes Peak Respite Services ("PPRS" or the "Company") provides eligible employees with up to 12 or 26 weeks of unpaid, job-protected leave during a 12-month period for qualifying reasons.

Eligibility

To qualify for FMLA leave, an employee must:

have been employed by the Company for at least 12 months, which need not be consecutive;

have worked at least 1,250 hours during the 12 months immediately preceding the start of leave; and

be employed at a worksite where 50 or more employees are employed by the Company within 75 miles, as defined by applicable law.

Leave Entitlement

Eligible employees may take up to 12 weeks of unpaid FMLA leave during a 12-month period for any of the following reasons:

- the birth of a child and to care for that child, provided leave is completed within one year of the child's birth;
- the placement of a child with the employee for adoption or foster care and to care for the newly placed child, provided leave is completed within one year of placement;
- to care for a spouse, child, or parent with a serious health condition;
- to care for the employee's own serious health condition that makes the employee unable to perform the essential functions of their position; or
- a qualifying exigency related to a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status.

The 12-month FMLA period is measured forward from the first date an employee uses FMLA leave. The next 12-month period begins the first time the employee uses FMLA leave after the prior 12-month period ends.

Eligible employees may take up to 26 weeks of unpaid FMLA leave in a single 12-month period to care for a spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness related to active-duty service.

Definitions

For purposes of this policy:

- Spouse means a husband or wife as recognized under applicable law.
- Child means a biological, adopted, or foster child, stepchild, legal ward, or child of a person standing in loco parentis who is under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave begins. For military exigency or military caregiver leave, a child may be of any age.
- Parent means a biological, adoptive, step, or foster parent, or any other individual who stood in loco parentis to the employee when the employee was a child.
- Next of kin, for military caregiver leave, means the nearest blood relative of the covered service member, other than the service member's spouse, parent, or child, unless the service member has designated another blood relative in writing.
- Serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. Employees with questions about whether a condition may qualify should contact the HR Specialist at VIDA HR.
- Health care provider includes providers recognized under the FMLA and applicable regulations.

Qualifying Exigency Leave

Qualifying exigencies for military exigency leave may include:

- short-notice deployment;
- attending official military ceremonies, programs, or events;

- arranging childcare or school-related needs caused by military duty;
- making financial or legal arrangements;
- attending counseling;
- rest and recuperation;
- post-deployment activities;
- parental care needs related to military duty; or
- other qualifying exigencies recognized under applicable law or agreed to by the Company and employee.

Notice and Leave Request Process

If the need for leave is foreseeable, employees must provide at least 30 days' advance notice when possible. If 30 days' notice is not possible, employees must provide notice as soon as practicable.

If the need for leave is unforeseeable, employees must provide notice as soon as possible and follow normal Company call-in procedures.

Employees seeking foreseeable intermittent or reduced-schedule leave for planned medical treatment must make reasonable efforts to schedule treatment so it does not unduly disrupt Company operations, subject to applicable law.

Certification of Need for Leave

Employees requesting leave for their own serious health condition, a covered family member's serious health condition, military caregiver leave, or qualifying exigency leave may be required to provide certification or supporting documentation as permitted by law.

Medical certification forms may be obtained from the HR Specialist at VIDA HR. When certification is required, employees will be notified of the deadline for submission. Failure to provide required certification in a timely manner may result in delay or denial of FMLA-protected leave until the certification is provided.

Where permitted by law, the Company may require second or third medical opinions, recertification, or fitness-for-duty documentation.

Intermittent or Reduced-Schedule Leave

FMLA leave may be taken intermittently or on a reduced schedule when medically necessary, for qualifying exigency leave, or when otherwise required by law.

When intermittent or reduced-schedule leave is foreseeable due to planned medical treatment, employees may be required to work with the Company to schedule leave in a manner that minimizes disruption to operations where permitted by law.

The Company may temporarily transfer an employee to an available alternative position with equivalent pay and benefits when permitted by law and when the alternative position better accommodates recurring periods of leave.

Parental Leave

Leave for the birth, adoption, or foster placement of a child generally must be completed within 12 months of

the birth or placement.

Parental bonding leave generally must be taken in a single block unless intermittent or reduced-schedule leave is approved by the Company or required by applicable law.

Paid Leave During FMLA Leave

FMLA leave is unpaid. Employees may be required or permitted to use accrued paid leave, including PTO or paid sick leave, during FMLA leave where permitted by applicable law and Company policy.

Use of paid leave does not extend the total amount of FMLA leave available. Employees may not receive more than 100 percent of their regular wages through the use of paid leave and other wage replacement benefits.

If an employee is receiving workers' compensation, disability benefits, state paid family or medical leave benefits, or other wage replacement benefits, use of accrued paid leave will be handled in accordance with applicable law and Company policy.

Health Insurance During Leave

Group health insurance coverage will be maintained during FMLA leave on the same basis as if the employee were actively working, subject to plan terms and applicable law.

Employees remain responsible for timely payment of their share of insurance premiums. Failure to pay required premiums may result in loss of coverage, subject to required notices and applicable law.

Fitness for Duty

Employees returning from FMLA leave related to their own serious health condition may be required to provide medical documentation confirming they are able to return to work and perform the essential functions of their position, with or without reasonable accommodation.

Medical documentation should be submitted to the HR Specialist at VIDA HR or the Company's designated HR representative before returning to work.

Reinstatement

Upon return from FMLA leave, eligible employees will generally be restored to their original position or an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, unless otherwise permitted by law.

Spouse Aggregation

If spouses are both employed by the Company, they may be limited to a combined total of 12 weeks of FMLA leave for the birth or placement of a child or to care for a parent with a serious health condition, where permitted by law.

Spouses employed by the Company may also be limited to a combined total of 26 weeks of military caregiver leave, where permitted by law.

Failure to Return

Failure to return to work following the expiration of approved leave, failure to communicate regarding leave

status, or failure to request an extension of leave may be treated as a voluntary resignation unless otherwise prohibited by law.

Outside Employment or Activities During Leave

Employees on leave may not engage in employment, self-employment, volunteer activities, or other activities that are inconsistent with the stated purpose of the leave, medical restrictions, reported limitations, Company policy, or applicable law.

Outside employment or activities that create a conflict of interest, interfere with recovery, misrepresent the need for leave, violate work restrictions, or negatively affect the employee's ability to perform their position may result in corrective action, up to and including termination of employment.

Employees with questions regarding permissible activities or outside employment while on leave should contact the HR Specialist at VIDA HR or Management.

Interaction With State and Local Laws

Where applicable, leave under this policy may run concurrently with state paid family or medical leave, paid sick leave, workers' compensation leave, disability leave, or other legally protected leave to the extent permitted by applicable law.

Abuse of Leave

Employees who provide false information, misrepresent the need for leave, or misuse leave may be subject to corrective action, up to and including termination of employment.

Designation of Leave

If the Company becomes aware that leave may qualify for FMLA protection, the Company will designate the leave as FMLA leave where required by law. Employees may not refuse FMLA designation when the leave qualifies under applicable law.

Retaliation

PPRS prohibits retaliation against employees who request, use, or participate in protected leave rights under this policy.

7.14 Military Leave (USERRA)

Pikes Peak Respite Services ("PPRS" or the "Company") complies with applicable federal and state laws regarding military leave and reemployment rights, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA").

Eligible employees who serve in the uniformed services will be provided military leave and reinstatement rights in accordance with applicable law. Employees requesting military leave should provide notice and supporting documentation to Management and **the HR Specialist at VIDA HR**, as soon as reasonably possible when practical.

Employees returning from military leave will be reinstated in accordance with applicable federal and state law. Questions regarding military leave, benefits, reinstatement rights, compensation, or return-to-work procedures should be directed to the HR Specialist at VIDA HR or Management.

8.0 Safety and Loss Prevention

8.1 Workplace Health and Safety

All Pikes Peak Respite Services ("PPRS" or the "Company") employees share responsibility for maintaining a safe, healthy, and professional work environment for employees and clients.

Employees are expected to follow all safety policies, infection-control procedures, client-specific safety requirements, and applicable workplace health and safety rules. Employees must promptly report unsafe conditions, hazards, accidents, injuries, illnesses, or safety concerns to their Assigned Admin, Compliance Department, or Management as soon as reasonably possible.

All work-related injuries, illnesses, accidents, or incidents must be documented in accordance with Company reporting procedures and applicable law.

Failure to follow workplace safety requirements or reporting procedures may result in corrective action, up to and including termination of employment.

8.2 Mandatory Reporting and Client Safety

Employees must immediately report suspected abuse, neglect, exploitation, mistreatment, unsafe conditions, rights violations, or serious incidents involving clients in accordance with Company policy, licensing requirements, Medicaid requirements, and applicable law.

Reports should be made promptly to the Assigned Admin, Compliance Department, Management, or other designated Company representative. Where required by law, employees may also be required to report directly to appropriate protective services, law enforcement, licensing, or regulatory agencies.

PPRS prohibits retaliation against employees who make good-faith reports regarding client safety, abuse, neglect, exploitation, or compliance concerns.

8.3 Infectious Disease and Infection Control

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to maintaining a safe, healthy, and sanitary environment for employees and clients. Because PPRS provides services to individuals who may be medically vulnerable, employees are expected to follow reasonable infection-control, hygiene, and workplace safety practices.

Employees should not report to work when experiencing symptoms of a contagious illness that may affect the safety of clients or coworkers. Employees are expected to promptly notify their Assigned Admin, Compliance Department, or Management when illness, exposure, or other health-related concerns may impact scheduled services or workplace safety.

PPRS may implement temporary infection-control measures, safety protocols, personal protective equipment ("PPE") requirements, health screenings, scheduling changes, remote work arrangements for eligible positions, or other precautions based on client needs, public health guidance, operational needs, or applicable law.

Employees are expected to cooperate with reasonable workplace health and safety measures, including hygiene practices, sanitation procedures, and client-specific precautions.

Medical information obtained in connection with workplace illness, leave, accommodations, or safety concerns will be maintained confidentially in accordance with applicable law.

Failure to follow required workplace health and safety procedures may result in corrective action, up to and including termination of employment.

8.4 Face Masks in the Workplace

Pikes Peak Respite Services ("PPRS" or the "Company") may require employees to follow infection-control or safety measures, including the use of face coverings or personal protective equipment ("PPE"), based on client needs, medical vulnerabilities, public health guidance, workplace safety concerns, or applicable law.

Employees may be required to wear a face covering or other protective equipment when requested by a client, guardian, medical provider, service setting, or when supporting medically fragile individuals.

Employees are expected to comply with reasonable health and safety requirements related to client care and infection prevention.

Requests for accommodation related to face coverings or PPE should be directed to **the HR Specialist at VIDA HR** or Management.

PPRS reserves the right to modify health and safety practices based on operational needs, public health guidance, client requirements, and applicable law.

8.5 Drug and Alcohol Policy

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to maintaining a safe, healthy, productive, and drug-free workplace for employees, clients, and the community we serve.

Employees are prohibited from reporting to work or working while impaired by alcohol, illegal drugs, marijuana, controlled substances, prescription medications, over-the-counter medications, or any other substance that may negatively affect safety, judgment, performance, client care, driving ability, or the ability to perform job duties safely and effectively.

Prohibited Conduct

Employees may not engage in the following while on duty, providing services, conducting Company business, operating a vehicle for work purposes, or while on Company premises:

- using, possessing, distributing, selling, transferring, or being under the influence of illegal drugs or unauthorized controlled substances;
- misusing prescription medications or using prescription medications not prescribed to the employee;
- consuming or being impaired by alcohol, marijuana, or other impairing substances;
- possessing drug paraphernalia associated with illegal drug use;
- refusing to cooperate with lawful workplace investigations or testing procedures permitted by applicable law and Company policy.

Nothing in this policy prohibits the lawful use of prescribed or over-the-counter medications that do not impair an employee's ability to safely perform job duties.

Employees who are using medication that may impair judgment, coordination, alertness, driving ability, or safe job performance must notify Management or the HR Specialist at VIDA HR if a workplace accommodation or job restriction may be necessary. Employees should not disclose underlying medical diagnoses unless needed for accommodation purposes.

Although marijuana may be lawful under some state laws for medical or recreational purposes, it remains illegal under federal law. PPRS prohibits employees from using, possessing, being impaired by, or working under the influence of marijuana while working, providing services, operating vehicles for Company business, or otherwise performing job duties.

PPRS will comply with applicable federal, state, and local laws regarding lawful off-duty conduct, disability accommodations, medical marijuana protections where applicable, and protected leave rights.

Drug and Alcohol Testing

Where permitted by law, PPRS may require drug and/or alcohol testing in connection with reasonable suspicion investigations, workplace accidents or injuries, safety concerns, return-to-duty situations, post-offer employment screening, or other circumstances permitted by applicable law.

Violations

Violations of this policy may result in corrective action, up to and including termination of employment. Illegal activity may also be reported to appropriate law enforcement or regulatory agencies where required or appropriate.

8.6 Workplace Smoking

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to providing a safe, healthy, and comfortable environment for employees and clients.

Smoking, vaping, and the use of tobacco, marijuana, electronic smoking devices, or similar products are prohibited in Company offices, client homes where prohibited by the client or guardian, Company vehicles, restrooms, and other designated non-smoking areas in accordance with applicable law.

Employees are expected to use good judgment and professionalism regarding smoke, vapor, and odor exposure while providing client services or representing PPRS.

8.7 Workplace Violence Prevention

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to maintaining a safe work environment free from violence, threats, intimidation, harassment, and disruptive behavior.

Acts or threats of violence are prohibited in the workplace, during work-related activities, while providing services, or while conducting Company business. This policy applies to employees, clients, families, visitors, vendors, contractors, and all other individuals interacting with PPRS operations.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- physical violence or assault;

- threatening statements or behavior;
- intimidation, harassment, stalking, or bullying;
- intentional damage to property;
- aggressive or disruptive conduct that creates safety concerns;
- possessing, displaying, or using weapons while working or conducting Company business except as permitted by applicable law;
- violating court orders, restraining orders, or safety-related legal restrictions.

Reporting Safety Concerns

Employees must immediately report threats, violent behavior, unsafe situations, or concerning conduct to their Assigned Admin, Compliance Department, **the HR Specialist at VIDA HR**, Management, or law enforcement when appropriate.

PPRS will promptly review and investigate reported concerns to the extent appropriate and feasible under the circumstances.

Cooperation and Safety Measures

Employees are expected to cooperate with workplace safety investigations and follow reasonable safety directives, including emergency procedures and client-specific safety requirements.

Retaliation

PPRS prohibits retaliation against individuals who report safety concerns, request assistance, participate in investigations, or raise concerns in good faith regarding workplace violence or safety issues.

Violations

Violations of this policy may result in corrective action, up to and including termination of employment. PPRS may also involve law enforcement or regulatory agencies when appropriate.

9.0 Confidentiality

9.1 Protected Information and Confidentiality Obligations

Employees of Pikes Peak Respite Services ("PPRS" or the "Company") may have access to confidential, proprietary, financial, operational, client, employee, medical, payroll, Medicaid, HIPAA-protected, or other sensitive business information.

Employees are required to protect confidential information and may only access, use, or disclose such information as necessary to perform authorized job duties and in accordance with Company policy and applicable law.

Confidential information may include, but is not limited to:

- client information and protected health information ("PHI"),
- employee records,

- payroll and financial information,
- business operations and strategies,
- billing and Medicaid information,
- passwords and system access information,
- contracts and vendor information,
- and other non-public Company information.

Employees may not improperly access, share, copy, discuss, remove, post, transmit, or use confidential information for personal benefit or for any unauthorized purpose.

Employees who become aware of suspected unauthorized disclosures, misuse of confidential information, data security concerns, HIPAA violations, or inappropriate access to records must immediately report the concern to Management, the Compliance Department, or **the HR Specialist at VIDA HR**.

Nothing in this policy is intended to prohibit employees from discussing wages, hours, or other legally protected rights under applicable law.

Violations of confidentiality, privacy, security, HIPAA, or data protection requirements may result in corrective action, up to and including termination of employment, and may also result in civil or criminal penalties where applicable.

9.2 HIPAA and Protected Health Information

Pikes Peak Respite Services ("PPRS" or the "Company") is committed to protecting client privacy and complying with applicable privacy, confidentiality, Medicaid, and health information requirements, including the Health Insurance Portability and Accountability Act ("HIPAA") where applicable.

Employees may have access to protected health information ("PHI"), personally identifiable information, service documentation, medical information, care plans, billing information, Medicaid records, or other confidential client information as part of their job duties.

Employees may only access, use, discuss, disclose, transmit, or store client information when authorized and necessary to perform assigned job duties. Employees must use the minimum necessary information needed to complete the work-related purpose.

Employees may not discuss client information with unauthorized individuals, access client records without a work-related need, share login credentials, photograph or record clients without authorization, post client information online, or transmit client information through unapproved systems.

Employees must follow Company procedures for protecting client information, including requirements related to secure systems, passwords, documentation, electronic communications, mobile devices, paper records, and reporting suspected privacy or security incidents.

Any suspected unauthorized access, disclosure, loss, theft, misuse, or improper handling of client information must be reported immediately to Management, the Compliance Department, or another designated Company representative.

Violations of HIPAA, privacy, confidentiality, or information-security requirements may result in corrective action, up to and including termination of employment, and may also result in reporting to regulatory agencies or other legal consequences where required or appropriate.

Nothing in this policy is intended to restrict employees from reporting concerns, cooperating with investigations, or exercising rights protected by applicable law.

10.0 Customer Relations

10.1 Client and Professional Conduct

Pikes Peak Respite Services (“PPRS” or the “Company”) is committed to providing respectful, professional, high-quality services to clients, families, referral sources, visitors, and community partners.

Employees are expected to treat clients, guardians, family members, coworkers, visitors, and others with professionalism, courtesy, patience, dignity, and respect at all times while representing PPRS.

Employees should not engage in arguments, hostile behavior, disrespectful communication, discrimination, harassment, retaliation, or unprofessional conduct while working or providing services.

Concerns involving clients, families, service issues, safety concerns, complaints, or difficult interactions should be reported to the Assigned Admin, Compliance Department, or Management as soon as reasonably possible so concerns can be appropriately addressed.

Employees are expected to respond to client needs, communication requests, scheduling matters, documentation requirements, and service responsibilities in a timely and professional manner consistent with Company expectations and client care standards.

Failure to maintain professional conduct or appropriate client interactions may result in corrective action, up to and including termination of employment.

Closing Statement

Thank you for taking the time to review this handbook. We hope it provides you with a clear understanding of Pikes Peak Respite Services ("PPRS"), our mission, expectations, policies, and commitment to providing high-quality services in a safe, respectful, and professional environment.

Because laws, regulations, operational needs, and business practices may change, PPRS reserves the right to interpret, modify, suspend, or revise this handbook and Company policies at any time, with or without notice, consistent with applicable law.

Nothing in this handbook creates a contract of employment or alters the at-will employment relationship except where otherwise prohibited by law.

We appreciate your dedication to the individuals and families we serve and look forward to working together to maintain a positive, productive, and supportive workplace.

Beverly Seemann, CEO

Pikes Peak Respite Services

Electronic Acknowledgment

Employees may be asked to electronically acknowledge receipt and review of this Employee Handbook and any applicable state supplement through the Company's designated electronic system.

By electronically acknowledging the handbook, the employee confirms that they have received access to the handbook and any state supplement applicable to their work location, understand that they are responsible for reviewing and complying with applicable Company policies, and understand that the handbook and any applicable supplement do not create a contract of employment or alter the at-will employment relationship, except where otherwise prohibited by law.

The electronic acknowledgment will be maintained as part of the employee's personnel or employment records.

For Colorado employees, the electronic acknowledgment may also confirm receipt of, or access to, the current Colorado COMPS Order poster or notice and any other required Colorado workplace notices.

Colorado Supplement / Addendum

CO-1.0 Introduction

CO-1.1 Purpose and Applicability

This Colorado Supplement applies to employees of Pikes Peak Respite Services ("PPRS" or the "Company") who work in Colorado. This Supplement is intended to be read together with the PPRS Employee Handbook.

Where this Supplement provides greater rights or protections than the general Employee Handbook, this Supplement will apply to Colorado employees. Where applicable federal, state, or local law provides greater rights or protections than this Supplement or the Employee Handbook, PPRS will comply with applicable law.

Nothing in this Supplement creates a contract of employment or alters the at-will employment relationship.

CO-1.2 Relationship to Employee Handbook

The policies in this Supplement are intended to address Colorado-specific legal rights, notices, and employment practices. All general Company policies in the Employee Handbook continue to apply unless they conflict with this Supplement or applicable Colorado law.

Employees with questions regarding this Supplement should contact Management, the HR Specialist at VIDA HR, the COO, or the CEO.

CO-2.0 Colorado Wage and Hour Policies

CO-2.1 Colorado COMPS Order Notice

PPRS complies with the Colorado Overtime and Minimum Pay Standards Order ("COMPS Order") and other applicable Colorado wage and hour laws.

Colorado employees will receive applicable wage and hour notices, including the current COMPS Order poster or notice, as required by law. Employees are responsible for reviewing Company-provided wage and hour notices and contacting the Finance Department, Management, or the HR Specialist at VIDA HR with any questions.

Nothing in this policy is intended to limit employee rights under applicable Colorado wage and hour law.

CO-2.2 Colorado Meal and Rest Periods

PPRS provides meal and rest periods for Colorado employees in accordance with applicable Colorado law and Company policy.

Employees should work with their Assigned Admin or Management regarding scheduling and operational needs related to meal and rest periods. Employees are expected to accurately record work time, meal periods, and breaks as required by Company policy and applicable law.

If an employee is unable to take a required meal or rest period, or if a meal or rest period is interrupted by work duties, the employee should promptly notify Management or the Finance Department so the issue can be reviewed and addressed.

CO-2.3 Colorado Wage Discussions and Compensation Information

PPRS will not discipline, discriminate against, retaliate against, intimidate, or otherwise interfere with Colorado employees for discussing, comparing, or inquiring about wages, compensation, benefits, or other terms and conditions of employment as permitted by law.

PPRS will not require employees to sign agreements that unlawfully restrict wage discussions.

Employees who have access to confidential compensation, payroll, or personnel information as part of their job duties may not disclose such information to individuals who are not authorized to access it, unless disclosure is permitted or required by law.

Employees who believe they have experienced retaliation, discrimination, or interference related to protected wage discussions should report concerns to the HR Specialist at VIDA HR, Management, the COO, or the CEO.

Nothing in this policy is intended to interfere with employee rights protected under applicable law, including the National Labor Relations Act ("NLRA").

CO-2.4 Colorado Final Pay

Final wages for Colorado employees will be paid in accordance with applicable Colorado law.

Employees are responsible for ensuring contact information, mailing addresses, direct deposit information, and other employment records remain current so final pay information, tax documents, and other employment-related communications can be provided appropriately.

CO-2.5 Colorado PTO/Vacation Payout

Accrued and earned vacation or PTO benefits for Colorado employees will be paid upon separation of employment in accordance with applicable Colorado law and Company policy.

Nothing in this policy creates a right to PTO or vacation benefits beyond those provided under the applicable Company policy, benefit plan, or written agreement.

CO-3.0 Colorado Leave and Benefits Policies

CO-3.1 Colorado Domestic Violence, Sexual Assault, Stalking, and Safety Leave

Eligible Colorado employees may be entitled to leave if they are victims of domestic abuse, stalking, sexual assault, or another crime found by a court to include an act of domestic violence.

Eligible employees may use leave for reasons including:

- seeking a civil protection order;
- obtaining medical care or mental health counseling for themselves or their children;
- making their home secure or seeking new housing to escape the perpetrator;
- seeking legal assistance;
- attending or preparing for court-related proceedings related to the act or crime.

Employees requesting leave should provide reasonable advance notice when possible, except in cases of imminent danger. PPRS may request documentation supporting the need for leave where permitted by law.

Information related to requests under this policy will be maintained confidentially to the extent required by law.

PPRS prohibits retaliation, discrimination, interference, or restraint against employees who request or use protected leave under this policy.

CO-3.2 Colorado Voting Leave

PPRS provides voting leave for Colorado employees in accordance with applicable Colorado law.

Employees who do not have sufficient non-working time available while polls are open may request paid time off to vote as required by law. Employees should request voting leave in advance when possible so scheduling arrangements can be made.

Employees who self-schedule or work flexible schedules, including DSPs, are expected to arrange their schedules when reasonably possible to allow adequate time for voting during available polling hours. Because self-scheduled employees generally have flexibility in arranging work hours, requests for additional voting leave may be limited except where required by law or where unusual scheduling circumstances exist.

The timing of voting leave may be determined by PPRS consistent with operational needs and applicable law.

Nothing in this policy guarantees scheduled work hours or alters employee scheduling practices.

CO-3.3 Colorado Jury Duty Leave and Pay

PPRS encourages Colorado employees to fulfill their civic responsibilities related to jury duty service.

Employees summoned for jury duty should notify their Assigned Admin or Management as soon as reasonably possible so scheduling arrangements can be made. PPRS may request documentation verifying jury service where permitted by law.

Colorado employees summoned for jury duty will be compensated for jury duty leave in accordance with applicable Colorado law. Employees may use available PTO during unpaid portions of jury duty leave in accordance with Company policy.

PPRS prohibits discrimination or retaliation against employees for lawful jury duty service. Employees returning from jury duty leave will be reinstated in accordance with applicable law.

CO-3.4 Colorado Paid Sick Leave – Administrative Employees

PPRS provides paid sick leave to eligible Colorado administrative employees in accordance with the Colorado Healthy Families and Workplaces Act ("HFWA") and applicable law.

Eligibility

Regular full-time administrative employees begin accruing paid sick leave upon hire.

Accrual and Usage

Administrative employees accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to a

maximum accrual of 48 hours per year.

Unused accrued sick leave may carry over from year to year in accordance with applicable law and Company policy. Employees may use any available accrued sick leave balance in their sick leave bank.

The maximum sick leave bank balance for administrative employees is 48 hours. Once the maximum balance is reached, additional sick leave will not accrue until available sick leave is used.

Employees may use accrued sick leave for reasons permitted under Colorado HFWA and applicable law, including but not limited to:

- personal or family illness, injury, or medical care;
- preventive care appointments;
- domestic violence, sexual assault, stalking, or related safety matters;
- public health emergencies;
- school, childcare, or care-provider closures;
- bereavement-related matters permitted by law;
- or other qualifying reasons under applicable law.

Notice and Documentation

Employees should provide notice as soon as reasonably possible when sick leave is needed. Foreseeable absences should be communicated in advance when possible.

Documentation may be requested for absences of four (4) or more consecutive workdays where permitted by law.

Compensation

Paid sick leave will be compensated in accordance with applicable law and regular payroll practices.

Separation and Rehire

Unused sick leave is not paid out upon separation of employment unless otherwise required by law. Previously accrued and unused sick leave may be reinstated if an employee is rehired within the period required by applicable law.

Retaliation

PPRS prohibits retaliation against employees for requesting or using protected sick leave rights.

CO-3.5 Colorado Paid Sick Leave – Direct Support Professionals

PPRS provides paid sick leave to eligible Colorado Direct Support Professionals (“DSPs”) in accordance with Colorado HFWA and applicable law.

Eligibility

Eligible DSPs begin accruing paid sick leave upon hire.

Accrual and Usage

DSPs accrue one (1) hour of paid sick leave for every thirty (30) hours worked, up to a maximum accrual of 48 hours per year.

Unused accrued sick leave may carry over from year to year in accordance with applicable law and Company policy. Employees may use any available accrued sick leave balance in their sick leave bank.

The maximum sick leave bank balance for DSPs is 112 hours. Once the maximum balance is reached, additional sick leave will not accrue until available sick leave is used.

Employees may use accrued sick leave for reasons permitted under Colorado HFWA and applicable law, including but not limited to:

- personal or family illness, injury, or medical care;
- preventive care appointments;
- domestic violence, sexual assault, stalking, or related safety matters;
- public health emergencies;
- school, childcare, or care-provider closures;
- bereavement-related matters permitted by law;
- or other qualifying reasons under applicable law.

Sick Leave Pay Rate for DSPs

Because DSPs may provide multiple service types at varying rates of pay, sick leave will be paid using an average hourly rate calculated by reviewing the employee's paid hours and earnings over the prior four pay periods, or another calculation period required by applicable law.

PPRS will calculate sick leave pay in accordance with applicable law and regular payroll practices.

Notice and Documentation

Employees should provide notice as soon as reasonably possible when sick leave is needed. Foreseeable absences should be communicated in advance when possible.

Documentation may be requested for absences of four (4) or more consecutive workdays where permitted by law.

Separation and Rehire

Unused sick leave is not paid out upon separation of employment unless otherwise required by law. Previously accrued and unused sick leave may be reinstated if an employee is rehired within the period required by applicable law.

Retaliation

PPRS prohibits retaliation against employees for requesting or using protected sick leave rights.

CO-3.6 Colorado Family and Medical Leave Insurance Program

Colorado's Family and Medical Leave Insurance ("FAMLI") program provides eligible Colorado workers with paid leave to care for themselves or their family members under qualifying circumstances. The program is administered by the Colorado Department of Labor and Employment, Division of Family and Medical Leave Insurance.

FAMLI leave may be available for qualifying reasons under Colorado law. Employees may apply for FAMLI benefits through the Colorado FAMLI Division.

Eligibility

To be eligible for FAMLI benefits, employees must meet the wage and eligibility requirements established by the Colorado FAMLI Division.

Reasons for Leave

FAMLI leave may be available for reasons including:

- bonding with a new child after birth, adoption, or foster placement;
- caring for the employee's own serious health condition;
- caring for a family member with a serious health condition;
- certain military family exigencies;
- safe leave related to domestic violence or similar safety concerns;
- neonatal care leave;
- or other qualifying reasons permitted by FAMLI law.

Leave Usage

FAMLI leave may be taken continuously, intermittently, or on a reduced schedule when permitted by law.

Coordination With Other Leave

FAMLI leave may run concurrently with FMLA, paid sick leave, workers' compensation leave, disability leave, or other legally protected leave to the extent permitted by applicable law.

Employees are not required to exhaust PTO or paid sick leave before using FAMLI leave. However, employees may be permitted to use available paid leave to supplement FAMLI benefits up to their normal weekly earnings where permitted by law and Company policy.

Applying for FAMLI

Employees must apply for FAMLI benefits through the Colorado FAMLI Division. Employees should also notify PPRS as soon as reasonably possible when requesting or taking leave so the Company can coordinate scheduling, benefits, job protection, and leave administration.

Health Benefits

If PPRS provides health benefits under a group health plan, health coverage will be maintained during protected FAMLI leave on the same basis as if the employee were actively working, subject to applicable law,

plan terms, and timely employee premium payments.

Job Protection and Retaliation

Eligible employees who meet applicable service requirements may be entitled to job restoration after FAMLI leave.

PPRS prohibits retaliation, discrimination, or interference against employees for requesting, applying for, or using FAMLI leave or benefits.

CO-3.7 Colorado Civil Air Patrol Leave

PPRS will provide eligible Colorado employees with up to 15 days of unpaid Civil Air Patrol leave per calendar year to respond to an emergency operational mission of the Colorado Wing of the Civil Air Patrol, where required by applicable Colorado law.

Eligibility

To be eligible for Civil Air Patrol leave, the employee must be a member of the Colorado Wing of the Civil Air Patrol. Temporary employees are not eligible for Civil Air Patrol leave unless otherwise required by law.

Use of Leave

Leave will only be allowed if the employee returns to work as soon as practical after being relieved from the Civil Air Patrol mission.

Notice

Employees must provide as much notice as possible of the need for Civil Air Patrol leave.

Certification

PPRS may require evidence of satisfactory completion of Civil Air Patrol service where permitted by law.

Restoration

Upon return from leave, eligible employees will be restored to their previous position or a similar position in accordance with applicable law.

Retaliation

PPRS will not retaliate or discriminate against employees who request or take Civil Air Patrol leave in accordance with this policy.

CO-4.0 Colorado Accommodation and Public Health Rights

CO-4.1 Colorado Pregnancy Accommodation Rights

PPRS complies with applicable Colorado law regarding pregnancy, childbirth, recovery, lactation, and related medical conditions.

Colorado employees may request reasonable accommodations related to pregnancy, childbirth, recovery, lactation, or related medical conditions. Employees should notify their Assigned Admin, the HR Specialist at VIDA HR, Management, the COO, or CEO if they need an accommodation.

Reasonable accommodations may include, when appropriate:

- additional restroom, hydration, meal, or rest breaks;
- schedule adjustments;
- temporary work restrictions;
- temporary modification of job duties;
- seating accommodations;
- leave related to pregnancy, childbirth, recovery, or related medical conditions;
- lactation accommodations;
- or other reasonable accommodations permitted by law.

PPRS will engage in an interactive process to determine whether a reasonable accommodation can be provided. Medical documentation may be requested only where permitted by applicable law.

PPRS prohibits discrimination, harassment, intimidation, or retaliation against employees for requesting, receiving, or participating in the accommodation process.

CO-4.2 Colorado Workplace Public Health Rights Notice

PPRS is required to provide Colorado employees with information regarding rights under the Colorado Healthy Families and Workplaces Act (“HFWA”) and the Colorado Public Health Emergency Whistleblower Law (“PHEW”).

A copy of the latest Colorado Workplace Public Health Rights poster or notice may be provided with this Supplement, posted in the workplace, included in the handbook appendix, or otherwise made available to Colorado employees as required by law.

Employees with questions regarding Colorado public health rights, paid sick leave, protected leave, or workplace safety rights should contact the HR Specialist at VIDA HR or Management.

Florida Supplement / Addendum

FL-1.0 Introduction

FL-1.1 Purpose and Applicability

This Florida Supplement applies to employees of Pikes Peak Respite Services (“PPRS” or the “Company”) who work in Florida. This Supplement is intended to be read together with the PPRS Employee Handbook.

Where this Supplement provides greater rights or protections than the general Employee Handbook, this Supplement will apply to Florida employees. Where applicable federal, state, or local law provides greater rights or protections than this Supplement or the Employee Handbook, PPRS will comply with applicable law.

Nothing in this Supplement creates a contract of employment or alters the at-will employment relationship.

FL-1.2 Relationship to Employee Handbook

The policies in this Supplement are intended to address Florida-specific legal rights, notices, and employment practices. All general Company policies in the Employee Handbook continue to apply unless they conflict with this Supplement or applicable Florida law.

Employees with questions regarding this Supplement should contact Management, the HR Specialist at VIDA HR, the COO, or the CEO.

FL-2.0 Florida Wage and Hour Policies

FL-2.1 Florida Meal and Rest Periods

Florida does not generally require meal or rest periods for adult employees; however, PPRS provides meal and rest periods in accordance with applicable federal, state, and local law and Company policy.

Non-exempt employees must accurately record all hours worked and may not work off the clock. Employees should notify Management if they are unable to take an approved break or meal period, if work interrupts a break or meal period, or if they have questions about timekeeping.

Nothing in this policy limits any greater rights provided under applicable law or Company policy.

FL-2.2 Florida Child Labor Meal Periods

Employees who are minors will be provided meal periods and work-hour limitations in accordance with applicable Florida child labor laws. Florida law includes meal-period requirements for certain minor employees who work more than four continuous hours.

PPRS does not generally employ minors in remote administrative roles unless specifically authorized and reviewed for compliance with applicable law.

FL-2.3 Florida Final Pay

Final wages for Florida employees will be paid in accordance with applicable federal and Florida law and Company policy.

Employees are responsible for ensuring contact information, mailing addresses, direct deposit information, and other employment records remain current so final pay information, tax documents, and other employment-related communications can be provided appropriately.

FL-2.4 Florida PTO/Vacation Payout

Accrued but unused PTO will be paid out upon separation only where required by applicable law or Company policy.

Nothing in this Supplement creates a right to PTO, vacation, or payout of unused PTO beyond what is provided under the applicable Company policy, benefit plan, written agreement, or applicable law.

FL-3.0 Florida Leave and Benefits Policies

FL-3.1 Florida Domestic Violence and Sexual Violence Leave

Eligible Florida employees may be entitled to leave if they or a family or household member are victims of domestic violence or sexual violence.

Florida law allows eligible employees to request and take up to three working days of leave in a 12-month period if the employee or the employee's family or household member is the victim of domestic violence or sexual violence. The statute applies to employers with 50 or more employees and employees who have been employed by the employer for three or more months. Leave may be with or without pay, at the employer's discretion.

Eligible employees may use leave for reasons including:

- seeking an injunction for protection;
- obtaining medical care or mental health counseling;
- obtaining services from a victim services organization, domestic violence shelter or program, or rape crisis center;
- making the employee's home secure or seeking new housing to escape the perpetrator;
- seeking legal assistance;
- attending or preparing for court-related proceedings related to the domestic violence or sexual violence.

Notice and Documentation

Employees requesting leave should provide appropriate advance notice when possible, except in cases of imminent danger to the health or safety of the employee or the employee's family or household member. PPRS may request documentation supporting the need for leave where permitted by law.

Use of Available Paid Leave

Where permitted by Florida law, employees may be required to use available annual, vacation, personal, or sick leave before using unpaid leave unless the Company waives this requirement.

Confidentiality

Information related to requests under this policy will be maintained confidentially to the extent required by

law.

Retaliation

PPRS prohibits interference, restraint, denial, discharge, demotion, suspension, retaliation, or discrimination against employees who request or use protected leave under this policy.

FL-3.2 Florida Jury Duty Leave

PPRS encourages Florida employees to fulfill their civic responsibilities related to jury duty service.

Employees summoned for jury duty should notify Management as soon as reasonably possible so scheduling arrangements can be made. PPRS may request documentation verifying jury service where permitted by law.

Florida law prohibits dismissing an employee because of the nature or length of jury service and provides remedies for violations.

Jury duty leave and compensation will be provided in accordance with applicable federal, state, and local law and Company policy. Employees may use available PTO during unpaid portions of jury duty leave in accordance with Company policy.

PPRS prohibits discrimination or retaliation against employees for lawful jury duty service.

FL-3.3 Florida Voting Leave

PPRS supports employees' rights to participate in the voting process.

Florida law does not generally require private employers to provide paid voting leave. However, PPRS will comply with applicable federal, state, and local law and will not retaliate against employees for exercising lawful voting rights.

Employees are encouraged to arrange work schedules, when reasonably possible, to allow sufficient time to vote during available polling hours. Employees requesting schedule adjustments related to voting should provide advance notice when possible.

FL-3.4 Florida Civil Air Patrol Leave

PPRS will provide eligible Florida employees with unpaid Civil Air Patrol leave in accordance with applicable Florida law.

Florida law requires employers with 15 or more employees to provide up to 15 days of unpaid Civil Air Patrol leave annually to eligible employees, subject to statutory conditions. A covered employee must be a senior member of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification and must have been employed by the same employer for at least 90 days immediately before the leave begins.

Use of Leave

Civil Air Patrol leave may be used for participation in qualifying Civil Air Patrol training or missions.

Use of Paid Leave

PPRS will not require an eligible employee to use vacation, annual, compensatory, or similar leave for Civil Air Patrol leave. However, an employee may request to use accrued paid leave where permitted by law and

Company policy.

Return to Work

Upon completion of Civil Air Patrol leave, employees must promptly notify PPRS of their intent to return to work.

Eligible employees returning from Civil Air Patrol leave will be restored in accordance with applicable law, unless an exception permitted by law applies.

Retaliation

PPRS will not discharge, reprimand, or otherwise penalize an eligible employee because of an absence due to Civil Air Patrol leave.

Texas Supplement / Addendum

TX-1.0 Introduction

TX-1.1 Purpose and Applicability

This Texas Supplement applies to employees of Pikes Peak Respite Services (“PPRS” or the “Company”) who work in Texas. This Supplement is intended to be read together with the PPRS Employee Handbook.

Where this Supplement provides greater rights or protections than the general Employee Handbook, this Supplement will apply to Texas employees. Where applicable federal, state, or local law provides greater rights or protections than this Supplement or the Employee Handbook, PPRS will comply with applicable law.

Nothing in this Supplement creates a contract of employment or alters the at-will employment relationship.

TX-1.2 Relationship to Employee Handbook

The policies in this Supplement are intended to address Texas-specific legal rights, notices, and employment practices. All general Company policies in the Employee Handbook continue to apply unless they conflict with this Supplement or applicable Texas law.

Employees with questions regarding this Supplement should contact Management, the HR Specialist at VIDA HR, the COO, or the CEO.

TX-2.0 Texas Wage and Hour Policies

TX-2.1 Texas Meal and Rest Periods

Texas does not generally require private employers to provide meal or rest periods for adult employees. However, PPRS provides meal and rest periods in accordance with applicable federal, state, and local law and Company policy.

Non-exempt employees must accurately record all hours worked and may not work off the clock. Employees should notify Management if they are unable to take an approved break or meal period, if work interrupts a break or meal period, or if they have questions about timekeeping.

Nothing in this policy limits any greater rights provided under applicable law or Company policy.

TX-2.2 Texas Final Pay

Final wages for Texas employees will be paid in accordance with applicable federal and Texas law and Company policy.

Employees are responsible for ensuring contact information, mailing addresses, direct deposit information, and other employment records remain current so final pay information, tax documents, and other employment-related communications can be provided appropriately.

TX-2.3 Texas PTO/Vacation Payout

Accrued but unused PTO will be paid out upon separation only where required by applicable law, written

Company policy, benefit plan, written agreement, or other binding Company practice.

Nothing in this Supplement creates a right to PTO, vacation, or payout of unused PTO beyond what is provided under the applicable Company policy, benefit plan, written agreement, or applicable law.

TX-3.0 Texas Leave and Civic Duty Policies

TX-3.1 Texas Jury Duty Leave

PPRS encourages Texas employees to fulfill their civic responsibilities related to jury duty service.

Employees summoned for jury duty should notify Management as soon as reasonably possible so scheduling arrangements can be made. PPRS may request documentation verifying jury service where permitted by law.

Jury duty leave and compensation will be provided in accordance with applicable federal, state, and local law and Company policy. Employees may use available PTO during unpaid portions of jury duty leave in accordance with Company policy.

PPRS prohibits discharging, threatening, intimidating, coercing, or otherwise retaliating against employees because of lawful jury service.

TX-3.2 Texas Voting Leave

PPRS supports employees' rights to participate in the voting process and will provide voting leave in accordance with applicable Texas law.

Employees who do not have sufficient non-working time available while polls are open may request time off to vote. Employees should request voting leave in advance when possible so scheduling arrangements can be made.

The timing of voting leave may be determined by PPRS consistent with operational needs and applicable law.

PPRS prohibits retaliation against employees for exercising lawful voting rights.

TX-3.3 Texas Political Convention Leave

PPRS will provide Texas employees with unpaid leave to attend:

- a precinct convention for which the employee is eligible to participate; or
- a county, district, or state convention for which the employee is a delegate.

Employees should provide as much notice as possible of the need for political convention leave so scheduling arrangements can be made.

Political convention leave is unpaid unless otherwise required by law or unless the employee elects to use available PTO in accordance with Company policy.

PPRS prohibits discrimination or retaliation against employees who request or take leave in accordance with this policy.

TX-3.4 Texas Witness Leave

PPRS recognizes that employees may occasionally be subpoenaed or otherwise legally required to appear as a witness in a civil, criminal, legislative, or administrative proceeding.

Employees required to appear as a witness should notify Management as soon as reasonably possible so scheduling arrangements can be made. PPRS may request documentation verifying the need for leave where permitted by law.

Witness leave is unpaid unless otherwise required by law or unless the employee elects to use available PTO in accordance with Company policy.

PPRS prohibits retaliation against employees who request or take legally protected witness leave.

Hawaii Supplement / Addendum

HI-1.0 Introduction

HI-1.1 Purpose and Applicability

This Hawaii Supplement applies to employees of Pikes Peak Respite Services (“PPRS” or the “Company”) who work in Hawaii. This Supplement is intended to be read together with the PPRS Employee Handbook.

Where this Supplement provides greater rights or protections than the general Employee Handbook, this Supplement will apply to Hawaii employees. Where applicable federal, state, or local law provides greater rights or protections than this Supplement or the Employee Handbook, PPRS will comply with applicable law.

Nothing in this Supplement creates a contract of employment or alters the at-will employment relationship.

HI-1.2 Relationship to Employee Handbook

The policies in this Supplement are intended to address Hawaii-specific legal rights, notices, and employment practices. All general Company policies in the Employee Handbook continue to apply unless they conflict with this Supplement or applicable Hawaii law.

Employees with questions regarding this Supplement should contact Management, the HR Specialist at VIDA HR, the COO, or the CEO.

HI-2.0 Hawaii Wage and Hour Policies

HI-2.1 Hawaii Meal and Rest Periods

PPRS provides meal and rest periods in accordance with applicable federal, state, and local law and Company policy.

Non-exempt employees must accurately record all hours worked and may not work off the clock. Employees should notify Management if they are unable to take an approved break or meal period, if work interrupts a break or meal period, or if they have questions about timekeeping.

Nothing in this policy limits any greater rights provided under applicable law or Company policy.

HI-2.2 Hawaii Final Pay

Final wages for Hawaii employees will be paid in accordance with applicable federal and Hawaii law and Company policy.

Employees are responsible for ensuring contact information, mailing addresses, direct deposit information, and other employment records remain current so final pay information, tax documents, and other employment-related communications can be provided appropriately.

HI-2.3 Hawaii PTO/Vacation Payout

Accrued but unused PTO will be paid out upon separation only where required by applicable law, written Company policy, benefit plan, written agreement, or other binding Company practice.

Nothing in this Supplement creates a right to PTO, vacation, or payout of unused PTO beyond what is provided under the applicable Company policy, benefit plan, written agreement, or applicable law.

HI-3.0 Hawaii Leave and Benefits Policies

HI-3.1 Hawaii Temporary Disability Insurance

PPRS provides Temporary Disability Insurance ("TDI") coverage for eligible Hawaii employees in accordance with applicable Hawaii law.

TDI may provide partial wage replacement benefits for eligible employees who are unable to work due to a non-work-related illness, injury, pregnancy, or related medical condition.

Eligibility

Eligibility for TDI benefits will be determined in accordance with applicable Hawaii law and the terms of the applicable TDI plan or insurance coverage.

Requesting Benefits

Employees who may need TDI benefits should notify the HR Specialist at VIDA HR or Management as soon as reasonably possible so benefit information and claim procedures can be provided.

Employees may be required to provide medical certification or other documentation to support a TDI claim where permitted by law and plan requirements.

Coordination With Other Leave

TDI benefits do not necessarily provide job-protected leave by themselves. TDI may run concurrently with FMLA, Hawaii Family Leave, disability leave, workers' compensation leave, paid sick leave, PTO, or other protected leave where permitted by applicable law.

Retaliation

PPRS prohibits retaliation against employees for requesting, applying for, or using TDI benefits in accordance with applicable law.

HI-3.2 Hawaii Prepaid Health Care

PPRS provides health care coverage to eligible Hawaii employees in accordance with applicable Hawaii law, including the Hawaii Prepaid Health Care Act, and applicable plan terms. Hawaii's Prepaid Health Care Act is a state health coverage law that is separate from the federal Affordable Care Act and generally has different eligibility thresholds, including coverage requirements tied to employees working at least 20 hours per week for four or more consecutive weeks.

Eligibility

Eligibility for health care coverage will be determined in accordance with applicable Hawaii law, the Hawaii Prepaid Health Care Act, applicable benefit plan documents, and Company policy.

Enrollment

Eligible employees will receive information regarding available health care coverage, enrollment deadlines,

employee contributions, and required forms in accordance with applicable law and plan requirements.

Employee Contributions

Employee contributions toward health care coverage will be handled in accordance with applicable Hawaii law, plan documents, and payroll practices.

Questions

Employees with questions regarding Hawaii health care coverage, eligibility, enrollment, or benefit options should contact the HR Specialist at VIDA HR or the applicable plan administrator.

HI-3.3 Hawaii Family Leave

PPRS provides Hawaii family leave in accordance with applicable Hawaii law.

Eligible Hawaii employees may be entitled to unpaid job-protected leave for qualifying family-related reasons where required by law.

Eligibility

Eligibility for Hawaii family leave will be determined in accordance with applicable Hawaii law.

Qualifying Reasons

Hawaii family leave may be available for qualifying reasons such as the birth or adoption of a child or caring for a covered family member with a serious health condition, where required by applicable law.

Coordination With Other Leave

Hawaii family leave may run concurrently with FMLA, TDI, workers' compensation leave, paid sick leave, PTO, disability leave, or other protected leave to the extent permitted by applicable law.

Notice and Documentation

Employees should provide reasonable advance notice when the need for leave is foreseeable. PPRS may request supporting documentation where permitted by law.

Retaliation

PPRS prohibits retaliation against employees for requesting or using protected Hawaii family leave rights.

HI-3.4 Hawaii Jury Duty Leave

PPRS encourages Hawaii employees to fulfill their civic responsibilities related to jury duty service.

Employees summoned for jury duty should notify Management as soon as reasonably possible so scheduling arrangements can be made. PPRS may request documentation verifying jury service where permitted by law.

Jury duty leave and compensation will be provided in accordance with applicable federal, state, and local law and Company policy. Employees may use available PTO during unpaid portions of jury duty leave in accordance with Company policy.

PPRS prohibits discrimination or retaliation against employees for lawful jury duty service.

HI-3.5 Hawaii Voting Leave

PPRS supports employees' rights to participate in the voting process and will provide voting leave in accordance with applicable Hawaii law.

Employees who do not have sufficient non-working time available while polls are open may request time off to vote where required by law. Employees should request voting leave in advance when possible so scheduling arrangements can be made.

The timing of voting leave may be determined by PPRS consistent with operational needs and applicable law.

PPRS prohibits retaliation against employees for exercising lawful voting rights.

HI-3.6 Hawaii Military Leave

PPRS provides military leave and reemployment rights to Hawaii employees in accordance with applicable federal and Hawaii law, including USERRA and any applicable state military leave protections.

Employees requesting military leave should provide notice and supporting documentation to Management and the HR Specialist at VIDA HR as soon as reasonably possible when practical.

Employees returning from military leave will be reinstated in accordance with applicable law.

PPRS prohibits retaliation against employees who request or take protected military leave.

HI-4.0 Hawaii Workplace Rights

HI-4.1 Equal Employment Opportunity and Protected Rights

PPRS complies with applicable federal, Hawaii, and local employment laws regarding equal employment opportunity, discrimination, harassment, retaliation, disability accommodation, pregnancy-related accommodation, religious accommodation, and other protected workplace rights.

Employees who believe they have experienced discrimination, harassment, retaliation, or interference with protected rights should report concerns to the HR Specialist at VIDA HR, Management, the COO, or the CEO.

Nothing in this Supplement limits employee rights under applicable federal, state, or local law.

Alabama Supplement / Addendum

AL-1.0 Introduction

AL-1.1 Purpose and Applicability

This Alabama Supplement applies to employees of Pikes Peak Respite Services ("PPRS" or the "Company") who work in Alabama. This Supplement is intended to be read together with the PPRS Employee Handbook.

Where this Supplement provides greater rights or protections than the general Employee Handbook, this Supplement will apply to Alabama employees. Where applicable federal, state, or local law provides greater rights or protections than this Supplement or the Employee Handbook, PPRS will comply with applicable law.

Nothing in this Supplement creates a contract of employment or alters the at-will employment relationship.

AL-1.2 Relationship to Employee Handbook

The policies in this Supplement are intended to address Alabama-specific legal rights, notices, and employment practices. All general Company policies in the Employee Handbook continue to apply unless they conflict with this Supplement or applicable Alabama law.

Employees with questions regarding this Supplement should contact Management, the HR Specialist at VIDA HR, the COO, or the CEO.

AL-2.0 Alabama Wage and Hour Policies

AL-2.1 Alabama Meal and Rest Periods

Alabama does not generally require meal or rest periods for adult employees; however, PPRS provides meal and rest periods in accordance with applicable federal, state, and local law and Company policy.

Non-exempt employees must accurately record all hours worked and may not work off the clock. Employees should notify Management if they are unable to take an approved break or meal period, if work interrupts a break or meal period, or if they have questions about timekeeping.

Nothing in this policy limits any greater rights provided under applicable law or Company policy.

AL-2.2 Alabama Child Labor Meal Periods

Employees who are minors will be provided meal periods and work-hour limitations in accordance with applicable Alabama child labor laws.

PPRS does not generally employ minors in remote administrative roles unless specifically authorized and reviewed for compliance with applicable law.

AL-2.3 Alabama Final Pay

Final wages for Alabama employees will be paid in accordance with applicable federal and Alabama law and Company policy.

Employees are responsible for ensuring contact information, mailing addresses, direct deposit information, and other employment records remain current so final pay information, tax documents, and other employment-related communications can be provided appropriately.

AL-2.4 Alabama PTO/Vacation Payout

Accrued but unused PTO will be paid out upon separation only where required by applicable law, written Company policy, benefit plan, written agreement, or other binding Company practice.

Nothing in this Supplement creates a right to PTO, vacation, or payout of unused PTO beyond what is provided under the applicable Company policy, benefit plan, written agreement, or applicable law.

AL-3.0 Alabama Leave and Civic Duty Policies

AL-3.1 Alabama Jury Duty Leave

PPRS encourages Alabama employees to fulfill their civic responsibilities related to jury duty service.

Employees summoned for jury duty should notify Management as soon as reasonably possible so scheduling arrangements can be made. PPRS may request documentation verifying jury service where permitted by law.

Jury duty leave and compensation will be provided in accordance with applicable federal, state, and local law and Company policy. Employees may use available PTO during unpaid portions of jury duty leave in accordance with Company policy.

PPRS prohibits discharging, threatening, intimidating, coercing, or otherwise retaliating against employees because of lawful jury service.

AL-3.2 Alabama Voting Leave

PPRS supports employees' rights to participate in the voting process and will provide voting leave in accordance with applicable Alabama law.

Employees who do not have sufficient non-working time available while polls are open may request time off to vote where required by law. Employees should request voting leave in advance when possible so scheduling arrangements can be made.

The timing of voting leave may be determined by PPRS consistent with operational needs and applicable law.

PPRS prohibits retaliation against employees for exercising lawful voting rights.

AL-3.3 Alabama Military Leave

PPRS provides military leave and reemployment rights to Alabama employees in accordance with applicable federal and Alabama law, including the Uniformed Services Employment and Reemployment Rights Act ("USERRA") and any applicable state military leave protections.

Employees requesting military leave should provide notice and supporting documentation to Management and the HR Specialist at VIDA HR as soon as reasonably possible when practical.

Employees returning from military leave will be reinstated in accordance with applicable law.

PPRS prohibits retaliation against employees who request or take protected military leave.

AL-4.0 Alabama Workplace Rights

AL-4.1 Equal Employment Opportunity and Protected Rights

PPRS complies with applicable federal, Alabama, and local employment laws regarding equal employment opportunity, discrimination, harassment, retaliation, disability accommodation, pregnancy-related accommodation, religious accommodation, and other protected workplace rights.

Employees who believe they have experienced discrimination, harassment, retaliation, or interference with protected rights should report concerns to the HR Specialist at VIDA HR, Management, the COO, or the CEO.

Nothing in this Supplement limits employee rights under applicable federal, state, or local law.

APPENDIX

COLORADO
Family and Medical Leave Insurance Program (FAMLI)
Department of Labor and Employment

FAMLI Program Notice

Updated December 2023 | famli.colorado.gov

Deductions from Employee Wages start January 1, 2023

- The employee share of FAMLI premiums is set at 0.45% of employee wages through 2024. For 2025 and beyond, the director of the FAMLI Division sets the premium rate according to a formula based on the monetary value of the fund each year. Employers with a total of ten or more employees nationwide must also contribute an additional 0.45% of wages for a total of 0.9%, but employers with nine or fewer employees are only responsible for sending the 0.45% employee share to the FAMLI Division.
- **Starting in 2023, employers may begin deducting up to 0.45% from employees' wages for FAMLI contributions.** This can be done through a simple payroll deduction, and employees will notice the deduction on their regular paychecks. Employers are responsible for collecting those deductions and sending them into the FAMLI Division on behalf of their employees once a quarter.

Benefits start January 1, 2024

- Starting in 2024, paid family and medical leave benefits are available to most Colorado employees who have a qualifying condition and who earned $2,500 over the previous year for work performed in Colorado.
- The qualifying conditions for paid family and medical leave are:
  - Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
  - Caring for a family member with a serious health condition.
  - Caring for your own serious health condition.
  - Making arrangements for a family member's military deployment.
  - Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.
- Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.
- Leave may be taken continuously, intermittently, or in the form of a reduced schedule.
- Leave will be paid at a rate of up to 90% of the employee's average weekly wage, based on a sliding scale. Employees may estimate their benefits by using the benefits calculator available at famli.colorado.gov.
- You don't have to work for your employer a minimum amount of time in order to qualify for paid family and medical leave benefits.
- If FAMLI leave is used for a reason that also qualifies as leave under the federal FMLA, then the leave will also count as FMLA leave used.
- Employees may choose to use sick leave or other paid time off before using FAMLI benefits, but they are not required to do so.
- Employers and employees may mutually agree to supplement FAMLI benefits with sick leave or other paid time off in order to provide full wage replacement.

Filing Claims

- Benefits will be available starting January 2024. Instructions on how to apply for benefits are available at **famli.colorado.gov**.
- Employees or their designated representatives apply for FAMLI benefits by submitting an application and any required documentation through My FAMLI+, available at **famli.colorado.gov**.
- Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun.
- Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and weekly thereafter for the duration of the approved leave.
- Employees can appeal claim determinations to the FAMLI Division.
- Individuals who attempt to defraud the FAMLI program may be disqualified from receiving benefits.

Job protection and continued benefits

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights, including taking FAMLI leave, talking to others about FAMLI, and filing complaints of FAMLI violations.
- An employee who has worked for the employer for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

Retaliation, Discrimination, and Interference Prohibited

- Employers may not interfere with employees' rights under FAMLI, and may not discriminate or retaliate against them for exercising those rights.
- Employees who suffer retaliation, discrimination, or interference may file suit in court, or may file a complaint with the FAMLI Division.

Other Important Information

- An employer may offer a private plan that provides the same benefits as the state FAMLI plan, and imposes no additional costs or restrictions. Private plans must be approved by the FAMLI Division.
- Employees and employers are encouraged to report FAMLI violations to the FAMLI Division.

COLORADO
Department of Labor and Employment

Colorado Wage & Hour Rights & Responsibilities:

The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice

Effective 1/1/2026

Use new version released by each December

Colorado Minimum Wage: $15.16 per hour in 2026, updated yearly (COMPS Rule 3)

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; ColoradoLaborLaw.gov lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to $3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge $25-$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
- Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
- Receiving or sharing work information, or wait for tasks – but not just off-duty time on premises
- Travel for employer benefit – but not normal commuting (Rule 1.9.2)
- Sleep time required to be on-site – but not if lengthy and uninterrupted (Rule 1.9.3)

Exemptions from COMPS (Rule 2.2 lists all; highlights below)

- Executive/supervisor, administrator, or professional: $57,784 (updated yearly) in salary (not hourly pay)
- Other high-level work: non-manual jobs paid 2¼ times the above salary; ⅓ owners who actively manage
- Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
- Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

Employer Responsibilities (Rule 7)

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
- Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
- Use translations (available from this Division) of this poster/notice for employees with limited English
- Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
- Individuals with control over work may be liable for wages and violations, even at incorporated employers

Complaint & Anti-Retaliation Rights (Rule 8)

- File complaints in the Division or Court, or send the Division confidential tips
- Retaliation, or actions interfering with rights, may yield fines or other consequences
- Immigration status is irrelevant to these rights, and can't be used to interfere with rights

Contact Us:

DIVISION OF LABOR STANDARDS & STATISTICS

303-318-8441 / 888-390-7936 / cdle_labor_standards@state.co.us *(English or Spanish)*

For all laws, guidance, & complaints: ColoradoLaborLaw.gov

Spanish guidance & complaints: LeyesLaboralesDeColorado.gov

This notice in other languages: cdle.colorado.gov/LaborStandardsPosters

COLORADO
Department of Labor and Employment

Colorado Workplace Public Health Rights Poster: PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT

Updated July 14, 2023

may be updated periodically

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"): Paid Leave Rights

Coverage: All Colorado employers, of any size, must provide paid leave

- All employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.*

Employees can use accrued leave for the following safety or health needs:

(1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
(2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
(3) caring for a family member experiencing a condition described in category (1) or (2);
(4) grieving, funeral/memorial attendance, or financial/legal needs after a death of a family member;
(5) due to inclement weather, power/heat/water loss, or other unexpected occurrence, the employees needs to either (a) evacuate their residence, or (b) care for a family member whose school or place of care was closed; *or*
(6) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

Employer Policies (Notice; Documentation; Incremental Use; Privacy; and Paid Leave Records)

- **Written notice and posters.** Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- **Notice for "foreseeable" leave.** Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but **cannot deny paid leave** for noncompliance with such a policy.
- **An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days** (*i.e.* days when an employee would have worked, not calendar days).
- **Documentation is not required to *take* accrued leave**, but can be required as soon as an employee returns to work or separates from work (whichever is sooner). **No documentation can be required for PHE leave.**
- **To document leave for an employee's (or an employee's family member's) health-related need**, an employee may provide: **(1)** a document from a health or social services provider *if* services were received and a document can be obtained in reasonable time and without added expense; ***otherwise* (2)** the employee's own writing.
- **Documentation as to domestic abuse, sexual assault, or criminal harassment** can be a document or writing under (1) above (*e.g.* legal or shelter services provider) or (2) above, or legal document (restraining order, police report, etc.).
- **If an employer reasonably deems an employee's documentation deficient,** the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.
- **Incremental Use.** Depending on employer policy, employees can use leave in either hourly or six-minute increments.
- **Employee Privacy.** Employers cannot require employees to disclose "details" about an employee's (or their family's) HFWA-related health or safety information; such information must be treated as a confidential medical record.
- **Records must be retained and provided upon request.** Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.

Retaliation or Interference with HFWA Rights

- **Paid leave cannot be counted as an "absence"** that may result in firing or another kind of adverse action.
- **An employee can't be required to find a "replacement worker" or job coverage when taking paid leave.**
- **An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by**, an employee who: (1) requests or takes HFWA leave; (2) informs or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
- **If an employee's reasonable, good-faith HFWA complaint, request, or other activity is *incorrect*,** an employer need not agree or grant it, but cannot *act against* the employee for it. Employees *can* face consequences for misusing leave.

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING ("PHEW"): Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEW covers not just "employers" and "employees," but all "**principals**" (an employer **or** a business with at least 5 independent contractors) and "**workers**" (employees **or** independent contractors working for a "principal").

Worker Rights to Oppose Workplace Health/Safety Violations:

- It is unlawful to **retaliate against, or interfere with,** the following acts:
  (1) **raising reasonable concerns**, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
  (2) **opposing** *or* **testifying, assisting, or participating** in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker's PHEW-related concern, but it still cannot fire or take other *action against* the worker for raising such a concern, as long as the concern was reasonable and in good-faith.

Workers' Rights to Use Their Own Personal Protective Equipment ("PPE"):

- A worker must be allowed to **voluntarily wear their own PPE** (mask, faceguard, gloves, etc.) if the PPE (1) provides **more protection** than equipment provided at the workplace, (2) is **recommended** by a government health agency (federal, state, or local), and (3) does not make the worker **unable to do the job**.

COMPLAINT RIGHTS (under both HFWA & PHEW)

- Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-lawsuit remedies.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-13.3-401 et seq., (paid leave), and C.R.S. § 8-14.4-101 et seq. (healthy and safety whistleblowing) including amendments current as of the date of this poster. It does not cover other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

*In a **PHE**, employees gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, provided in other languages as needed, and replaced with any annually updated versions.

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact:

DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process**.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME