

# Long-Term Disability (LTD) Employment Status Policy

## Purpose

This policy outlines the employment status and administrative actions that occur when an employee transitions from Short-Term Disability (STD) to Long-Term Disability (LTD).

## Scope

This policy applies to all employees of the Company. Additional provisions apply to shareholders as outlined in the Shareholder Section.

## Policy

### Transition from STD to LTD

Once an employee transitions from STD to LTD, their status will immediately change to On-Call.

### Employment Status During LTD

The employee will remain in On-Call status for three (3) months from the LTD start date. During this period, the Company will monitor the employee's potential return-to-work status.

### Termination

If the employee does not return to work within three (3) months from the LTD start date, their employment will be terminated. The employee will be marked eligible for rehire should they become able to return to work at a future date.

### Benefits During LTD

While in On-Call status, the employee will continue to pay active employee premium rates through Direct Bill with Chard Snyder. Once an employee is terminated, they will be offered COBRA.

### Shareholder Section (If Applicable)

- If the employee on LTD is a shareholder, they must sell their shares back to the Company as soon as they transition to LTD, in accordance with Company by-laws. The shareholder does not need to take any action to initiate this process.
- The CEO will author and issue the required letter to repurchase the shares. This letter must be created prior to executing the share return.

*Long Term Disability Benefits will not be affected and will continue regardless of what your employment status is (On Call or Terminated).*