

FAMILY AND MEDICAL LEAVE POLICY

Revised 4/21/97

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Pursuant to the Family and Medical Leave Act ("FMLA"), employees who have worked for ALA for at least one year, and for 1,250 hours over the previous 12 months, shall be entitled to up to 12 weeks of unpaid, job-protected leave during any 12 month period, measured backward from the date the employee uses any FMLA leave, for any of the following reasons:

- ° to care for the employee's child after birth, or placement for adoption or foster care of a child with the employee;
- ° to care for the employee's spouse, child or parent, who has a serious health condition; or
- ° for a serious health condition that makes the employee unable to perform the employee's job.

The employee must substitute all earned paid time off (i.e. sick leave or vacation) for the unpaid leave until the earned paid time off is exhausted. No additional benefits are payable during the leave. If the employee is on FMLA leave for a serious health condition that makes the employee unable to perform the employee's job, the employee's health insurance (subject to the employee's required contribution) is maintained during the