

Introduction

At SomaLogic, we understand sometimes you need time to dedicate your full attention to your loved ones. This includes providing support for employees experiencing family-related hardships or emergencies.

In the event of a FMLA approved circumstance, you are eligible for up to four weeks (160 hours) of Paid Family Leave in a rolling 12-month period. Paid Family Leave runs concurrently with Family Medical Leave Act (FMLA) which is unpaid. During this four-week period, you will receive your regular base pay, subject to your normal withholdings. With Management's approval, you may use this bank of time in one day increments or consecutively within the first year of the FMLA approved event.

Policy

Paid Family Leave time is a supplement to FMLA (Family Medical Leave Act) time. In accordance with FMLA, approved employees must have worked for SomaLogic for at least 12 months and 1,250 hours of service. Paid Family Leave requires the same waiting period.

You will receive only Family Leave Pay for actual time you are on FMLA when you otherwise would be working. For example, if the family emergency occurs on a Sunday, Paid Family Leave 'pay' will not be paid for that Sunday, unless it is your regularly scheduled workday. Similarly, if a holiday occurs on any of the days of the approved Paid Family Leave, FMLA, you will not receive holiday pay in addition to Paid Family Leave Pay.

Paid Family Leave is not eligible for Annual Bonus calculation.

Requesting Leave

Is a 2-step process:

- 1) To file a FMLA claim with Sedgwick, please call 888-436-9530 or online through their [Employee Portal](#).
- 2) Email peopleservices@somalogic.com for Paid Family Leave

[Family Medical Leave Act \(FMLA\) Guidelines](#)