

Paid Family Medical Leave Employee Written Notice

Date of Notice: February 2, 2026

Employer: Procom Services America Inc.

Mailing Address: 8000 Regency Pkwy Suite 280, Cary NC, 27518

Federal Employer Identification Number (FEIN): 75-2768694

To Maine-Based Employees,

This notice explains your rights and responsibilities under the State of Maine's Paid Family and Medical Leave (PFML) program. The law requires that we give this information to new employees in the first 30 days of employment.

Employee Contributions

Maine's PFML program is funded through payroll contributions. Employers may deduct up to half of the required contributions from each employee's salary (up to the same salary limit in place for Social Security deductions). The deduction will be reported on your pay stub.

Your payroll withholdings for the PFML program will begin with your first pay date at a rate of 0.5%.

Eligibility for Leave

You may be able to take time away from work and get part of your regular pay under the Maine PFML law. Whether you're eligible depends on how long you've worked in Maine, and how much money you've earned. Generally speaking, you have to have worked in Maine for at least six months. After you file a claim, the administrator will figure out whether you're eligible.

Reasons for Leave.

PFML benefits are available for the following situations.

- **Medical Leave:** For times when a serious health condition keeps you from working.
- **Parental Leave:** Time to bond with a child after birth, fostering or adoption.
- **Family Care Leave:** Time to care for a loved one with a serious health condition.
- **Military Family Leave:** Time to prepare for a family member's deployment.
- **Safe Leave:** Time to find safety after abuse or violence.

Rights & Protections:

You may be able to take leave and get benefit payments if you've worked in Maine long enough, even if you're a new employee at a particular company. In other words, you can switch employers and still use the PFML program you've been contributing to. Your employer(s) are required to maintain any health insurance benefits you receive at the same level while you are on leave.

Employer(s) don't have to hold your job for you unless you've been employed by them for more than 120 consecutive days. Once you've been employed by an employer for 120 days, your employer has to give you your job back when you return from approved PFML. It can be the exact same job, or an equivalent job that is almost exactly the same in terms of pay, benefits, and the terms and conditions of employment – what you do and how you do it.

How to File a PFML Claim:

Benefits become available starting May 1, 2026. For more information on benefits and how to apply, visit www.maine.gov/paidleave.