

STATE REGULATION NOTICE

HAWAII FAMILY LEAVE LAW

Congratulations and Welcome to Booz Allen!

As an employer in the state of Hawaii, we are required to provide information to new hires regarding Hawaii's Family Leave Law (HFLL). The law states that employers who provide paid time off must allow up to 10 days to be used for family leave purposes. In addition, employers are required to provide up to 4 weeks of unpaid family leave each calendar year for the birth or adoption of a child, or to care for his/her child, spouse, sibling, reciprocal beneficiary, or parent with a serious health condition. Accrued paid leaves may be substituted for any part of the 4-week unpaid period. When the necessity for family leave is foreseeable, employees must provide Booz Allen notice of their intended leave. For more information on this law please visit the [State of Hawaii Wage Standards Division website](#).

Please note that Booz Allen's Leave Programs policy meets or exceeds the requirements of this law. No separate or additional leave types are offered outside the types listed in this policy. For short term leave without pay, the employee will continue to be responsible for their share of the applicable benefit costs as if they were actively working. All outstanding premium contributions will be collected for up to two pay cycles upon their return. The employee will be restored to the same or equivalent position upon the conclusion of short term leave without pay.

As a reminder, all Firm policies, including the Leave Programs policy and Leave Summary can be found on the Policy Library at [Ethics.bah.com](#).

If there are any questions or concerns regarding this notice, please contact an HR Talent Consultant, or the [Employment Risk Management and Compliance Team](#).

Best regards,

Employment Risk Management and Compliance Team