Tannehill Mechanical, Inc.

2840 Amnicola Spur
Chattanooga, TN 37406
(423) 555-0160

Family and Medical Leave, Designation Notice

Company form HR-14. Given to the employee within five business days of a complete request for leave under the Family and Medical Leave Act.

EMPLOYEE		
NAME WALTER E. PRUITT JR.	POSITION SENIOR ESTIMATOR	DATE OF HIRE 03/15/2004
REQUEST RECEIVED 12/11/2025	LEAVE YEAR 01/01/2026 - 12/31/2026	HOW THE YEAR IS COUNTED CALENDAR YEAR

REASON FOR LEAVE		
REASON CARE OF A PARENT WITH A SERIOUS HEALTH CONDITION	FAMILY MEMBER LORRAINE M. PRUITT, MOTHER	MEDICAL CERTIFICATION S. TOLBERT, MD, SIGNED 12/09/2025

DECISION		
STATUS APPROVED	TYPE OF LEAVE INTERMITTENT, AS NEEDED	ENTITLEMENT FOR THE LEAVE YEAR 480 HOURS (12 WEEKS)
EXPECTED USE ON THE CERTIFICATION APPOINTMENTS, 2-4 A MONTH; EPISODES OF 1-5 DAYS	APPROVAL ENDS 12/31/2026	RECERTIFICATION FOR 2027 DUE 12/01/2026

PAY AND BENEFITS		
PAID TIME ACCRUED PTO IS USED FIRST. LEAVE IS UNPAID AFTER THAT.	HEALTH AND DENTAL INSURANCE CONTINUE. EMPLOYEE SHARE IS STILL DEDUCTED.	401(K) MATCH ON PAID HOURS ONLY

HOW TO REPORT		
PLANNED ABSENCE TELL YOUR SUPERVISOR AS SOON AS THE APPOINTMENT IS MADE	UNPLANNED ABSENCE CALL OR TEXT YOUR SUPERVISOR THE SAME DAY	TIMESHEET CODE FML, IN QUARTER HOURS

Hours taken are counted by the office from your timesheets, and you may ask for the count at any time. Leave taken under this notice cannot be counted against you in attendance or performance reviews. When your need for leave ends, tell the office in writing.

Shelly Ogle Office Manager, January 6, 2026