EMPLOYMENT LEAVE AGREEMENT AND DETERMINATION RECORD

Employer: Northbay Software, Inc., 101 Market Street, San Francisco, CA 94105. **Employee:** Alex Rivera, 2200 Fillmore Street, Apt 4B, San Francisco, CA 94115. **Position:** Senior Software Engineer. **Work location:** AZ. **Other selected governing location:** NY. **Record date:** November 12, 2026. **Leave period reported:** November 23, 2026 to December 14, 2026. **Reported purpose:** Employee requires extended leave for treatment and recovery from a serious health condition requiring ongoing medical supervision.

Review where the employee actually reports, who assigns work and which laws govern employment, benefits and the leave period. A selected contract law or the employee's residence does not decide those questions by itself.

Federal decision and notices

The employer records an earlier written designation for the qualifying period, based on the separate records below. The amount or applicable tracking method entered is Three workweeks, with earlier leave accounted for under the recorded method.. **Eligibility notice recorded as delivered:** November 3, 2026. Eligibility determination delivered to employee in person. **Written rights and responsibilities recorded as delivered:** November 3, 2026. Copy of written rights and responsibilities supplied to employee. **Written designation recorded as delivered:** November 6, 2026. Written designation with duration and terms supplied to employee.

Pay, health benefits and return

During designated federal leave, maintain enrolled group coverage under the same terms as continued employment. The employee remains responsible for the ordinary employee share. Apply lawful paid leave coordination under the actual plan and policy. Ordinary timely return entitles the employee to the same or an equivalent position under the Act, subject to separately established statutory conditions. This agreement does not invoke a key-employee exception or authorize a loss of coverage.

Recorded pay arrangement: Pto Concurrent. **Worksite determination:** Employee reports to the directing office; verified employee count by shortest surface route. **Independent review and agreed operational terms:** Payroll share, restoration, prior service and state leave requirements independently reviewed. A material change in the expected return date should be communicated when practicable. This

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record does not condition return on a blanket 30-day employee notice. Separate state, local, contract, collective bargaining, accommodation and benefit protections continue as applicable.

Employer representative	**Employee acknowledgment**
PRINTED NAME	PRINTED NAME
SIGNATURE	SIGNATURE
DATE	DATE

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