

Mister Car Wash (MCW) understands that employees may require an unpaid approved absence from work for a specified period of time for medical, parental, military or personal reasons.

If you must be or are out of work for more than five (5) days, you should contact Human Resources (HR) to determine if you qualify for an unpaid approved leave of absence from work for a specified period of time (LOA). Contact HR at 1-844-529-7392 or HRhelp@mistercarwash.com. To request a LOA, you must submit a Request Leave of Absence form, available at <http://benefits.mistercarwash.com/leaves-of-absence/how-to-request/> or through your Dayforce Employee Self Service portal.

Generally, you must provide 30 days' advance notice when the need for the LOA is foreseeable, for instance, if medical treatments or other events are planned or known in advance. If the LOA is not foreseeable, you must provide notice to your manager or supervisor as soon as practicable and must comply with MCW normal call-in procedures.

Typically, LOAs are granted without pay. However, an employee may use accrued unused paid time off (PTO) to pay for all or a portion of a LOA. Exempt employees who do not have a PTO bank will be paid for the first three weeks of any approved LOA. LOAs will start on the date of request or date of need, not after the exhaustion of any PTO.

While on a LOA, an employee must contact the HR Department at least every 30 days. Failure to contact HR every 30 days may result in termination. Failure to return to work on the expiration of the LOA or refusing an offer of reinstatement for which the employee is qualified will also result in termination. A LOA will not be granted to allow an employee time off to seek employment elsewhere or to work for another employer. Employees who begin employment elsewhere while on LOA, except for military reserve duty, are considered to have resigned voluntarily.

MCW may grant a LOA as an accommodation under the Americans with Disabilities Act (ADA) when the employee has exhausted, or is not eligible for, other statutorily governed leave programs.

The maximum amount of LOA time an employee may take is subject to approval by the Human Resources Department and will be evaluated and approved on a case-by case basis.

FAMILY MEDICAL LEAVE ACT

MCW complies with all requirements of the Family and Medical Leave Act of 1993, as amended (FMLA). The provisions of the FMLA generally are incorporated into the policies below. For additional rights applicable to military families, see "Military Family Leave" below.

MCW will grant eligible employees up to 12 weeks of FMLA leave for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition (defined below); or for a serious health condition that makes the employee unable to perform the employee's job.

To be eligible for a leave under FMLA, an employee must have been employed by MCW for at least 12 months and have 1,250 hours of service in the past 12 months. Documentation or certification will be required to determine if the LOA qualifies for FMLA.

Definition of Serious Health Condition

A serious health condition is:

- An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.
- Other conditions may meet the definition of continuing treatment.

Use of FMLA

- An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt MCW's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Employees may take leave including reduced or intermittent leave as long as their total leave in a rolling year does not exceed the twelve (12) weeks for family leave or twenty-six (26) weeks for military family leave.
- If an employee is eligible for short-term disability (STD) benefits, the employee may apply for those benefits in conjunction with their FMLA leave.
- PTO accruals will be suspended during FMLA leave and will resume upon return to active employment.
- Upon return from FMLA leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms, provided that medical documentation requirements have been met.

Employee Responsibilities

- Employees must provide sufficient information for MCW to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.
- Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.
- Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Company Responsibilities

- MCW must inform employees requesting leave whether they are eligible under FMLA. If the employee is eligible, the notice must specify any additional information required as well as the employee's rights and responsibilities. If the employee is not eligible, MCW must provide the employee a reason for the ineligibility.
- MCW must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If MCW determines that the leave is not FMLA-protected, MCW must notify the employee.

Benefits While on Leave

During an eligible leave and if the employee is enrolled in health benefits, MCW will maintain the employee's health coverage. However, the employee will remain responsible for his or her portion of the premiums while out on leave. Premium costs and payment arrangements will be sent to the employee when MCW responds to a leave request. Failure to keep current on premium payments may result in cancellation of health coverage. No benefits will be accrued while an employee is on LOA. For qualified FMLA and/or military leaves, time spent on a LOA will not be counted against an employee in determining an employee's eligibility for benefits that are based on hours worked and/or length of service.

Return from Leave

Employees returning from a LOA will be reinstated to their same or equivalent job with equivalent status or pay if required by law. Employees returning from sick leave may be required to provide a release to work document. Employees returning from a military leave also must comply with all of the reinstatement requirements specified by federal law. If an employee fails to return to work at the conclusion of an approved LOA, including any extension for the leave, the employee will be considered to have resigned.

Additional Information

Additional information and definitions can be found on the Family Medical Leave Act poster located at each store and at Headquarters; employees can contact their store manager, or Human Resources Department at 1-844-529-7392, for further information and forms. See: <https://www.dol.gov/whd/fmla/> for additional information.

Military Family Leave

The FMLA also includes two provisions applicable to military families. The following is a brief summary of these provisions. Additional eligibility requirements may apply.

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

LEAVE OF ABSENCE



FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves or veteran, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service-member is undergoing medical treatment, recuperation, therapy or is in outpatient status; or is on the temporary disability retired list.

See: https://www.dol.gov/whd/fmla/2013rule/FMLA_Military_Guide_ENGLISH.pdf or https://www.dol.gov/whd/fmla/2013rule/FMLA_Military_Guide_Spanish.pdf for additional information.

UNIFORM SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

USERRA provides for unpaid leaves of absence for military service. MCW will comply with all requirements under USERRA. For more information on this item, please contact Human Resources at 1-844-529-7392.

JURY DUTY

If you are summoned for jury duty, notify your manager immediately. Compensation for jury duty will be paid according to applicable state law. Proof of jury duty must be submitted to your manager in advance of serving and upon completion of jury duty.

VOTING

MCW encourages all employees to participate in all federal, state and local elections. Whenever possible, we encourage the use of mail-in or early balloting. If that is not possible, please work with your manager to schedule an appropriate amount of time off to vote. Where applicable, MCW will comply with all state voting regulations.

California Pregnancy-Related Disabilities Leave and Accommodation Addendum to Leave of Absence Policy



This California Pregnancy-Related Disabilities Leave and Accommodation Addendum to the Leave of Absence Policy of Mister Car Wash (Policy) modifies and amends the Policy to ensure compliance with the California pregnancy disability leave law and controls as between any inconsistency between this Addendum and the Policy. The Policy and this Addendum apply to all employees working in MCW locations in the State of California.

A Mister Car Wash (MCW) employee who works at a MCW location in California and who is either disabled or affected by pregnancy, childbirth or a related medical condition may be eligible for leave of absence, temporary transfer or other reasonable accommodation, as required by applicable California law.

For purposes of this Addendum, an employee is "disabled by pregnancy" when, in the opinion of her health care provider, she cannot work at all or are unable to perform any one or more of the essential functions of her job or to perform them without undue risk to herself, the successful completion of her pregnancy or other persons as determined by a health care provider. The term "disabled" also applies to certain pregnancy-related conditions, such as severe morning sickness or the need to take time off for prenatal or postnatal care, bed rest, post-partum depression and the loss or end of pregnancy.

For purposes of this Addendum, an employee is "affected by pregnancy" if she is pregnant or has a related medical condition and her health care provider has certified that it is medically advisable for the employee to temporarily transfer less-strenuous or less-hazardous position or duties or to receive some other accommodation.

Pregnancy Disability Leave of Absence

MCW will provide each such disabled employee with pregnancy disability leave for a period not to exceed four months. The four months is defined as the number of days (and hours) the employee would normally work within four calendar months or 17.33 workweeks. This leave may be taken intermittently or on a continuous basis, as certified by the employee's health care provider. If the employee is also eligible for leave under the federal Family and Medical Leave Act (FMLA) (*see the Leave of Absence Policy*), the FMLA leave of absence and the pregnancy disability leave will run concurrently.

Reasonable Accommodation

An employee who is affected by pregnancy may also be eligible for a temporary transfer or another accommodation. MCW will provide a temporary transfer to a less-strenuous or less-hazardous position or duties or other reasonable accommodation to an employee affected by pregnancy if:

- She requests a transfer or other accommodation;
- The request is based upon the certification of her health care provider as "medically advisable"; and
- The transfer or other requested accommodation can be reasonably accommodated by MCW pursuant to applicable law.

Examples of reasonable accommodations include: (1) modifying work schedules to provide earlier or later hours; (2) modifying work duties, practices or policies; (3) providing time off; (4) providing furniture (such as stools) and modifying equipment and devices; and (5) providing additional break time for lactation or trips to the restroom. If time off or a reduction in hours is granted as a reasonable accommodation, MCW will consider the reduced hours/time off as pregnancy disability leave and deduct those hours from an employee's four-month leave entitlement.

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No additional position will be created, and MCW will not terminate another employee, transfer another employee with more seniority, or promote or transfer any employee who is not qualified to perform the new job as a part of the accommodation process.

MCW may require an employee to temporarily transfer to an available alternative position to meet the medical need of the employee to take intermittent leave or work on a reduced schedule as certified by the employee's health care provider. The employee must be qualified for the alternative position, which will have an equivalent rate of pay and benefits, but not necessarily equivalent job duties.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of pregnancy disability leave time the employee has available to her unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work. The length of the transfer will depend upon the employee's physical condition before and after childbirth.

Advance Notice and Medical Certification

To be approved for a pregnancy disability leave of absence, a temporary transfer or other reasonable accommodation, the employee must provide MCW with:

- 30 days' advance notice before the leave of absence, transfer or reasonable accommodation is to begin, if the need is foreseeable;
- As much notice as is practicable before the leave, transfer or reasonable accommodation when 30 days' notice is not possible; and
- A signed medical certification from her health care provider that states that she is disabled due to pregnancy or that it is medically advisable for her to be temporarily transferred or to receive some other requested accommodation.

MCW may require an employee to provide a new certification if she requests an extension of time for her leave, transfer or other requested accommodation. Failure to provide MCW with reasonable advance notice may result in the delay of leave, transfer or other requested accommodation.

Benefits

MCW will maintain an employee's health insurance benefits during an employee's pregnancy disability leave for a period of up to four months (as defined above) on the same terms as they were provided prior to the leave time. If employees take additional time off following a pregnancy disability leave that qualifies as leave under the California Family Rights Act (CFRA), MCW will continue their health insurance benefits for up to a maximum of 12 workweeks in a 12-month period. In some instances, MCW may recover premiums it paid to maintain health insurance benefits if an employee fails to return to work following her pregnancy disability leave for reasons other than taking additional leave afforded by law or company policy or not returning due to circumstances beyond the employee's control.

Integration with Other Benefits

Pregnancy disability leaves and accommodations that require an employee to work a reduced work schedule or to take time off from work intermittently are unpaid. An employee may use her accrued paid time off (PTO) benefits during the unpaid leave of absence, if applicable. However, use of PTO benefits will not extend the available leave of absence time. PTO leave hours will not accrue during any unpaid portion of the leave of absence, and the employee will not receive pay for official holidays observed during her leave of absence except during those periods when she is substituting PTO for unpaid leave. Any State

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Disability Insurance for which an employee is eligible may be integrated with PTO benefits so that she does not receive more than 100 percent of her regular pay.

Reinstatement

If the employee and MCW have agreed upon a definite date of return from the leave of absence or transfer, the employee will be reinstated on that date if she notifies MCW that she is able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, the employee will be returned to work within two business days, where feasible, after she notifies MCW of her readiness to return.

Before an employee will be allowed to return to work in her regular job following a leave of absence or transfer, she must provide Human Resources with a certification from her health care provider that she can perform safely all the essential duties of the position, with or without reasonable accommodation.

Employees who have questions about this policy or this addendum who wish to request leave, transfer or other reasonable accommodation under this policy should contact Human Resources at 1-844-529-7392, or HRhelp@mistercarwash.com.

State of California Family Rights Act Addendum To Leave of Absence Policy



This California Family Rights Act Addendum to the Leave of Absence Policy of Mister Car Wash (Policy) modifies and amends the Policy to ensure compliance with the California Family Rights Act (CFRA) and controls as between any inconsistency between this Addendum and the Policy. The Policy and this Addendum apply to all employees working in MCW locations in the State of California.

MCW will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws have different names, MCW refers to the federal Family and Medical Leave Act (Fed-FMLA) and the CFRA collectively as "FMLA Leave." In any case, California resident employees will be eligible for the most generous benefits available under either applicable law.

Reasons for Leave

Federal and state laws allow FMLA Leave for several reasons. Because employees' legal rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave. Federal-FMLA leave and CFRA leave run concurrently except for the following reasons: to care for a registered domestic partner or a child of a registered domestic partner (CFRA only), incapacity due to pregnancy or prenatal care as a serious health condition (Fed-FMLA only), qualifying exigency leave (Fed-FMLA only), and military caregiver leave (Fed-FMLA only). Additionally, CFRA coverage for an employee's own serious health condition that also constitutes a disability under the California's Fair Employment and Housing Act (FEHA) is separate and distinct from FEHA protections. If the employee cannot return to work at the expiration of the CFRA leave, MCW will engage the employee in the interactive process to determine whether an extension of the leave would be a reasonable accommodation under the FEHA.

FMLA Leave may be used for the following reasons:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, registered domestic partner, child, child of a registered domestic partner or parent) with a serious health condition (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's or parent's "covered active duty" as a member of the military reserves, National Guard or Armed Forces (Qualifying Exigency Leave); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember" (Military Caregiver Leave).

Length of Leave

If the reason for leave is common to both Fed-FMLA and CFRA and, therefore, running concurrently, the maximum amount of FMLA Leave will be 12 workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; and (3) Serious Health Condition Leave. If the reason for leave is not common to both Fed-FMLA and CFRA and, therefore, not running concurrently, then an eligible employee may be entitled to additional leave under applicable law.

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When the reason for leave is Bonding Leave under the CFRA or Fed-FMLA and both spouses work for MCW and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them. However, MCW will not limit the spouses' entitlement to CFRA for any qualifying reason other than Bonding Leave. A 12-month period begins on the date of the employee's first use of FMLA Leave. Successive 12-month periods commence on the date of the employee's first use of such leave after the preceding 12-month period has ended.

Employees requesting leave for CFRA-qualifying reasons must respond to any questions designed to determine whether an absence is potentially qualifying for leave under this policy. Failure to respond to permissible inquiries regarding the leave request may result in denial of CFRA leave protections. Similarly, an employee or an employee's spokesperson may be required to provide additional information needed to determine whether a requested leave qualifies for Fed-FMLA protections. An employee's failure to adequately explain the reason for the leave may result in the denial of FMLA protections. Certification forms are available from Human Resources at 1-844-529-7392, or HRhelp@mistercarwash.com.

Compensation During Leave

Generally, FMLA Leave is unpaid. However, employees may be eligible to receive benefits through state-sponsored programs or may use paid time off (PTO) (see Paid Time Off Policy).

Job Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. MCW may grant an employee's request to work a different shift, in a different or better position, or in a different location, that is better suited to the employee's personal needs upon returning from CFRA leave. MCW will also consider a reasonable accommodation under the FEHA if the employee is returning from CFRA leave for his or her own serious health condition. However, employees have no greater right to reinstatement than if they had been continuously employed rather than taken leave.

Nondiscrimination

MCW will not interfere with or discriminate on the basis of the exercise of any rights provided by the Fed-FMLA or the CFRA. If an employee believes that his or her Fed-FMLA or CFRA rights have been violated in any way, he or she should immediately report the matter to Human Resources at 1-844-529-7392, or HRhelp@mistercarwash.com.