



Flexible Time Off Standard for U.S. Exempt Employees

Effective April 1, 2020, all exempt (salaried) employees in the U.S. are eligible for FTO. Prior to March 1, 2017, only exempt (salaried) Grade 7+ and above in the U.S. were eligible. This FTO Standard supersedes all other personal time-off, vacation, and floating holiday standards for persons covered by FTO, except as specifically set forth in this memorandum.

Eligibility

FTO covers all exempt (salaried) U.S. employees.

Time-Off Standard

Consistent with a FTO Participant's fully meeting his or her work obligations to the Company and his or her colleagues (Obligations), a FTO Participant may take as much time off from work on regular business days as he or she wishes, with full pay, no effect on benefit plan participation, and no other adverse consequences. Time off may be taken for any reason, including vacation or other personal reasons, subject to the few special rules outlined in this standard.

A FTO Participant normally will not be meeting his or her Obligations if the FTO Participant fails to (a) timely and fully-perform his or her job duties; (b) be regularly available during normal working hours to meet with other Company personnel or customers; (c) shoulder his or her fair or assigned share of the Company's workload; (d) cover for colleagues who are out of the office; or (e) notify his or her supervisor in advance of any absence or follow his or her supervisor's requests as to the scheduling of that absence.

The Company expects all employees, including FTO Participants to take vacations every year, and no FTO Participant will be criticized for doing so in a manner that satisfies our FTO Standards. The Company recognizes that our work load on rare occasions may make it impossible for a FTO Participant to take a reasonable amount of time off from work during a year even though the FTO Participant has been taking time off as his or her schedule permits. When that happens, with the approval of his or her manager and the SVP of Employee Success and when circumstances next permit, the FTO Participant may take more time off from work than ordinarily would be consistent with meeting his or her Obligations as long as he or she will be meeting his or her Obligations for the



multi-year period in question.

A major goal of our FTO benefit is to encourage FTO Participants to recharge their batteries, or recover from short-term illness of less than 5 days, by regularly taking time off from work, consistent with meeting their Obligations. Our FTO treats all FTO Participants as responsible professionals. The Company expects them not to abuse our FTO. FTO Participants who abuse our FTO or fail to meet their Obligations will be subject to discipline.

Special Rules for Certain Leaves

FTO does not supersede the Company's leave policies for illnesses, disabilities, parenting, military, jury duty, personal, sabbatical and other leaves as set forth in the Company's U.S. Addendum to the Employee Handbook or on the Company's Intranet, some of which are mandated by law ("Special Leaves"). The Company expects employees who qualify for Special Leaves to utilize them, and employees are not permitted to use FTO if they are eligible for and are granted leave under the Company's Special Leave policies, except as expressly provided below. If an employee takes time off under our FTO instead of taking a leave for which he or she is eligible under the Company's Special Leave policies, he or she will not be afforded any special rights or privileges associated with that leave and may be subject to discipline.

A FTO Participant who is out for more than 5 days for any reason other than vacation (e.g., illness, caring for an ill family member, parental leave, disability, jury duty, etc.) must contact Matrix Absence Management at (855) 354-6937 to determine whether the employee qualifies for a Special Leave. Failure to do so may lead to discipline. If a FTO participant qualifies for and is granted a Special Leave under the Company's policies, the employee may not take FTO during any period of time during which the employee is receiving compensation from the Company, the State, or the Federal Government as a result of that leave (e.g., short or long-term disability insurance payments). For any period during which an employee takes a Special Leave under the Company's Special Leave policies and the employee is not receiving compensation from the Company, the State, or the Federal Government as a result of that leave having an initial elimination period before benefits are payable, the employee may use FTO for any unpaid elimination period up to a maximum of five (5) business days during the Special leave. Use of FTO during a Personal Leave or Sabbatical is not permitted.

Example 1: Alan is out for four days because he is ill. He receives full pay for the period.

Example 2: Same facts as above, except that Alan is out for 10 days



because he is ill. Alan is obligated to contact Matrix Absence Management as of the 5th day of his being absent. Alan applies for Company and state disability insurance benefits. For the first week of his absence when he is not receiving any disability payments, he receives full pay from the Company under the FTO. For the second week of his absence, Alan receives pay through disability insurance benefits, and does not receive pay under the FTO.

Example 3: Same facts as above, except that Alan is out for 60 days because he is sick. He receives full pay through the FTO during the first week when he is not receiving short-term disability benefits. He will not receive any pay under the FTO during the time he receives disability benefits. If there is any period during which Alan is not receiving disability benefit payments, he can take time off under FTO so long as he does not exceed 5 days during the Special Leave.

Future Changes

The Company reserves the right to change this standard at any time in any way, without notice.