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U.S. Flexible Time Off Policy

January 1, 2023

Maintaining a work life balance results in a happier, healthier and more productive team. We recognize that time off to rest and recharge is important. The Flexible Time Off (FTO) policy is designed for you to do just that, balance work and life while maintaining well-being.

FTO may be used for reasons such as vacation, personal days, occasional volunteer days, observations of religious or other holidays, required military service of 2 weeks or less, school visits and other functions. Instead of accruing time off, each employee is afforded flexibility, working with their manager and team, to take regular planned FTO as needed.

Scope

This policy applies to all permanent/regular U.S. Full Time employees working at least 21 hours per week.

Requesting FTO

1. Requests for time off should be made with your manager as far in advance as is reasonably possible. A general best practice is at least 1-week advance notice for a day off and 1 month's advance notice for 1 or more week(s) off.
2. Manager and/or supervisor approval is required before you take FTO. Managers/supervisors will review and approve time off as it is requested. The following criteria are considered in approving time off:
 - ✓ personal needs of the employee
 - ✓ needs of the business
 - ✓ needs of your business unit
 - ✓ known critical event or deliverable on which you play a key role; and
 - ✓ your workload, commitments, job performance and duties
3. Requests must be submitted into Workday and your Service Line's designated system (if applicable).
4. FTO may be requested in ½ day and full day increments.
5. Your manager will review your FTO request and respond via Workday.
6. Once your time off is approved in Workday, please update your Outlook calendar to indicate Out of Office for the designated day(s), inform appropriate team members/individuals and prepare appropriate coverage.

Every effort will be made to approve the time off request. However, your request may be denied or postponed by your manager based upon the evaluation of the above criteria. Managers should respond to an individual's request for time off w/in 2 business days of receiving the request.

Policy elements

Interaction with Paid Sick & Safe Time and Leaves of Absence Policies

FTO is used for rest, relaxation or personal obligations. FTO may not be used for reasons under our Sick & Safe Time or Leave of Absence policies (Medical, Parental, Caregiver, Military etc.) as we have designed other time off programs to support your needs. If you have been approved for a leave, unpaid time during the leave cannot be replaced with FTO. Also, FTO may not be added on to the end of an approved leave to extend the time away from work.

Separation of Employment

Under Flexible Time Off, there is no accrual or carryover of time therefore there will be no payout of accrued, unused time upon separation of employment.

Guidelines

The following are guidelines and best practices to help managers, supervisors and employees make decisions for successfully using and managing the FTO in a fair and consistent manner while balancing the needs of the business.

- All employees are eligible for FTO upon hire.
- All employees are encouraged to take 3-4 weeks per year, in some years we recognize this may be more or less, based on personal and work situations.
- All requests for time off must be submitted to your manager and/or supervisor and approved before the time is taken.
- All FTO must be reported in Workday accurately.
- Time off needs to be approved by an individual's manager. If an employee is taking time off that has not been approved, the manager should connect with their HR Business Partner for guidance.
- FTO utilization will be reviewed periodically to understand how our people are using time off and to learn how our time off approach is best meeting the needs of our people and business.
- Consistently taking 1 or more days off per week is considered an alternative work/part time schedule, and not the intended use of the FTO policy. Situations where this is happening will be reviewed and discussed with the employee, manager and HR.
- If an employee plans to regularly take time off during dedicated Flex Friday time on Friday afternoons, they must request FTO.
- This policy is in effect as of January 1, 2023 and supersedes time off policies as documented in handbooks or other written or electronic versions, prior to this date.

To the extent any applicable state and/or local laws are inconsistent with the terms of this policy, applicable law shall apply and govern.