

Policy number: SL-POL-003.003 Revision number: 4
Original effective date: August 29, 2016 Pages: 11
Revised effective date: August 16, 2024 Reviewed date: August 16, 2024

SOLENIS POLICY

Family Medical Leave Act and Military Leave

1.0 Policy

In accordance with the federal Family and Medical Leave Act (FMLA), Solenis will grant up to 12 weeks of family and / or medical leave during any 12-month period to eligible employees to care for the birth of a child or the placement of a child for adoption or foster care; to care for a family member or domestic partner with a serious health condition; for the employee's own serious health condition; and for any qualifying exigency. Solenis will also grant up to 26 weeks of leave during a single 12-month period to eligible employees who are the spouse, domestic partner, child, parent or next of kin of a covered servicemember to care for a covered servicemember with a severe injury or illness under the FMLA. When eligible employees are required to take FMLA leave to care for a covered service member with a serious illness or injury in the same 12-month period that they also need to take FMLA leave for any other qualifying reason, eligible employees are entitled only to a combined total of 26 weeks of leave during that 12-month period (i.e., only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered servicemember).

FMLA leave is unpaid, except that employees are required to exhaust accrued paid vacation and sick leave before taking unpaid leave. In addition, employees may be compensated for some period of FMLA leave by short term disability benefits (if available/applicable and approved in accordance with the benefit requirements).

1.1 Qualifying FMLA leave events

Employees may be eligible for FMLA leave if they experience a Leave Event:

- Birth of a child, and to care for that child (must be taken within 12 months of the birth).
- Placement of a child for adoption or foster care (must be taken within 12 months of the placement).
- The care of a spouse, domestic partner, child, or parent with a serious health condition.
- The serious health condition of the employee that makes the employee unable to perform the essential functions of the employee's job. Any qualifying exigency arising out of the fact that the employee's spouse, domestic partner, son, daughter, or parent is a covered military member on active duty; or
- The care of a covered servicemember with a severe injury or illness if the employee is the spouse, domestic partner, son, daughter, parent, or next of kin, of the servicemember.

1.2 Definition of terms

A "child" is defined as a biological or adopted child, a stepchild, or a legal ward, who is either under the age of 18 or over age 18 and unable to care for him or herself because of mental or physical disability. For purposes of care of a covered servicemember or leave due to a qualifying exigency, the definition of child is the same as above except the child may be of any age.

A "parent" is the biological, adoptive, step or foster parent of an employee or any other individual who stood in loco parentis to an employee when the employee was a son or daughter. This includes an individual who assumed "day-to-day" responsibility for a child. Parent does not include in-laws.

A "spouse" is a husband or wife as defined or recognized under state law (including common law marriage in states where it is recognized) for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state.

A "domestic partner" is the person registered as an employee's domestic partner in accordance with state law.

A "serious health condition" is defined as an illness, injury, or impairment of physical or mental condition that renders the employee incapable of performing the essential functions of the job and involves:

- Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, residential medical care facility, or hospice.
- An absence for more than three calendar days requiring continuing treatment by a health care provider.
- Any period of incapacity due to pregnancy or for prenatal care.
- A period of incapacity or treatment due to a chronic serious health condition which continues over an extended period of time and requires periodic visits to a health care provider.
- Any periods of incapacity due to a permanent or long-term condition for which treatment is not effective or any absence to receive multiple treatments by a health care provider for restorative surgery or a condition that would result in more than three days absence if not treated.

A "serious injury or illness" means an injury or illness incurred by a covered servicemember in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A "qualifying exigency" is any one of the following: (1) short-notice deployment; (2) military events and related activities; (3) certain childcare and school activities; (4) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment military activities; and (8) additional activities to address other events which arise out of the covered military member's active duty or call to active duty status, provided the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

A "next of kin" of a covered servicemember means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter.

A "covered military member" for the purpose of leave related to a qualifying exigency is any active duty member of the Armed Forces during deployment of the member with the Armed Forces in a foreign country or a member of the National Guard and Reserves during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation.

A "covered servicemember" is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a severe injury or illness; or
- A covered veteran who is undergoing medical treatment, recuperation or therapy for a severe injury or illness.

A "covered veteran" means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves) and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

To be an "eligible employee," the following conditions must be satisfied:

- The employee must have worked for Solenis for at least 12 months (these months need not be consecutive).
- The employee must have worked at least 1,250 hours during the 12 consecutive months preceding the start of the employee's requested leave.
- The employee must work at an eligible worksite. An employee works at an eligible worksite if at least 50 employees, including part-time employees, work within 75 miles of that worksite.

An employee is eligible for a military leave if he or she performs active service on a voluntary or involuntary basis in any of the following armed forces of the United States:

- Army
- Navy
- Marine Corps
- Air Force
- Space Force
- Coast Guard
- Army National Guard
- Air National Guard
- The commissioned corps of the Public Health Services
- The reserve component of one of the above armed services

1.3 Active service

"Active service" includes active duty, active duty for training, initial active duty for training, inactive training duty (such as drills) and any period during which an employee is absent from his or her position for the purpose of an examination to determine the fitness of the employee to perform military duty.

1.4 Advance notice

An employee is required to give Solenis advance written notice of his or her obligation or intention to perform active service in the military, including providing a copy of the employee's military orders, unless giving notice is precluded by military necessity or is otherwise impossible or unreasonable. In such cases the employee is expected to provide advance verbal notice and to follow up with a copy of his or her military orders as soon as possible thereafter.

1.5 Maximum duration of military leave

Solenis will provide military leave of absence for periods of active duty up to a cumulative total of five years. In addition, an employee may receive up to two years of leave after a period of active service has ended to recover from an injury or illness that occurred due to the active military service.

1.6 Payment during military leave

All employees are eligible for time off work due to qualifying military service. In addition, regular, full-time employees are eligible to maintain their regular pay during military leave as follows:

- Regular, full-time employees are eligible to receive their full pay for up to 80 hours of military leave during each calendar year.
- Exempt employees who have absences for military leave of less than a full work week will continue to receive their regular salary for the work week in which the absence occurs.
- Except as specifically provided above, all other time off for military service is unpaid, unless the employee has available vacation time or an event, which qualifies for use of sick pay, occurs during military duty.

1.7 Effect of military leave on participation in benefit plans

An employee may be eligible to continue participation in certain company-provided benefit plans and programs during a military leave of absence. The provisions of each plan should be consulted for rules that may be particular to that plan.

The employee should contact Human Resources via Workday Help to obtain additional information about how to continue coverage during a military leave and options for reinstatement of coverage that was not continued during the military leave.

1.7 New benefit plans

Solenis does not make a new benefit plan available to an employee while he or she is on a military leave of absence unless or until the employee returns to active employment.

1.8 Savings plan participation

An employee who is reinstated during the re-employment rights period provided by USERRA may receive special treatment under Solenis' qualified savings plan. The employee should consult the relevant plan documents or contact the Human Resources via Workday Help for more information.

1.9 Service date

When the employee returns after military service, Solenis does not adjust his or her service date for time spent on the military leave of absence.

1.10 Reinstatement

After completion of a covered period of active service, Solenis will promptly reinstate the returning employee in accordance with his or her reinstatement rights under USERRA.

However, an employee returning from active service in the military is not entitled to reinstatement if any of the following apply:

- the employee fails to present himself or herself for reinstatement within the applicable time period provided under USERRA for reinstatement, or the employee is otherwise ineligible for reinstatement.
- the employee's active service ended due to a dishonorable or "other than honorable" discharge.
- Solenis' circumstances have changed such that reinstatement would be impossible or unreasonable.
- reinstatement would cause an undue hardship on Solenis, or
- the position held by the employee at the time the military leave began was expected to be for a brief non-recurring period, and there were no expectations that it would continue indefinitely, or for a significant period.

1.11 Documentation

A returning employee must provide documentation establishing the date on which active service ended, length of active service and character of service, including nature of discharge if applicable. If such documentation is unavailable, Solenis will reinstate the returning employee until the documentation becomes available.

1.12 Employment retention rights

An employee reinstated following a military leave of absence is guaranteed employment retention rights which are determined based on the length of his or her active service. Except in extremely limited circumstances, Solenis may not involuntarily terminate him or her during the employment retention period without "just cause." Just cause includes unsatisfactory performance, misconduct, absenteeism, etc.

1.13 Conditions for termination of employment

Except as prohibited by law, Solenis discontinues an employee's military leave of absence and terminates his or her employment if:

- the period of active military service exceeds five years.
- the recovery period necessary for an injury or illness due to active military service exceeds two years from the date the active service ended, or
- the employee fails to present himself or herself for reinstatement within the applicable time period provided for reinstatement under USERRA, or the employee is otherwise ineligible for reinstatement.

1.14 Procedures / guidelines

12-month period – The 12-month period (during which up to 12 weeks of leave is available [and additional periods required by applicable law depending on work location]) is a rolling 12-month period measured backward from the date the FMLA leave is taken. (For example, if an employee proposes to take FMLA leave beginning on March 1, 2017, the amount of leave eligible to the employee would be determined by looking backward to ascertain how much FMLA leave was taken in the immediately prior 12 months, i.e., March 1, 2016, to February 28, 2017). For purposes of servicemember care leave, Solenis will measure the 12-month period forward from the date an employee's first FMLA leave to care for the covered servicemember begins.

Exhaustion of FMLA leave – Once an employee's FMLA leave period (either 12 weeks or 26 weeks) has been exhausted, an employee may be entitled to take an additional period of unpaid leave as an accommodation under the Americans with Disabilities Act, and if providing such leave would not result in an "undue hardship" for Solenis. Where an additional period of leave is provided, Solenis will require the employee to periodically update New York Life with medical documentation that supports the need for continued leave.

Employees who have been approved for an additional period of leave beyond that provided under the FMLA must communicate with Solenis about their intention to return to work and expected date of return to continue an approved period of leave. Failure to communicate with Solenis or provide requested information or updates while out on leave may result in termination for job abandonment.

Employee and spouse employed by Solenis – In situations where both the employee and the employee's spouse are employed by Solenis, a combined total of 12 weeks of leave between both parties will be granted for birth, adoption, foster care placement or to care for any parent with a serious health condition. In situations where both the employee and the employee's spouse are employed by Solenis, a total of 26 weeks of leave between both parties will be granted to care for a covered servicemember with a severe injury or illness. If the leave is requested because of the serious health condition of a child or of the other spouse or because of a qualifying exigency, each spouse is entitled to 12 weeks of leave.

Example 1: Mike and Jane both work for Solenis. When their first child is born, Jane takes eight weeks and Mike take four weeks, each to bond with their new baby. There is no remaining time left that year for bonding leave with their child or to care for their parents. However, Jane still has four weeks left to take leave for her own serious health condition or that of her spouse or child. Mike has eight weeks left to use for the same purposes.

Example 2: Mike and Jane both work for Solenis. Mike takes eight weeks of FMLA leave to care for her mother. However, Mike still has four weeks left to take leave for his own serious health condition or that of his spouse or child. Jane has eight weeks left to use for the same purposes.

Employment during FMLA prohibited – Employees on FMLA leave may not be employed by or perform significant services for any other entity. Failure to adhere to this requirement will result in appropriate disciplinary action, up to and including termination of employment.

1.15 Requests for leave

Solenis' FMLA policy is administered by New York Life. In the event of a foreseeable leave of absence, the employee must apply for use of leave through New York Life 30 days prior to the date on which the employee wants to commence his / her leave. If 30 days' notice is not possible, notice must be given as soon as practicable under the facts and circumstances. When an employee becomes aware of the need for leave, it should ordinarily be practicable for the employee to provide notice of the need for leave either the same day or the next business day. In the case of unforeseeable leave, the employee must provide notice as soon as practicable and, absent unusual circumstances, within the time period prescribed by Solenis' usual and customary procedures for requesting leave. If the employee does not comply with these requirements, FMLA leave may be delayed or denied. New York Life will provide additional information about FMLA leave when leave requests are made.

Unless otherwise specified, requests for leave should be reported to the employee's manager as well as to New York Life, and employees should provide the maximum notice possible of intent to utilize FMLA leave. Contact New York Life or Solenis Human Resources to obtain the appropriate forms and specific details on the FMLA. It is an employee's responsibility to provide New York Life with any requested documentation supporting all claims, including any required certifications as specified below.

To make requests for leave, call New York Life at 1-888-842-4462 or initiate the claim online at myNYLGBS.com >Coverage> Disability (print your confirmation page.). When contacting New York Life, it is helpful to have the following information available:

- Name, address, phone number, birth date, Social Security number and email address.
- Employment information, such as hire date and job title.
- Dates and contact information for any health care providers or hospital/clinic visits.
- The reason for the requested leave - e.g., birth of a child or severe injury/illness.

New York Life will determine whether an employee is eligible for FMLA leave because of experiencing a Leave Event and meeting other eligibility requirements as specified herein, including providing appropriate certification as specified below. New York Life will notify employees who have requested FMLA leave whether their request has been approved or denied, or whether additional information is needed in accordance with the certification provision below. New York Life will notify employees of the date FMLA leave commenced and the date upon which it will be exhausted and provide other information as required by law.

If New York Life denies an employee's request for FMLA leave, the employee's request (along with any supporting documentation) and New York Life's denial will promptly be forwarded to Solenis'

Human Resources department for review. Upon review, Human Resources may approve or deny FMLA leave or request further information. If Human Resources approves use of FMLA leave, such approval will be communicated to New York Life, which will assume responsibility for the administration of the FMLA leave. Employees may take vacation leave or leave pursuant to the Solenis Sick and Short-term Disability policy, SL-POL-003.012, during the pendency of a request for FMLA leave.

1.16 Certification

If the leave of absence is to the care for a parent, spouse, domestic partner, or child with a serious health condition or to care for a covered servicemember or because of the employee's own serious health condition, the employee will be required to provide a certification from the health care provider, which is available from New York Life. If the leave of absence is because of a qualifying exigency arising out of the active-duty status of a covered military member, the employee will be required to provide a certification which includes a copy of the military member's active-duty orders or other similar documentation. The required certification for qualifying exigency leave should also set forth the reason for the leave and the amount and frequency of leave needed. This form is also available from New York Life.

Employees may also be asked to furnish periodic reports on the status of a continued serious health condition or provide New York Life with additional medical information from a treating physician if the condition results in additional requests for leave beyond the first request. If Solenis or New York Life has reason to doubt the validity of any medical certification, it may, at its own expense, require the employee to receive a second opinion from a health care provider designated and approved by the company. If this opinion conflicts with the first opinion, the company, again at its own expense, may request a third opinion from a health care provider mutually agreed upon by both Solenis and the employee. The third opinion will be binding on both parties.

After an employee has exhausted his or her FMLA leave, Solenis will assume administration of any further leave. If Solenis approves an additional period of leave for an employee after his or her FMLA leave has been exhausted, Solenis will require periodic re-certification from a health care provider that sets forth the reason the additional leave is needed, as well as the duration of additional leave needed. Employees will be informed of the frequency with which re-certification is required by Human Resources and/ or New York Life.

Solenis also reserves the right to require an employee to provide documentation of the birth of a child, the placement of a child for adoption or foster care, or the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibilities. Leave taken after the birth or placement of a child for adoption or foster care may be taken intermittently or on a reduced leave schedule only upon approval by New York Life.

1.17 Continuation of Benefits

Solenis will continue to provide the employee with coverage under the company's group health plan(s) under the same conditions as if the employee had continued to work. The employee will also be eligible for and subject to any new health plans or changes to the existing health plans that take effect while the employee is out on FMLA leave. While the employee is on FMLA leave, it is the employee's responsibility to continue making the employee's share of premium payments to

maintain insurance coverage(s). This may be done either through payroll deductions if there is income or by personal check or money order if Solen is unable to payroll deduct the employee's portion of insurance premiums. At Solenis' discretion, the company may pay the employee's share of the premiums during FMLA leave and recover premiums upon the employee's return to work. In this case, when the employee returns to work, Solenis will recover the costs incurred for paying the employee's share of such insurance premiums by doubling the current insurance deduction until the balance due is paid back.

If an employee does not return to work after the period of FMLA leave ends, for reasons other than the continuation of a serious health condition of the employee or the employee's family member or covered servicemember or other circumstances beyond the employee's control, the employee may be required to reimburse Solenis for the full cost of the employee's medical premiums during the leave period. If the employee returns to work, but for a period of less than 30 days, and requires another leave of absence for reasons other than a continued serious health condition of the employee or the employee's family member or covered servicemember or for circumstances beyond the employee's control, Solenis may require the employee to reimburse the company for the full cost of the employee's medical premiums during the FMLA leave period.

Employees are not eligible to accrue paid leave benefits while out on a leave of absence under the FMLA policy except during any portion of the FMLA leave for which accrued paid leave is used.

1.18 Intermittent or reduced schedule leave

FMLA leave may be taken intermittently or on a reduced-schedule leave under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced-schedule leave is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per workday (such as from full-time to part-time hours). Only the amount of leave taken while on intermittent or reduced-schedule leave may be charged as FMLA leave.

Intermittent or reduced-schedule leave may be taken for a serious health condition of a spouse, domestic partner, parent, son, or daughter, for the employee's own serious health condition, or a serious injury or illness of a covered servicemember which requires treatment by a health care provider periodically, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments or leave taken several days at a time spread over a period of six months, such as for chemotherapy. A pregnant employee may take leave intermittently for prenatal examinations or for her own condition, such as for periods of severe morning sickness.

For intermittent leave or leave on a reduced-schedule leave taken because of one's own serious health condition, to care for a spouse, domestic partner, parent, son or daughter with a serious medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced-schedule leave. Intermittent or reduced-schedule leave may also be taken to care for a newborn or newly placed adopted or foster care child, but only with Solenis' approval.

All employee requests to take intermittent or reduced-schedule leave are subject to Solenis' and New York Life's policies and requirements for requesting leave and providing certification, as explained above. In response to an employee's request for intermittent or reduced-schedule leave, Solenis may transfer that employee temporarily to an alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

1.19 Returning from FMLA leave

Certification of fitness for duty. Prior to returning from a leave due to the employee's own serious health condition, the employee must obtain a fitness for duty certification from his / her physician. This certification must be given to Human Resources no later than the day the employee returns to work.

Employee status after FMLA leave. Upon returning from leave under this policy, the employee will be entitled to be restored to the same position the employee held when the leave started, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. In certain circumstances, Solenis may not be able to restore a "key employee" (those employees who are among the highest paid 10 percent in the company), to his/her prior position because of serious and grievous economic injury to the operation of the company and the injury is not related to the employee's FMLA leave. It is possible that employees who take more than 12 or 26 weeks of leave pursuant to this policy will not be returned to the same position they held at the commencement of such leave.

1.20 Other relevant leave laws

Solenis' FMLA policy is subject to any other applicable federal, state, and local laws concerning leaves of absences or time off.

Solenis' Sick and Short-term Disability, and Long-term Disability policies are job-protected leave under the FMLA may run concurrently with other approved leave, including any leave granted under the Solenis Sick and Short-term Disability or Long-term Disability (LTD) policies or in conjunction with workers' compensation, in accordance with applicable law. Employees who are out of work for any reason that qualifies an employee for FMLA leave may be deemed to be using FMLA leave and notified thereof, even if the employee has not requested use of FMLA leave.

Employees are also eligible to request a Medical Leave of Absence if the following conditions are met:

- The employee is disabled, as defined under the ADA.
- The employee has exhausted all other forms of available paid time off; and
- The employee has exhausted any available leave under this policy.

Employees should refer to the Solenis Sick and Short-term Disability policy for additional information.

2.0 Scope

This policy applies to all U.S.-based Solenis employees.

3.0 Owner

Vice President, Global Total Rewards.

4.0 Exceptions

There are no exceptions to this policy.