

Civic Duty Leave Policy

Effective Date: 6/1/16

Purpose

It is the policy of Zebra to provide job security to employees fulfilling their civic responsibility by serving on a jury, appearing in court as a witness to provide non-expert testimony, voting in local, state or national elections, and by serving as non-partisan election officials on the day of an election.

No adverse employment action will be taken against any employee who serves as a juror or witness in any local, state or federal civil, criminal or administrative proceeding or who votes or abstains from voting or serves as a non-partisan election official.

Policy Scope

All regular full-time and part time employees of Zebra Technologies Corporation and its subsidiaries ("Zebra") – U.S. facilities.

Policy Details

Paid Leave

Zebra will provide paid time off for civic duty obligations as follows:

- Jury Duty: Unlimited paid time off to eligible employees who are required to complete jury duty
- Witness Duty: Unlimited paid time off to eligible employees who are required to appear in court as a witness to provide non-expert testimony (or are otherwise required to testify via court-issued subpoena). Witness Duty leave excludes time spent in court due to being a plaintiff or a defendant in a lawsuit.
- Voting: Up to three consecutive hours paid time off (or longer, where required by state law) to vote in local, state or national elections, to be available when an employee's voting location is not open for a minimum of three consecutive polling hours before or after the employee's regular work hours.
- Election Official: Paid time off as needed on election days to serve as a non-partisan election official.

Civic Duty pay is based on an employee's regular rate (including any applicable shift premiums) but does not include bonuses, incentive pay, overtime or any other special compensation. It is paid through the regular payroll cycle and is subject to normal authorized and/or required payroll deductions.

Employees are not required to reimburse Zebra for the money (per diem) that the government pays for serving on a jury.

Part-Time and Shift Employees

Part-time employees are eligible for Civic Duty pay equal to their regular work schedule for the week. For example, an employee who normally works 6 hours per day Monday through Thursday and spends a full week completing jury duty will receive payment for a total of 24 hours of work for that week (6 hours for each of his/her 4 regular work days).

Second shift employees will be allowed to leave 2 hours prior to the end of the shift on the day before their jury or witness duty begins (i.e. an employee working the second shift who has to report for jury duty on Tuesday will be allowed to leave 2 hours earlier on Monday).

Third shift employees will not be required to work the night before jury or witness duty begins (i.e. an employee working the third shift who has to report for jury duty on Tuesday at 8:30 am will not have to work his/her shift on Monday). The missed shift will be coded and paid as civic duty leave. Once jury/witness duty has ended, the employee is expected to report to work on the following night (i.e. jury duty ends on Thursday at 5 pm, the employee would report for their regularly scheduled shift on Friday).

Leaves of Absence

Employees on a paid or unpaid leave of absence are not eligible for Civic Duty pay.

Overtime

Paid time off for Civic Duty leave will be credited as hours worked for the computation of overtime during the work week in which the leave occurs.

Notice

It is the responsibility of the employee to notify his/her manager with as much advance notice as possible if he/she is beginning Civic Duty obligations and to submit a copy of any court provided documentation, upon request.

Exceptions to this policy may only be made by Zebra's Chief People Officer or that individual's designee. Any violations to this policy are subject to disciplinary action up to and including termination. Contact the HR Service Center and/or your HR Business Partner with any questions.

Issuance and Revision History

Policy Originator	Effective Date	Version Number	Summary of Change
Rewards/Legal	08/01/2008	1.0	Initial Release
Rewards/Legal	09/01/2014	2.0	Added legal review updates
Rewards/Legal	06/01/2016	3.0	Added legal review updates
Rewards	04/01/2024	4.0	Updated to new policy template