



Family and Medical Leave Act (FMLA)

Purpose

The primary purpose of the Family & Medical Leave Act of 1993 (FMLA) and subsequent amendments is to assist employees in balancing work and family life. Zebra Technologies Corporation ("Zebra") has long recognized the importance of providing assistance to employees in meeting legitimate family obligations. As a result, Zebra policy and practice provides for a generous amount of paid and unpaid time away from work, including for the reasons recognized by the FMLA.

Zebra will not interfere with an employee's rights under FMLA. A lawful exercise of FMLA rights cannot be used as a basis for discipline or any other action that negatively impacts the employment status of a Zebra employee.

Commented [AC1]: To clarify that the "generous" leave benefits extend beyond FMLA but certainly include reasons covered by the FMLA

Policy Details

Zebra will provide its employees with family and medical leave guaranteed by Federal law under the Family & Medical Leave Act (FMLA), and under applicable state specific leave laws. Under this policy, Zebra will grant eligible employees, during a "rolling" 12-month period, up to 12 weeks of unpaid, job-protected leave, and up to 26 weeks of military caregiver leave to care for a covered service member* with a serious illness or injury.

*Current members of the Armed Forces, including regular components, and National Guard and Reserves. In addition, this includes a Veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy of a serious injury or illness, if the veteran was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the Veteran undergoes that medical treatment, recuperation or therapy.

For purposes of this policy, Zebra uses a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Where applicable state leave law provides a greater benefit than what is offered under the FMLA, state law will apply.

Outsourced Leave Administration

Zebra has entered into a partnership with Lincoln Financial Group ("Lincoln" - formerly Liberty Mutual) who administers all of Zebra's leave and disability policies including this FMLA policy. Employees will need to engage with Lincoln on Zebra's behalf regarding this policy and complying with any requirements outlined herein (such as deadlines for medical certifications, return to work documentation, etc.). Medical information relating to any request should be provided to Lincoln only and not to employee's manager or any other Zebra personnel.

Employees should reach out to Lincoln with questions regarding the policy as well as to initiate a leave in accordance with this policy. Lincoln is available 24/7/365 via telephone (800-216-4421) and internet (mylincolnportal.com). For first-time registration please use company code: Zebra



Responsibilities

The FMLA policy is intended to comply with the federal Family & Medical Leave Act (FMLA). Zebra will also comply with applicable State leave laws. Claims administration, and decisions are made on Zebra's behalf by Zebra's external vendor, Lincoln Financial Group (formerly Liberty Mutual).

Eligibility

To be eligible for FMLA leave, all of the following conditions must be met:

- Employees must be employed with Zebra for at least 12 months or 52 weeks, which need not be consecutive. An employee who was on the payroll for or on leave for only part of a week will be considered as employed for entire week.
- Separate periods of employment will be counted, provided that the break in service doesn't exceed seven (7) years, unless the break is due to National Guard or Reserve military service or as otherwise required by law.
- The employee must have worked at least 1,250 hours of service during the 12-month period immediately before the date the employee requests the leave to commence.
- Hours of paid or unpaid leave are not counted in determining whether the 1,250-hour eligibility test is met.
- The employee must work at a location where Zebra employs at least 50 employees within a 75-mile radius.

Reasons for FMLA Leave

To qualify as FMLA leave under this policy, the employee must take leave for one or more of the reasons that follow:

- For the employee's own serious health condition which makes the employee unable to perform the essential functions of their position;
- Birth of the employee's child, or to care for the employee's newborn child;
- Placement of a child with the employee for adoption or foster care;
- To care for an immediate family member (employee's: spouse, domestic partner, child or parent, or a person who stands in loco parentis to the employee) with a serious health condition.

If an employee is not able to perform the essential functions of their job position for three (3) consecutive days due to their own serious health condition, the employee must file an FMLA claim with Lincoln as soon as possible. Leave under state or local law, including workers' compensation leave, or under a short-term or long-term disability insurance plan (STD or LTD), that also qualifies as FMLA leave for one or more of the reasons above, will run concurrently with the employee's FMLA leave entitlement, unless prohibited by the applicable law.

Zebra measures the 12-month period as a rolling 12-month period prior to or after the commencement of leave measured backward from the date an eligible employee uses any leave under this policy. Each time an employee takes a leave, Zebra's administrator will calculate the amount of leave the employee

has taken under this policy and subtract it from the 12-week entitlement. The remaining balance is the remaining time the employee is eligible to take.

Example for Determining Available Time

If an employee used four (4) weeks of FMLA leave beginning February 1, 2019, four (4) weeks beginning June 1, 2019, and four (4) weeks beginning December 1, 2019, the employee has utilized their full 12-week entitlement in the rolling 12-month period measured backward from February 1, 2019, and the employee would not be entitled to any additional leave until February 2020. However, beginning on February 1, 2020, the employee would be entitled to four (4) weeks of leave. On June 1, 2020, the employee would be entitled to an additional four (4) weeks, etc.

FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

If both spouses are employed by Zebra, their total combined leave in any rolling 12-month period may be limited to 12 weeks if the leave is taken:

- a) for the birth, adoption, or foster care placement of a child, or
- b) to care for a parent with a serious health condition

However, if both spouses are employed by Zebra, this limitation does not apply and each may use a total of 12 weeks of FMLA in a 12 month period for:

- a) their own serious health condition, or
- b) to care for a spouse or child with a serious health condition.

If both parents work for Zebra, and one parent is already on a leave of absence (with the exception of a pregnancy disability leave), a leave may be denied to the other parent.

Leave under FMLA may be taken for the following reasons - Service Member FMLA

- To care for a covered U.S. service member or an Armed Services veteran with a serious injury or illness incurred or aggravated in the line of duty while on active duty if the employee is the spouse, domestic partner, son, daughter, parent or next of kin of the service member or veteran. (Note: This type of FMLA leave is referred to in this policy as "military caregiver leave").
- A qualifying exigency arising out of the fact that the employee's spouse, domestic partner, son, daughter or parent is a member of a covered regular component of the U.S. Armed Forces who is deployed on active duty to a foreign country or is a member of the National Guard or Reserves who is deployed to a foreign country on active duty pursuant to Section 101(a)(13)(B) of Title 10 of the United States Code.

Commented [WN2]: Please confirm. I think the limit does not apply if caring for sick spouse.

Commented [AC3R2]: Agree

Commented [WN4]: If spouse A is ill, spouse A can take 12 weeks. Spouse B can also take 12 weeks to care for sick spouse. Please confirm that my understanding is correct. The policy needs to be updated/clarified.

Commented [AC5R4]: Agree

When Leave is due to a Qualifying Exigency

An eligible employee may take up to 12 weeks of leave during any 12-month period for certain qualifying exigencies arising out of the active duty or call to active duty of the employee's spouse, domestic partner, child, or parent in the Armed Forces (including the Reserves or National Guard).

When Leave is to care for an injured or ill Service Member

An eligible employee may take up to 26 weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness. Leave to care for an injured or ill covered service member, when combined with other FMLA –qualifying leave, may not exceed 26 weeks in a single 12-month period.

Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law. The "single 12-month period" begins the first day that the employee takes leave and ends twelve months later.

Requests for Leave

When the need for leave is foreseeable, the employee must provide Zebra with at least 30 days advance notice by contacting Lincoln to start the claim process outlined in the "Outsourced Leave Administration" section above. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the leave either the same day or the next business day. When the need for leave is not foreseeable, the employee must contact Lincoln to request a leave as soon as possible, absent unusual circumstances. Until such leave is approved, employees are required to speak directly with their supervisor. Reporting an absence to a peer or having someone report your absence for you is not acceptable and does not satisfy Zebra's notice requirements. See the "Call-in procedures" section of this policy for more information. In the event the employee is unable to contact Lincoln due to the nature of their physical or mental state, the employee's spouse/domestic partner or child may contact Lincoln to open a leave claim on the employee's behalf and initiate call-in procedures for attendance reporting.

Zebra reserves the right to deny leave requests that are not submitted according to policy. Leave requests that are not submitted according to the policy and as soon as practicable may be delayed or denied based on individual facts and circumstances.

Travel

If FMLA approved leave runs concurrently with a Company-provided paid leave program, employees are expected to remain in the immediate vicinity of their home unless seeking medical treatment or as otherwise may be approved or consistent with the purpose for which leave is being taken (e.g., travel to care for another or in connection with an adoption or foster care placement).

Certifications of Leave

Zebra will require certification of the employee's serious health condition or the family member's serious health condition. Lincoln will receive all medical certifications for the employee's or family member's

Commented [WN6]: Please revise so that this is compliant with FMLA. This section appears to be applicable when running concurrent with company paid leave (like STD). Under the FMLA, I think there may be some restrictions but I would be cautious not to overstep in restricting people on FMLA from travel. On baby bonding leave, or paid parent leave, people should be able to travel during that time. I will talk to HR about this provision.

Commented [AC7R6]: Agreed - the travel restriction should not be enforced where the travel is consistent with the purpose for which leave is being taken. For example, adoptions or care of others may require travel.

serious health condition(s). The employee must respond to the request for certification within the timeframe outlined in the communication documents issued to the employee by Lincoln. Failure to comply with these requirements may result in delay or denial of leave or reinstatement from leave, in which case the employee's leave of absence would be unauthorized, subjecting the employee to discipline up to and including termination.

For Covered Service Member FMLA requests, the employee must provide Lincoln with the necessary documents to support such request(s) within the required timeframe. Failure to comply with these requirements may result in a delay or denial of leave or reinstatement from leave, in which case the employee's leave of absence would be unauthorized, subjecting the employee to discipline up to and including termination.

Leave Determination

All claim determinations, to include the following: approvals, denials, incomplete certifications, and recertification, will be decided by Lincoln on Zebra's behalf, and communicated directly to the employee. Any deficiencies in the information provided, or failure to provide the proper medical certification to Lincoln may result in a denial of FMLA leave or delay in its approval.

Intermittent Leave

Eligible employees may take FMLA leave intermittently (in blocks of time), when medically necessary for their own or an immediate family member's serious health condition or for the serious injury or illness of a covered service member. Intermittent FMLA is also available for leaves due to qualifying exigency. Employees who require intermittent leave must try to schedule their leave so that it will not disrupt their department's operations whenever practicable.

There are two (2) types of Intermittent Leave:

1. Treatment (Foreseeable): This type of leave is for scheduled medical appointments or other medically necessary treatment or recuperation. All absences must be scheduled with a view to reducing the hardship on the employee's work schedule to the extent possible.
2. Periods of Incapacity (Unforeseeable): This type of leave is to cover chronic illness that does not allow for foreseeable absences. Under this leave, absences must be reported within the guidelines of the call-in procedures. See the "Call-in procedures" section of this policy for more information.

The following examples are intended to provide additional distinction between these Intermittent FMLA leave categories and describe important actions you are required to take. They represent examples of acceptable usage of Intermittent FMLA.

Example: Treatment (Foreseeable) Intermittent FMLA Leave

Antonio was out of work due to hip replacement surgery. He has now returned to work but will need to attend physical therapy twice a week for the next 6 weeks. Antonio's physical therapist can only see him Monday through Friday. Antonio is a call center employee, and call volume is most heavy on Mondays and Fridays. Antonio applies for and is approved Intermittent FMLA leave. Antonio checks with his supervisor and is asked to schedule his therapy sessions on Tuesdays and Wednesdays. Antonio schedules his physical therapy on Tuesdays and Wednesdays.

Example: Periods of Incapacity (Unforeseeable)

Jenny has Lupus and takes maintenance drugs to control her symptoms. There are days in which Jenny is in a great deal of pain and has limited movement. These days are unpredictable. Jenny has applied for Intermittent FMLA to cover days when she cannot perform and/or come to work. Upon waking up Tuesday morning, Jenny experiences a flare-up in her condition, and cannot work. Jenny calls her supervisor and explains that she will be unable to report to work, and that her absence should be FMLA protected. Jenny's supervisor grants Jenny's the use of her Intermittent FMLA time because Jenny followed the Call-in procedures.

Birth of Child/Adoption

Except as required by specific state leave laws, Intermittent FMLA leave is not permitted for the birth of a child or for the care of a newborn child or newly adopted child when there is no serious health condition.

Call-in procedures

Absent unusual circumstances, employees must comply with Zebra's customary call-in procedures when they miss time from work for reasons potentially covered by FMLA leave. Acceptable notification requires that employees speak directly with their supervisor and designate their absence as an FMLA covered event each time Intermittent FMLA leave is utilized; however, employees should not share confidential medical information with their supervisor in doing so (all such information is to be provided to Lincoln only). Employees who indicate that they are "calling in sick" or fail to speak with their supervisor when reporting an absence will not be considered to have met the FMLA notice requirements. Failure to comply with these procedures may subject the employee to discipline up to and including termination of employment.

Exhaustion of Intermittent Leave

Once FMLA is exhausted or no longer needed, absences will be counted as occurrences unless the leave is covered under any law, regulation or pursuant to an approved ADA or equivalent workplace accommodation. Should an employee exceed the estimated time away from work provided in his or her medical certification, he or she will be required to submit medical documentation or an updated medical certification to Zebra's external vendor (Lincoln) to support the additional leave. If the need for more leave

Commented [WN8]: Winnie to check with HR on whether this is still the case that employee must speak with supervisor. Is VM or speaking to another supervisor/HR, text sufficient under typical call in procedures?

Commented [TN9R8]: With HR Transformation, employees will not be able to reach out to a people partner any more. It would have to be their supervisor.

is protected under FMLA, the absences will not be counted as occurrences. Absences under FMLA must be related to the serious health condition according to the medical certification. Utilizing FMLA for reasons not related to the certification(s) is not permitted.

Pay Status While on Leave

A non-exempt employee who is taking FMLA leave because of their own serious health condition, or the serious health condition of a family/service member must use all accrued, unused PTO (including paid sick leave where applicable) during their approved, unpaid FMLA leave. This requirement applies to Intermittent and Continuous FMLA approved absences. Exempt employees can use up to two consecutive weeks of FTO to supplement any unpaid FMLA leave. Both exempt and non-exempt employees cannot exceed 100% of their base salary when using either PTO or FTO hours to supplement pay.

If an employee is receiving Short-term Disability (STD) benefits, and if an unpaid waiting period is applicable, non-exempt employees may use accrued, unused PTO benefits. Exempt employees can use their FTO days to satisfy the waiting period.

Military Caregiver/Exigency

Non-exempt employees using military caregiver leave for a qualifying exigency must use all accrued, unused paid time off benefits during an approved FMLA absence. Exempt employees can use up to two consecutive weeks of FTO to supplement any approved, unpaid FMLA leave.

Exempt Employee

If an exempt employee is on FMLA, the employee will be paid for periods in which work is performed. However, exempt employees can use up to two consecutive weeks of FTO to supplement any unpaid FMLA leave. After two consecutive weeks of FTO have been used, the employee will be without pay during the remaining FMLA approved absences, unless the employee is receiving pay pursuant to another Zebra benefit or policy.

Employee Benefits While on Leave

While an employee is on approved leave, Zebra will continue the employee's health insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work, as long as the employee pays his or her portion of the health care premiums.

While on paid leave, Zebra will continue to make payroll deductions to collect the employee's share of the premium due.

While on an unpaid leave, if the employee returns to work within 30 days from the start of the unpaid leave, Zebra will make up missed payroll deductions on the next two pay periods consistent with applicable law after the employee returns to work. If the employee is not expected to return to work within



30 days, the employee must make this payment directly to Zebra. Zebra will send manual billing notices to the employee's home address of record for the duration of this leave period. Failure to submit timely payment of these billed amounts will result in a loss of coverage.

Job Restoration

Employees who take FMLA leave will normally return to the same position or a position with equivalent status, pay, benefits and other employment terms. In general, an equivalent position has the same pay, benefits, and employment terms.

Exceptions to job restoration are permitted when the original assignment ended or the original position is eliminated during the FMLA leave due to a reduction in force, reorganization, or if the employee would not otherwise have been employed even if the leave had not been taken.

The reinstatement guarantees do not apply to employees:

- Whose positions are so unique that the Company cannot, after reasonable efforts, fill that position temporarily; or
- Who have used leave to pursue employment opportunities or to work for another employer.

Zebra will notify the employee if their position will not be reinstated for either of the above reasons.

Unable to Return after FMLA Leave

If the employee is not medically released to return to work at the end of their FMLA leave and the employee has not been granted any additional leave, employment ends effective the last day of the approved leave, unless a continuation of leave has been granted as an accommodation under the Americans with Disabilities Act as amended, or for other reasons.

Failure to Return after FMLA Leave

Any employee who fails to return to work as scheduled after FMLA (end of certification, release to return to work, or exhaustion of leave entitlement) may be subject to termination of employment. Employees, who exceed their FMLA entitlement without extension(s) of their leave approved under other appropriate leave provisions, may be subject to dismissal from employment and applicable attendance policies. Employees who choose not to return to work for reasons other than a continued serious health condition of the employee or family member or a circumstance beyond the employee's control may be required to reimburse Zebra the amount it paid for the employee's health insurance premium during the leave period.

State Law or Other Leave Entitlements

The FMLA does not prevent state or local laws providing greater rights, although such leave will run concurrently with FMLA leave provided for the same reason, unless prohibited by applicable law or



agreement. Certain states provide additional or concurrent leave entitlements for the birth, adoption, or placement of a child and Zebra will provide such leave consistent with applicable law.

Notice Requirements for Returning from FMLA Leave

Employees are expected to return to work at the end of their approved leave. Prior to returning from leave for the employee's own serious health condition, an employee may be asked to secure a medical release from his or her healthcare provider confirming the release to return to work to perform the regular duties or set forth any restrictions. The medical release, if requested, should be submitted to Zebra's external vendor and leave administrator at least two (2) days in advance of the expected date of return reflected on the medical release documentation. If an employee is released to return to work with restrictions, this documentation must be provided to Zebra's external leave administrator. Additional review will be performed to determine if the restrictions can be met in the workplace or if a reasonable accommodation is required. Medical restrictions are those that prevent the employee from performing their regular duties at the end of the approved leave due to a continuing medical condition.

Coordination with Other Policies

Attendance and FMLA

Applicable absences covered by FMLA leave will not be counted as occurrences of absenteeism under the Zebra Attendance policies. However, employees may be subject to discipline up to and including termination of employment if, during their leave, they engage in activities inconsistent with the stated purpose for the leave. For example, employees may be prohibited from engaging in other similar employment during FMLA leave. Misrepresentations or any act of dishonesty related to FMLA leave will also be grounds for discipline, up to and including termination of employment. Any falsification or misconduct occurring under Zebra's paid leave programs (STD/LTD) will also be considered grounds for termination of employment.

Worker's Compensation and FMLA

FMLA and Worker's Compensation run concurrently if the injury/illness meets the definition of a serious health condition under FMLA. FMLA requests for work injury/illness involving Worker's Compensation may follow a different process with respect to the verification or clarification of the medical certification.

Limited Nature of this Policy

This policy is intended to provide only those benefits and protections required by FMLA. For questions regarding leave requests, contact Lincoln Financial Group.

For additional information, please see the Family and Medical Leave Act found on the Department of Labor's website (www.dol.gov).

This policy is intended as a guideline to assist in the consistent application of Zebra policies and programs for employees. This policy does not create a contract implied or expressed, with any Zebra employees,

Commented [WN10]: Benefits: Does Lincoln consistently require a medical release to return to work for all who are on FMLA?

Commented [TN11R10]: I've asked Dorota to find out and will update once I get a response.

Commented [TN12R10]: Here is the update from Lincoln Financial - We don't require RTW notes for the FMLA product as it is based on the medical certification form that is sent in. If it is FMLA that is coordinated with STD we also do not require RTW notes; those are typically required by an employer and should be sent to Zebra directly. If we do get a RTW note, and it indicates restrictions and limitations for an STD claim the case manager would reach out to Zebra to confirm if those restrictions can be accommodated. If not, it would be reviewed to see if medical supports ongoing disability.

Commented [WN13R10]: Andy-per Tom's note on administration, should we revise this section? Perhaps, employees "may be requested" to submit a medical release. It can be "required" if they have restrictions upon return to work. Please revise as you see fit.

Commented [AC14R10]: Done.



who are employees at will. Zebra reserves the right to modify this policy in whole or in part, at any time, at the discretion of the Company.

Exceptions

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.

Support

Contact the People Service Center at PeopleServiceCenter@Zebra.com.

Issuance and Revision History

Version Number	Summary of Change	Effective Date	Policy Originator
1.0	Initial Release	09/01/2014	Rewards/Legal
2.0	Updated legal requirements	04/01/2019	Rewards/Legal
3.0	Updated for FTO and new policy format	04/01/2024	Rewards/Legal
4.0	Legal review of policy	01/02/2026	Rewards/Legal