

Paid Time Off (PTO) Policy

(non-exempt employees based in CA)

Purpose

Zebra recognizes that time away from work is essential for the overall well-being of each employee. To that end, it is the policy of Zebra to provide annual PTO to all eligible employees. PTO is time for which you are paid but not working. PTO can be used for vacation, Sick Time (including illness or to care for an ill family member), or any other personal reason. Employees may also use accrued PTO for any purpose set forth under California's health Workplaces, Healthy Families Act of 2014, or applicable local ordinances in California. The purpose of this policy is to establish standard guidelines for determining and administering PTO. Zebra provides PTO under this Policy consistent with all applicable Federal, state and other legal requirements, including local sick time or sick leave provisions, regardless of any other provision of this Policy.

Policy Scope

This policy applies to all regular and temporary **non-exempt employees** of Zebra Technologies Corporation and its subsidiaries ("Zebra") – **based in California**.

Policy Details

PTO Accrual

PTO will accrue on a payroll period basis. The PTO year will be based on the anniversary of the employee's adjusted service date. Therefore, the annual accrual schedule will change in the payroll period in which the employee's anniversary date occurs.

Employees may borrow (i.e., use PTO time that is not accrued) up to a maximum of 1 times their annual accrual, subject to supervisor approval.

The annual PTO accrual is based on an employee's Years of Service based on the employee's Adjusted Date of Hire. The Adjusted Date of Hire is calculated in accordance with the Company's Service Recognition Policy. A paid or approved leave of absence will be included in the eligible employee's years of service. Any other period during which the eligible employee did not perform services for Zebra will not be included in the eligible employee's years of service. Transfers between Zebra entities will not be treated as termination of employment or a break in an eligible employee's employment period. The schedule by years of service is described in the following table:

Biweekly Payroll Schedule:

Years of Service	PTO Days Accrued Per Pay Period	PTO Hours Accrued Per Pay Period	PTO Days Accrued per Year	PTO Hours Accrued Per Year
0-4	0.77	6.15	20	160
5-14	0.96	7.69	25	200
15+	1.15	9.23	30	240

For employees working weekly schedules other than the standard 40 hours, the PTO accrual should be adjusted proportionately. For example, an employee with 6 years of service working 32 hours per week is eligible for 80% of the annual PTO accrual. For those employees who change their weekly schedules, the applicable accrual rate for the new schedule will begin in the payroll period in which the change occurs.

Maximum PTO Accrual

Employees may have no more than one and a half times their annual PTO accrual available to them at any time. When the maximum accrual is reached, PTO will no longer accrue until some of the previously accrued PTO is taken. Once PTO is taken, PTO will begin to accrue again in the next payroll period according to the usual schedule.

PTO Carryover

Employees in the state of California can carry over all of their accrued but unused PTO from one PTO fiscal year to another.

PTO Use

While PTO may be used for any reason, if an employee requests time off for one of the following qualifying reasons, the employee may designate such time as "Sick Time" through Zebra's timekeeping system (currently Kronos) when requesting time off:

- (1) For diagnosis, care, or treatment of an existing health condition or preventative care for an employee or the employee's "family member." "Family member" includes a child, foster child, stepchild, legal ward, a child to whom the employee stands in loco parentis, a parent (biological, adopted or foster parent), stepparent, legal guardian, spouse, registered domestic partner, grandparent, grandchild, sibling, or person who stood in loco parentis when the employee was a minor, anyone related to the employee by blood or affinity equivalent to a family relationship, designated person if employee does not have a spouse or registered domestic partner; or
- (2) For time off needed because the employee, or employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault, or stalking; or



- (3) For public health emergencies resulting in the closure of the employee's worksite, childcare provider, or child's school; or
- (4) For any other purpose set forth under California's Healthy Workplaces, Healthy Families Act of 2014, or any purpose set forth by applicable local ordinances in California.

Employees may use Sick Time in increments of 15 minutes.

Scheduling PTO – Sick Time versus Vacation/Personal Time

PTO days may be scheduled at any time throughout the year providing they do not interfere with the normal operations of the department. All PTO time off requires reasonable advance notice from the employee except in unforeseen emergency or similar circumstances where it may not be possible to provide advance notice. If the need for PTO is unforeseeable, an employee should request PTO as soon as practicable after any absence resulting from such emergency circumstances. PTO time off, except for PTO due to Sick Time reasons, requires prior supervisor approval, except where it is not possible to obtain prior approval due to unforeseen emergency or similar circumstances. Generally, absences or other attendance violations will not be excused where an employee has failed to make a timely request for PTO, unless employee took time off due to Sick Time reasons in accordance with this Policy. Individual locations/managers may determine the process for granting prior approval. All employees must use their accrued but unused PTO hours prior to going into an unpaid status, unless restricted by applicable law.

When entering PTO requests into Zebra's timekeeping system (currently Kronos), non-exempt employees should designate if the PTO time is for Sick Time reasons or vacation/personal purposes.

PTO Pay

Except when designated as Sick Time by non-exempt employees, as provided above, PTO is paid at the employee's base rate of pay, excluding 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.

If a non-exempt employee uses PTO for Sick Time based on one of the reasons above, PTO will be paid at the non-exempt employee's regular rate of pay, which will include bonuses, incentive pay, overtime or any other special compensation.

All PTO pay will be paid on regular paydays. Employees may not receive PTO compensation in advance. Employees will not be entitled to pay in lieu of PTO time not taken. PTO time is considered "hours worked" for purposes of overtime calculations for those employees who are eligible to receive overtime under applicable law.

Holidays/Illness During PTO

When a Company-recognized paid holiday occurs during an employee's PTO period, the day will be considered a holiday and will not be considered a PTO day.

If an employee becomes ill or injured while on scheduled PTO, any of the days that extend beyond the short-term disability waiting period will be designated as short-term disability and credited back to the employee as available PTO days, provided that short-term disability benefits are approved. Medical documentation verifying the illness or disability may be required for short-term disability benefits.

Leaves of Absence

Employees on an unpaid or reduced-paid leave may utilize accrued, unused PTO to offset the reduction of pay. Employees may not borrow PTO hours (which have not yet been accrued) to supplement disability pay under this policy. It is the employee's responsibility to notify payroll if they want to use all accrued, unused PTO. If the employee is on a leave in accordance with the Personal Leave Policy, they must use all accrued PTO.

While on an approved leave of absence (paid or unpaid), except Personal Leave, employees will continue to accrue PTO and earn service credit toward the PTO Accrual Schedule. While out on a Personal Leave, employees will not continue to accrue PTO, but will continue to earn service credit toward the PTO Accrual Schedule.

Anti-retaliation/Anti-Discrimination

An employee cannot be discriminated or retaliated against for requesting or using Sick Time or exercising his/her rights under applicable law.

Terminations

Upon termination, PTO time earned and unused up to the maximum accrual through the date of termination will be paid by the Company at the employee's base rate of pay, excluding bonuses, incentive pay, overtime or any other special compensation. An employee will be paid their accrued unused PTO balance in accordance with applicable state law but no later than 30 days following termination.

Except for PTO Sick Time taken, the Company may require that PTO taken in excess of the amount actually accrued be paid back at the time of termination unless the termination is under the terms of a Company severance plan or agreement, whereby the employee will not be required to reimburse the Company for this PTO time used.

PTO cannot be taken after the last day worked in order to extend the period of employment.

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](#) with any questions.

Issuance and Revision History

Version Number	Summary of Change	Effective Date	Policy Originator
1.0	Initial Release	01/01/2023	Rewards/Legal
2.0	Transitioned policy to non-exempt employees only and added to new policy format	04/01/2024	Rewards/Legal
3.0	Legal Review	1/1/2026	Rewards/Legal