

# **Paid Time Off (PTO) Policy**

## **(non-exempt employees – excluding CA employees)**

### **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. 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") – U.S. locations, **excluding California non-exempt employees**.

### **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 time 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

Weekly 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	0.39	3.08	20	160
5-14	0.48	3.85	25	200
15+	0.58	4.62	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 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

Zebra's fiscal PTO year starts on the first day of the pay period that includes March 1<sup>st</sup> each year. At the end of each fiscal PTO year, employees may have accrued, but unused PTO hours left in their bank up to the maximum accrual discussed above. Employees are allowed to **carry-over a maximum of 56 hours of PTO** into the next PTO fiscal year, unless they work at a Zebra location per the chart below. PTO balances in excess of 56 hours, or as outlined in the chart below, will be forfeited at the end of each fiscal PTO year.

Employee's Work Location*	PTO Hours Eligible For Carry-Over
Minneapolis/St.Paul, MN	80-hour carry-over
Seattle, WA	108-hour carry-over

\* Work location means the Zebra office you are assigned to. If you are a remote worker not assigned to a Zebra office, your work location is considered your home address.

### PTO Use

Employees may request to use PTO for any reason, including vacation, personal, or Sick Time. Specifically, employees may use PTO for any of qualifying reasons below ("Sick Time"):

- (1) diagnosis, treatment, recuperation, or preventative care for a medical or mental health condition, illness, or injury;
- (2) the diagnosis, care, or treatment of the mental or physical illness, injury, or health condition of an employee's family member (defined below);
- (3) attending an appointment with a health care provider for the care of the employee or the employee's family member, including preventive care;
- (4) safe time reasons including legal action, counseling or other services for domestic abuse, sexual assault, or stalking ("safe time"); or
- (5) the closure of the business or an employee's need to care for a child whose day care or elementary or secondary school has been closed for public health or safety reasons, or care for the employee or the employee's family member where health authorities determine that the individual's presence will jeopardize others' health; or
- (6) for any other purpose set forth in an applicable state or local law or ordinance designating specific permitted uses for safe and sick time or leave.

For purposes of this policy, family member means an employee's spouse, domestic partner, child, including a biological, adopted, foster, or step child, legal ward, child of a spouse or domestic partner, or any individual with whom the employee has or had an in loco parentis relationship, a parent, (including a biological, adopted, foster, or step parent), parent of a spouse or domestic partner, or any individual who was the employee's legal guardian or has or had an in loco parentis relationship with the employee, sibling, grandparent, grandchild, or member of the employee's household.

Employees may use Sick Time in increments of 15 minutes.

### Scheduling PTO

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

### PTO Pay

PTO pay is based on the hourly rate and 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.

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. Medical documentation verifying the illness or disability may be required.

#### *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 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 a leave of absence (paid or unpaid) or disability 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*

Retaliation by anyone, including management, against an employee's legitimate use of PTO including Sick Time is strictly prohibited. Further, an employee cannot be discriminated against for requesting or using Sick Time or safe 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. An employee will be paid their accrued unused PTO balance within 30 days following termination, unless required sooner according to state law.

Zebra may require employees to pay back PTO taken in excess of the amount actually accrued 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. If applicable and where required by law, employee must sign consent to approve any deductions from paychecks.

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	01/01/2016	Rewards/Legal
2.0	Included Transition Period for carry-over date and clarifying language around "Sick Time" usage	06/15/2023	Rewards/Legal
3.0	Added accrual table for weekly payroll population	9/28/2023	Rewards/Legal
4.0	Transitioned policy to non-exempt employees only and added to new policy format	4/1/24	Rewards/Legal
5.0	Legal Review and Update	1/1/26	Rewards/Legal