

# **Personal Leave Policy**

## **Effective Date: 4/1/24**

## **Purpose**

An unpaid Personal Leave of Absence may be approved for an eligible employee who needs time to take care of compelling personal business. All Personal Leave requests must be approved by the employee's manager.

## **Policy Scope**

All regular employees scheduled to work 20 or more hours per week of Zebra Technologies Corporation and its subsidiaries ("Zebra") – U.S. facilities.

## **Policy Details**

### Outsourced Leave Administration

Zebra has entered into a partnership with Lincoln Financial Group ("Lincoln" – formerly Liberty Mutual) who will be administering the Personal Leave Policy. Employees will need to engage with Lincoln on Zebra's behalf regarding this policy and any requirements outlined herein (i.e. certifications, return to work, etc.). Employees should reach out to Lincoln with questions regarding the policy as well as to initiate a leave in accordance with the policy. Lincoln is available 24/7/365 via telephone (800-216-4421) and internet ([mylincolnportal.com](http://mylincolnportal.com)). For first-time registration please use company code: Zebra

### Procedure

A personal leave may be granted at management's discretion for a minimum of one week and for up to one month. An employee requesting a Personal Leave under this policy must contact Lincoln to obtain a Personal Leave form. The form must be signed for approval by the manager. The completed form needs to be returned to Lincoln to complete the Personal Leave request.

Personal Leave may be extended for up to two (2) additional months, on a month to month basis, if business conditions and personal circumstances warrant. If the employee wishes to extend the Personal Leave beyond the initial approved period, the employee must follow the same procedure listed above to receive approval of the Personal Leave extension.

### Coordination with Other Benefits

Non-exempt employees must use all accrued paid time off (PTO) prior to starting a Personal Leave. PTO time will not continue to accrue while on a personal leave.

Exempt employees may use up to 2 consecutive weeks of FTO prior to starting a Personal Leave.

After the first month on a personal leave, all benefit eligibility ends. Health care coverage can be continued under COBRA provisions.

While Zebra is not required to return an employee to their current job after a personal leave, the employee will be considered for any available position for which he or she is qualified. If the employee returns to work, there will be no break in service and benefits can be reinstated in the options elected prior to the leave.

An exception to this policy may only be made by the Chief People Officer or their designee/Policy Owner.

## Issuance and Revision History

Policy Originator	Effective Date	Version Number	Summary of Change
Rewards/Legal	08/01/2008	1.0	Initial Release
Rewards/Legal	04/01/2019	2.0	Updated with Lincoln Financial information
Rewards/Legal	04/01/2024	3.0	Updated for FTO