

FAQs: Flexible Time Off (FTO)

What is Flexible Time Off?

The Flexible Time Off (FTO) policy provides eligible employees with the flexibility to take time off as needed while managing work responsibilities. With FTO, there are no minimums, maximums or set balances of time off available for eligible employees to use each year.

Who is eligible for FTO?

All exempt (salaried) employees in the U.S. are eligible for FTO. All non-exempt (hourly) employees will remain on their current Paid Time Off (PTO) policies. This includes employees in California.

When will Zebra transition from our current PTO Policy to the new FTO Policy?

Employees will continue to be subject to the current PTO policy until March 31, 2024. Effective April 1, 2024, U.S. exempt employees will transition to the new FTO policy.

Why are we moving to a FTO policy for all U.S. exempt employees?

This move empowers employees to do their jobs while managing their own paid time off and provides them with the flexibility to take time off when they need it. We want employees to take needed time off to recharge, attend to personal, family or other non-business reasons, and for time when employees are sick throughout the year. Moving to FTO will reduce our operational expenses and avoid having to take alternative cost savings actions.

How much time off can I take each year under the new FTO policy?

Even though there are no set minimums or maximums under the FTO policy, we encourage employees to take a reasonable amount of time off each year, which will vary from person to person and role to role. Work with your manager to ensure your time off aligns with the needs of your team and the business. The FTO policy is not intended to limit the amount of PTO you are able to take each year and we do not expect you to take less time off than you did under our current PTO policy.

How much time off is too much under the FTO policy?

Again, while there are no set maximums under the FTO policy, employees are expected to meet the performance expectations of their job. In requesting FTO, employees are expected to work with their manager to ensure that they are meeting their responsibilities. Managers may deny an employee's request for FTO or ask them to postpone their use of FTO based on business needs.

Are there any limits to how much time off employees can take at a time with FTO?

Employees can take a maximum of two (2) consecutive weeks of FTO at a time if their manager approves and they are meeting the needs of the business. Exceptions to this rule may be allowed on a case-by-case basis in appropriate circumstances with your manager's approval. Please consider your team when taking time off, especially during popular times throughout the year to ensure business continuity and avoid situations where all or most of the team is taking time off simultaneously.

Will FTO be paid out when I terminate from Zebra?

On the FTO plan, paid time off is not earned or accrued. No amount of FTO will be paid out to an employee upon termination regardless of how much time off they may or may not have taken before their final day.

Will Zebra continue to offer zDay globally?

Yes, zDay will continue globally.

After the transition to the FTO policy on April 1, will Zebra continue to have Flex Fridays during the summer months?

Yes, Zebra will continue to offer the Flex Friday program in order to prioritize employee's well-being. The same parameters for participating in Flex Fridays will apply, such as receiving your manager's approval, putting in additional time needed Monday – Thursday to ensure business continuity, having met the goals set by your team and being in good employment standing, etc.

How does the transition to FTO impact Zebra's Volunteer PTO program?

Employees will continue to be eligible for 4 paid volunteer days each year. Zebra's philosophy of "doing well by doing good" is still a key component of giving back to our local communities and employees should continue to record volunteer time off in Kronos. Zebra quantifies the amount of time off employees spend volunteering each quarter on a global basis and wants to ensure employees are recording their time accurately.

What happens to any accrued, but unused time employees have from the current PTO policy when we transition to FTO on April 1, 2024?

Exempt employees in the U.S. will move to the new FTO plan on April 1 and stop accruing paid time off. Employees are expected to use all of their accrued but unused PTO before that transition. We will follow up with specific steps to help achieve this goal. Any accrued but unused PTO remaining as of March 31, 2024 ("Legacy PTO") will be paid out when the employee leaves the company.

KRONOS – FTO TIME OFF RECORDING**How will time off requests work with FTO?**

The process for requesting time off isn't changing. To make sure employees have flexibility to enjoy paid time off, they should give their manager as much advance notice as possible if they would like to take FTO. Individual managers may also have requirements for how far in advance their employees need to request planned time off due to business needs and workload. When planning time off, employees are expected to collaborate with their manager to make sure their team has an opportunity to take time off without disruptions.

Will there be any requirements to track FTO usage?

Yes, similar to the current process, eligible employees are required to log their time into Kronos. This will help leaders manage their and their team's time off. Recording and tracking time off will also meet Zebra's obligation to record statutory paid time off programs in certain states.

What if I want to request time off (FTO) for a date beyond April 1?

As of March 6, FTO is live in Kronos and employees may request FTO days for April 1 and beyond. Requesting an FTO day is the exact same process as recording a PTO day. Employees will see two choices when requesting an FTO day – one for sick/statutory and one for personal/vacation/statutory.

Should I record FTO hours in Kronos if I want to take a half day?

Yes, please record any time off (personal or sick time) via Kronos.

Why am I seeing negative FTO hours in Kronos?

Since employees do not accrue FTO hours, the FTO summary tiles in Kronos will show a negative FTO balances once you begin to request FTO time.

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