



Discover the Freedom of Flexible Time Off

ZEBRA FLEXIBLE TIME OFF PROGRAM
FOR U.S. EXEMPT EMPLOYEES



Our Flexible Time Off (FTO) Program

A well-balanced life translates into a more fulfilled you — both personally and professionally. We are committed to you and your family's wellbeing, and that's why Zebra provides a flexible approach to time off. Taking time away to relax, recharge, and take care of personal or family needs is crucial for mental and physical health, and the FTO program empowers you to balance your professional expectations while taking time off when you need it.

Who's Eligible?

Flexible Time Off (FTO) is available to all U.S. exempt (salaried) Zebra Technologies employees.



What is FTO?

FTO is a contemporary time off approach that allows you to manage your time off without the worry of strict accruals or set vacation days. You're not limited to how much time you can take off in a year, which gives you the flexibility to take time as needed to accommodate your personal circumstances, as long as you continue to meet the performance expectations of your job and the business. Our FTO program is designed to be:

EMPOWERING

Demonstrates Zebra's trust in you to make smart, day-to-day choices and manage your time off.

FLEXIBLE

Gives you the freedom to balance life priorities and recharge as needed to stay healthy and productive.

INCLUSIVE

Reflects your diverse needs and commitments no matter what life may bring.

SIMPLE

Allows you to take time off around business needs without having to manage to a set number of days.

COMPETITIVE

Aligns your time off package with market practices, especially among technology competitors.

If you have unused PTO as of April 1, 2024, these hours known as Legacy PTO can be used to supplement pay during a Short-Term Disability leave. Any remaining Legacy PTO will be paid out at the time you separate from Zebra. Please refer to the [Zebra Benefits](#) site for more information.

How Does FTO Work?

FTO gives you the flexibility to determine when and how much time off to take. We understand everyone has different obligations and varying lifestyles, and with FTO you're empowered to balance your commitments.


You're expected to exercise good judgement about when to take time off. Before requesting time off, you should anticipate important business activities, deliverables and deadlines.

Note: Paid time off is not earned or accrued with the FTO policy, therefore, if you leave Zebra, no amount of FTO will be paid out upon termination regardless of how much time off you may or may not have taken before your final day.

You can take up to two consecutive weeks of FTO at a time with manager approval.

Exceptions may be allowed on a case-by-case basis in appropriate circumstances with manager approval.





You will receive your regular base pay when you take FTO.

When Can I Use FTO?

FTO is designed to ensure you have the time needed to create a healthy work-life balance and enjoy life outside of work. FTO can be used to:

- Rest and relax
- Go on vacation
- Simply take time off for personal reasons
- Take care of yourself when you're sick*
- Take care of yourself when you need a mental health day
- Take care of a family member who is sick*
- Use up to two weeks to extend a leave of absence*
- Supplement up to two weeks of unpaid Family and Medical Leave (FML) to the extent permitted by applicable law
- Cover the five-day Short-Term Disability waiting period
- Take paid time off for any reason covered by statutory paid leave laws, including but not limited to paid sick time, paid safe time, and other paid time off

**Refer to Zebra's various leave of absence policies for a description of FMLA and other paid leaves an employee may be eligible for in place of FTO. Zebra complies with the requirements of all applicable paid time off laws. FTO may be used to take paid time off for any reason that is covered by state/local paid leave requirements such as paid sick time, paid safe time, or any other required statutory paid time off.*

OTHER TIME OFF OFFERINGS

In addition to FTO, U.S. exempt employees are eligible for the following:

- Paid Company Holidays
- Global zDay
- Flex Fridays in the Summer Months
- Volunteer PTO Program
- Paid Parental Leave
- Short-Term Disability Benefits
- Family and Medical Leave (FML)
- Military Leave
- Bereavement Leave
- Jury Duty Leave
- Long-Term Disability Benefits
- Leaves protected under local, State, and Federal law
- Unpaid Personal Leave of Absence

For more information about all Zebra time off programs, see the [Zebra Benefits](#) site.



How FTO Coordinates with Leave Policies

Qualified U.S. exempt employees are encouraged to embrace their full benefits by utilizing a leave of absence when needed. Here's how FTO allows you to bridge the gap in pay if you are on a leave of absence:

| LEAVE TYPE | USING FTO |
|--|--|
| Short-Term Disability "Waiting Period" | You can use FTO for any unpaid days (up to five calendar days) before your Short-Term Disability benefits begin — so you will not have a gap in your pay. |
| Short-Term Disability Benefits | FTO cannot be used to supplement your Short-Term Disability pay from weeks 7 to 26. Note: Employees can use Legacy PTO (if they have any hours remaining) in combination with paid Short-Term Disability leave benefits to supplement pay if the disability leave benefits continues from weeks 7 to 26. |
| Paid Leave | You can use up to two consecutive weeks of FTO to extend paid leave. |
| Family and Medical Leave | You can use up to two consecutive weeks of FTO to supplement any state or local unpaid FML to the extent permitted by applicable law. FTO cannot be used to supplement any type of paid leave. |

Note: If eligible, FML and similar state laws would run concurrently during Zebra's Short-Term Disability leave consistent with applicable law.



Time Keeping

It's important to make sure we balance the time-off needs of all employees with the demands of the business. Follow the below process to request and track FTO:

1

Request time off as far in advance as possible. Coordinate with your manager to ensure the team can continue without disruption while you're away.

2

Log your time into Kronos. When you request FTO, you will choose if your FTO is for Sick Time or for Vacation/Personal Time.

3

Keep track of your requests in Kronos. Recording and tracking time off will also meet Zebra's obligation to record statutory paid time off programs in certain states and help to ensure you're taking enough time off throughout the year to avoid burnout.



Questions?

For details about the FTO program, refer to the [Zebra Benefits](#) site or contact your [Human Resources Business Partner \(HRBP\)](#).

