

ZOLL MEDICAL CORPORATION LEAVES AND ABSENCE PRACTICES (Rev. 7/23)

Whether you are taking a leave of absence for your own medical needs or to care for a loved one, ZOLL has you covered.

When time off from work is needed, ZOLL offers Family and Medical Leave (FMLA), short-term and long-term disability benefits and Paid Parental Leave (PPL). ZOLL partners with Reliance Matrix Absence Management, a trusted third-party administration team, dedicated to assisting employees with their Leave of Absence from start to finish.

REQUESTING A LEAVE OF ABSENCE

Employees are required to notify their manager and local Human Resources department of their intent to take a leave of absence within 30 days. **All leaves are processed through Reliance Matrix Absence Management – Employees MUST notify Matrix at 1-877-202-0055 or register and login at matrixabsence.com to initiate their claim and ensure they do not miss out on any benefits or pay that they may be entitled to.**

BENEFITS DURING LEAVE

ZOLL will continue making employer contributions to an employee's group health benefits during an approved leave. Employee contributions for benefits will continue to be withheld for as long as the employee continues to be paid through ZOLL Payroll. Once the employee is no longer receiving a paycheck from ZOLL, **employees will need to submit payment to cover their contributions to maintain benefits.** If payment is not received within 30 days, benefits may be terminated.

Employees taking Bonding Leave, Family Care Leave, Serious Health Condition Leave, and Military Emergency Leave will generally maintain their participation in company's group health insurance through their approved FMLA leave. Employees taking Military Caregiver Leave may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks. In some instances, ZOLL may recover premiums it paid on the employee's behalf to maintain health coverage if the employee fails to return to work following a FMLA Leave.

The employee's length of service as of the date their leave begins will remain intact, but accrued benefits such as PTO will only continue to accrue the first calendar month that an employee is out.

LEAVES OF ABSENCE

Family Medical Leave Act or FMLA

ZOLL will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, ZOLL refers to these types of leaves collectively as "FMLA Leave." Employees will be entitled to the most generous benefits available under applicable law(s).

Employee Eligibility

To be eligible for Federal FMLA Leave benefits, employees must:

- (1) have worked for ZOLL for a total of at least 12 months, and;
- (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave.

Reasons for Leave

Federal and state laws allow FMLA Leave for various reasons. Because employees' legal rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave.

Federal FMLA Leave may be used for one of the following reasons, in addition to any reason covered by an applicable state family/medical leave law:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, child, or parent with a serious health condition) (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's, or parent's "covered active duty" (as defined below) as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or
- To care for a spouse, child, parent, or next of kin (nearest blood relative) who is a "Covered Servicemember," as defined below (Military Caregiver Leave).

Definitions

- **"Child"** for purposes of Bonding Leave and Family Care Leave, means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that Family and Medical Leave is to commence. **"Child,"** for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.
- **"Parent"**, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents-in-law. For Military Emergency leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self-care as defined by the FMLA.
- **"Covered Active Duty"** means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.
- **"Covered Servicemember"** means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active

military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a “**veteran**” as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran.

- “**Spouse**” means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This includes common law marriage and same sex marriage in places where these marriages are recognized.

Length of Leave

The maximum amount of FMLA Leave will be 12 work weeks in any 12-month period when the leave is taken for:

- (1) Bonding Leave;
- (2) Family Care Leave;
- (3) Serious Health Condition Leave; and/or
- (4) Military Emergency Leave.

The applicable “**12-month period**” utilized by ZOLL is the rolling 12-month period measured backward from the date an employee uses FMLA leave. Under this method the 12-month period is measured backward from the day the employee uses any FMLA leave.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A “**single 12-month period**” begins on the date of the employee's first use of such leave and ends 12 months after that date.

To the extent required by law, some extensions to leave beyond an employee’s FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury or illness or by a “**disability**” as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

Intermittent or Reduced Schedule Leave

Under some circumstances, employees may be eligible to take FMLA Leave intermittently, which means taking leave in blocks of time, or by reducing the employee's normal weekly or daily work schedule. An employee may be eligible to take leave intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Leave taken intermittently may be taken in increments of no less than one hour. Employees who take leave intermittently or on a reduced work schedule basis for a planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt ZOLL’s operations. If FMLA is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

Employees who have been approved for intermittent leave must record that time accurately (i.e., intermittent leave type) in Workday. They must also report that time to Reliance Matrix Absence Management. While on a leave of absence ZOLL's leave of absence administrator does have the right to request supporting medical documentation and/or obtain recertification of the leave per applicable state laws.

To the extent required by law, leave extensions beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness or a **"disability"** as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply. Employees are required to provide:

- When the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day)
- When the need for leave is not foreseeable, notice within the time prescribed by ZOLL's normal absence reporting practice, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical.

Employees are expected to cooperate in obtaining additional medical opinions that may be required. When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt ZOLL's operation. Please contact ZOLL's leave of absence administrator for more information.

Recertification

When applicable, ZOLL's leave of absence administrator may require additional medical documentation to recertify an absence. Additional information will only be requested in connection with a qualified absence. ZOLL may request recertification if:

- (1) the employee requests an extension of leave;
- (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee encounters complications); or
- (3) ZOLL receives information that casts doubt upon the employee's stated reason for the absence.

In addition, ZOLL may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by ZOLL's leave of absence administrator will be at the employee's expense.

Military Emergency Leave Requirements

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances,
- A copy of the covered military member's active-duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave, and
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form later.

Certification forms will be provided by ZOLL's leave of absence administrator.

Failure to Provide Certification and to Return from Leave

Absent unusual circumstances, failure to comply with notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at the leave's expiration and has not obtained an extension of the leave, ZOLL may presume that the employee does not plan to return to work and has voluntarily terminated their employment. It is important employees communicate with ZOLL's leave of absence administrator and/or their local Human Resources department throughout the process. ZOLL's leave of absence administrator will provide ZOLL with updates on approved dates, anticipated return to work and claim approval or denials.

Compensation During Leave

Generally, FMLA Leave is unpaid. Employees may be eligible to receive benefits through state-sponsored programs or ZOLL's sponsored wage-replacement benefit programs. Employees may also choose to use PTO to the extent permitted by law and ZOLL's policy. All payments of wage-replacement benefits and accrued PTO will be integrated so that employees will receive no greater compensation than their regular compensation during this period. ZOLL may require employees use accrued and used PTO to cover up to two weeks of leave or until employees become eligible for company provide disability or a state paid leave. The use of paid benefits will not extend the length of a FMLA Leave.

Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. Employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if they had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform their duties, based on the serious health condition for which the employee took the intermittent leave. These forms are provided to ZOLL's leave of absence administrator as part of the claim process.

Confidentiality

Documents relating to medical certifications, recertifications or medical histories of employees or employees' family members will be maintained separately and treated by ZOLL as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

Fraudulent Use of FMLA Prohibited

An employee who fraudulently obtains Family and Medical Leave from ZOLL is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, ZOLL will take all available appropriate disciplinary action against such employee due to such fraud.

Nondiscrimination

ZOLL takes its FMLA obligations very seriously and will not interfere, restrain, or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes their FMLA rights have been violated in any way, they should immediately report the matter to their local Human Resources department. Employees should contact ZOLL's leave of absence administrator or Human Resources with any FMLA questions they may have.

State Law

Several states, counties and municipalities have family and/or medical leave laws that provide leave benefits that exceed those available to employees under the FMLA. Additional information can be found at www.zollbenefits.com.

USERRA Military Leave

Federal law provides employees with the right to take leave to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA.

State laws may also provide an employee with rights to take military leave. If the employee works in a state that provides rights in addition to those provided under USERRA, ZOLL will provide those rights. If an employee plans to request leave based on military service, they should contact ZOLL's leave of absence administrator or Human Resources for information on any additional rights or requirements, if applicable, under state law.

Employee Eligibility

ZOLL provides paid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, and State active duty for a period of 14 days or more, State active duty in response to a national emergency declared by the President under the National Emergencies Act or in support of a major disaster declared by the President under Section 401 of the Stafford Act, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. For purposes of this USERRA "**State active duty**" means training or other duty, other than inactive duty, performed by a member of the National Guard of a State, under the authority of the Governor of a State. It does not include duty performed under federal authority (such as Title 10 or Title 32), nor duty for which the National Guard member is entitled to pay from the Federal Government. A "**State**" includes the states of the United States, the District of Columbia, Puerto Rico, Guam, the Virgin Islands, and other U.S. territories.

Notice of Leave

See Requesting a Leave of Absence.

Compensation During Military Leave

Full-time regular employees who are required by military law to attend periodic training of 16 calendar days or less will be granted military leave and paid their regular rate of pay less the amount they receive from the military for training.

Reinstatement

To be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed service on a basis that is not dishonorable or otherwise prohibited under USERRA. Employees whose military service will be for fewer than 31 days must report back to work at the beginning of the first full, regularly scheduled workday following completion of service, after allowing for a period of safe travel home and eight hours of rest. Employees whose military service will be for more than 30 days, but fewer than 181 days, must apply for re-employment within 14 days after completing service. Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service.

As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, ZOLL will provide training to assist the employee in the transition back to the workforce.

PTO does not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued PTO benefits the employee had at the time the military leave began minus any PTO benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue PTO benefits at the rate they would have attained if no military leave had been taken.

Personal Leaves of Absence

An employee may apply for a personal leave to attend to personal emergencies that are **not otherwise covered by/eligible for another leave program**. Personal leaves are unpaid and discretionary with ZOLL. ZOLL will consider requests for personal leaves on a case-by-case basis and will consider factors such as the employee's position, length of service, performance, the needs of the employee's department, and ZOLL's business needs. Reinstatement following a personal leave is not guaranteed. Employees who are interested in requesting a personal leave should discuss that matter with their local Human Resources department.

Medical Leave of Absence

Employees who believe they need a medical leave of absence, and **may not be eligible for FMLA**, should contact ZOLL's leave of absence administrator who can provide guidance on next steps. Determinations regarding whether to grant the leave and the length of leave will be made by ZOLL's leave of absence administrator on a case-by-case basis and in accordance with applicable law. Medical certification of the need for the leave may be required. Leave under this program runs concurrently with leave under any other applicable local, state, or federal law in accordance with the rules of that leave law.

More information on leaves and disability benefits can be found on www.zollbenefits.com.