



UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA) LEAVE POLICY

Under the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), employees who enter the military or “uniformed services” may take military leave without pay and are provided reinstatement and retention rights in accordance with the provisions of that law as described below. In addition, Vontier, in accordance with both federal and state law, does not discriminate against employees and applicants for employment because of their membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

“Uniformed services” includes voluntary or involuntary service in the U.S. Armed Forces-Army, Navy, Marine Corps, Air Force, Coast Guard, and their Reserves, and in the Army National Guard, Air National Guard, Commissioned Corps of the Public Health Services, certain types of service in the National Disaster Medical System, and any other category of persons designated by the President of the United States in time of war or emergency. Specific reinstatement and job protection rights as described below are granted to employees in the military or uniformed services. “Service in the uniformed services” is defined as:

- Duty on voluntary or involuntary basis.
- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person's fitness for any of the above types of duty.
- Funeral honors duty by National Guard or Reserves members.
- Duty performed by volunteers who become intermittent federal employees of the National Disaster Medical System (NDMS), which is an agency within the Federal Emergency Management Agency (FEMA), Department of Homeland Security, when activated for a public health emergency, and approved training to prepare for such service.

Reemployment Rights

Employees who take a leave of absence to serve in the military or uniformed services are entitled to reemployment as long as they:

- Give proper advance verbal or written notice of such service to **Unum at 866-860-2063** (at least 30 days’ notice if feasible to do so or as much advance notice as is reasonable or possible under the circumstances).
- Have not been absent on cumulative leave from Vontier for actual service in the uniformed services for a period of more than five (5) years, subject to any exceptions as set forth in applicable law.
- Apply for reemployment or return to work within the period prescribed by law, as explained below.
- Have not been separated from service with a disqualifying discharge or under other than honorable conditions.

Applying for Reemployment

Employees returning from military or uniformed service must report for work or submit an application for reemployment within the following time periods:

- **Service of less than 31 days:** The employee must report back to work by the beginning of the first full regularly scheduled work period on the first calendar day following the completion of the service, and the



expiration of eight hours (estimated amount of time needed to be safely transported back to residence), or if impossible or unreasonable, then as soon as possible after the expiration of the eight-hour period.

- **Service of more than 30 but less than 181 days:** The employee **must submit an application to Unum** within 14 days following completion of military service. If impossible or unreasonable through no fault of the employee's own, then the employee must submit the application no later than the next full calendar day after it becomes possible to do so. Employees in service more than 30 days but less than 181 days may not be discharged from employment, except for cause, for 180 days after the date of reemployment.
- **Service of more than 180 days:** The employee **must submit an application to Unum** for reemployment within 90 days after the completion of military service. Employees in service for more than 180 days may not be discharged from employment, except for cause, for one year after the date of reemployment.
- **Employees hospitalized or convalescing from an injury caused or aggravated by active duty:** Will receive an extension for the time the employee is incapacitated, up to a maximum of two (2) years from the times specified above in accordance with applicable law.

Returning from Military Service

Upon return from military or uniformed service, employees will be placed in the position they **would have attained** had the service not occurred. Reasonable efforts will be made to qualify the employee for the position if they are not qualified for such a position upon return. If the employee is still unqualified for the position after such efforts, the employee may be placed in the same position they occupied before the leave began.

Employment Benefits

There will not be a break in service for seniority and other employment rights and benefits when the employee is on leave for service in the uniformed services. Employees will be entitled to the additional seniority and longevity they would have attained if they had remained continuously employed, even when he/she returns from service in the uniformed services. An employee's leave for military service must be included in the calculation of vesting rights in the retirement benefit plan.

Group Health Coverage

Employees on leave for service in the military or uniformed services will be entitled to the same benefits as provided to employees taking other types of leaves. Employees on USERRA covered leave may elect to continue group health coverage for themselves and their dependents for a period of time that is the lesser of: (1) twenty-four (24) months, beginning on the date on which the leave begins, or (2) the period of time from the date the leave begins and ending on the date the employee fails to return from service or fails to apply for reinstatement. Employees will be responsible for paying applicable premiums in accordance with a percentage scale, as set forth in USERRA, which is tied to the amount of time the employee is absent from work on military leave. If the employee's health care coverage terminates as a result of the military or uniformed service leave, group health benefits will be reactivated without a waiting period or preexisting condition exclusions upon return to work. The health plan will not cover injuries or illnesses attributable to military service.

Pay While on Leave

Employees will receive two (2) weeks of paid leave per calendar year under this policy. Any time beyond the two (2) weeks in a calendar year will be unpaid.



Accrued Paid Leave

Employees on military leave, at their option, may use any previously accrued vacation (paid leave time), during the military service, but are not required to do so. Employees on leave for service in the military or uniformed services may not use accrued paid sick time during that leave.

Exceptions to Reinstatement Rights

An employee's right to reinstatement after leave for service in the military or uniformed services will terminate if they are separated from the military or uniformed services with a dishonorable discharge, bad conduct discharge, or discharged under other than honorable conditions from uniform service. Vontier will not reemploy an employee after military leave for service in the uniformed services for the following reasons:

- (1) Current circumstances or a change in the operations of Vontier that make reemployment impossible or unreasonable.
- (2) If reemployment imposes an undue hardship on Vontier.
- (3) If the employee's employment with Vontier prior to service in the military or uniformed services was for a brief, nonrecurrent period of time, and there was no reasonable expectation that it would continue indefinitely or for a significant period.

Requests for Leave

Employees must contact Unum at 866-860-2063. The employee completes a "Leave of Absence" request and submits it to Unum. Unum acknowledges receipt of the "Leave of Absence" request, approves it, informs employee of all rights and conditions of the leave of absence, and monitors the employee's return to work. Unum and Human Resources maintains contact with the employee's supervisor regarding status of the employee's return to work (interaction of request should be with Vontier, check with Unum on best practice for employee notification).