

Paid Parental Leave Policy

As part of its commitment to family-friendliness and to assist with work-family balance, Endress+Hauser provides its eligible employees with paid Parental Leave. This policy provides eligible employees with a period of paid time off for the purposes of caring for and bonding with their new child.

An employee may take up to eight (8) work weeks of 100% paid parental leave if they meet one of the following criteria:

- Is the legal parent of the newborn child to be cared for during the Parental Leave;
- Has adopted a child or have had a child placed for foster care with the intention to adopt or other legal custody (in each case, the child must be under the age of 6).

A week is defined as the employee's standard worked schedule over the course of a calendar week. Paid Parental Leave may also be granted prior to an adoption when deemed necessary to fulfill the legal requirements for an adoption. Adoption of a spouse's or partner's child(ren) is excluded from this policy except in certain limited cases.

Eligibility

Eligibility for paid Parental Leave begins concurrently with eligibility for Family Medical Leave Act (working for the company for one (1) year and working a minimum of 1,250 hours during the 12 months prior to the start of leave). Eligible employees must be considered a regular full-time employee in good standing as of the last day worked prior to the leave to be approved.

Employees working for the company for less than one (1) year may be eligible for up to four (4) weeks of Paid Parental Leave, at the discretion of the company.

Minimum Notice

An employee must notify the company at least eight (8) weeks in advance, when practicable, of his or her intention to use paid Parental Leave, even if the exact start date of leave is not known. This gives the company the opportunity to plan appropriately for the absence and fully support the employee's time away from work. Failure to give adequate notice may jeopardize the company's ability to grant the full requested leave time.

Leave Use

The leave may be taken anytime within a six (6) month window following the birth or placement of the child within the employee's care. For new employees, the six-month window begins upon their eligibility date. The leave may be taken in week-long increments over the course of the six-month window or used consecutively, as requested by the employee, and at the discretion of the company.

Birth mothers may elect to have paid Parental Leave run concurrently with Short-Term Disability (STD) coverage. However, if an employee elects to have the paid Parental Leave and the STD coverage run concurrently, the combination of short-term disability benefits and paid Parental Leave benefits will not exceed 100% of the employee's regular wages. In other words, during the time that both STD and paid Parental Leave apply and run concurrently, the employee will receive 66.67% of her wages from the STD program and 33.33% of her wages

from paid Parental Leave. In addition, running the two concurrently does not extend the number of weeks for which Paid Parental Leave is available to the employee.

To the extent any State or Local leave law also applies, then an employee is expected to apply for the State or Local leave and run all applicable leaves concurrently. In addition, if this results in more than one paid leave benefit running concurrently with this paid Parental Leave benefit, this paid Parental Leave benefit will be reduced so that the employee does not receive more than 100% of the employee's regular wages, unless otherwise prohibited by applicable law.

If a holiday falls within the paid Parental Leave payment period, the employee will be compensated for that day as paid Parental Leave pay and not holiday pay.

When an employee elects to use paid Parental Leave, it will run concurrently with Family and Medical Leave (FMLA). If the employee is eligible for both paid Parental Leave and FMLA leave, the company's FMLA policy will govern use of paid Parental Leave, including the requirement to provide a return-to-work authorization form prior to returning to work, as applicable.

While on leave, an employee will not continue to accrue paid time off. Standard deductions and taxes will still apply to all earnings. Benefits will be maintained for employees during Parental Leave subject to regular employee premium payments and in accordance with terms of the applicable benefit plan.

Every parent has individual needs. Therefore, each leave request will be considered on an individual basis by Human Resources and/or Leadership. Please direct questions and leave requests to your Human Resources representative.

[Paid Caregiver Leave Policy](#)

As part of its commitment to family-friendliness and to assist with work-family balance, Endress+Hauser provides its eligible employees with paid Caregiver Leave.

To be eligible for Paid Caregiver Leave, an employee must meet the following criteria:

- Have been employed by company for at least one (1) year;
- Have worked at least 1250 hours in the 12 months immediately preceding the leave; and
- Be a full-time employee.

Eligible employees may take a maximum of four (4) weeks paid Caregiver Leave per year to care for his/her/their spouse, child, or parent with a serious health condition requiring hospitalization or ongoing treatment by a medical provider as defined by the FMLA. Employees may take paid leave intermittently (i.e. periodically) only when such leave is medically necessary and approved at the discretion of the Company.

Caregiver Leave shall be based upon the Employee's base salary determined by the Employee's regularly scheduled work hours. Each week of Caregiver Leave shall be paid at 66.7% of the Employee's regular weekly pay. Employees may elect to use two (2) PTO days per week to supplement the 66.7% benefit when taken in week-long increments.

When an employee elects to use paid Caregiver Leave, it will run concurrently with FMLA if applicable.

To the extent any State or Local leave law also applies, then an employee is expected to apply for the State or Local leave and run all applicable leaves concurrently. In addition, if this results in more than one paid leave benefit running concurrently with this paid Caregiver Leave benefit, this paid Caregiver Leave benefit will be reduced so that the employee does not receive more than 100% of the employee's regular wages, unless otherwise prohibited by applicable law.

While on leave, an employee will not continue to accrue paid time off. Standard deductions and taxes will still apply to all earnings. Benefits will be maintained for employees during Caregiver Leave subject to regular employee premium payments and in accordance with terms of the applicable benefit plan.

An employee must notify the company at least two (2) weeks in advance, when practicable, of his or her intention to use paid Caregiver Leave, or if the leave is not foreseeable, as soon as possible. This gives the company the opportunity to plan appropriately for the absence and fully support the employee's time away from work. Failure to give adequate notice may jeopardize the company's ability to grant the full requested leave time. Employees must complete necessary forms and provide documentation as required by the company to substantiate the request.

Short-Term Disability Leave Policy

An employee may be eligible for Short Term Disability benefits if the employee meets all requirements in the Short-Term Disability Plan. If an employee meets all requirements in the Short-Term Disability Plan that is administered by a third party administrator, the employee may be eligible for up to twenty-six (26) work weeks (180 calendar days) of 66.67% of weekly gross wages in paid leave.

The following is a summary of the main requirements an employee must establish to receive benefits under the Short-Term Disability Plan:

- Is considered totally disabled, or such that physical restrictions make her/him ineligible for work in current position, and an accommodation is not possible;
- The disability meets the same definition as defined in the Family and Medical Leave Act (even if the waiting period is not satisfied);
- Is a full-time or part-time employee paid by Endress+Hauser.

Eligibility

Eligibility for paid Short-Term Disability begins concurrently with eligibility for Family Medical Leave Act (working for the company for one (1) year and working a minimum of 1,250 hours during the 12 months prior to the start of leave). Exceptions to the one (1) year waiting period for eligibility may be waived at the company's sole discretion based on the employee's standing with the company and business impact.

Elimination Period

The elimination period is the zero (0) calendar days for illness and zero (0) days for injury. This means that the benefit will be payable following elimination period and include any days that the employee is considered totally disabled by a medical provider.

Minimum Notice

An employee must notify the company at least four (4) weeks in advance, when practicable, of his or her intention to use paid Short-Term Disability, even if the exact start date of leave is not known. This gives the company the opportunity to plan appropriately for the absence and fully support the employee's time away from work. However, the company understand that accidents or serious illness may have no notice period. In these cases, the employee must notify the company as soon as possible.

Leave Use

Short-term Disability will run concurrently with FMLA leave. Approved intermittent FMLA may be eligible for Short-term Disability income coverage for specific cases where treatments of a serious health condition are partial or full days, but not consecutive (i.e. cancer treatments).

If a holiday falls within the Short-Term Disability payment period, the employee will be compensated for that day as 66.67% of pay and not holiday pay.

When an employee elects to use Short-Term Disability Leave Pay, it will run concurrently with Family and Medical Leave (FMLA). If the employee is eligible for both paid Short-term Disability and FMLA leave, the company's FMLA policy will govern use of Short-term Disability, including the requirement to provide regular confirmation from her/his healthcare provider to confirm continued disability, and a return-to-work authorization form prior to returning to work, as applicable.

To the extent any State or Local leave law also applies, then an employee is expected to apply for the State or Local leave and run all applicable leaves concurrently. In addition, if this results in more than one paid leave benefit running concurrently with this paid Short Term Disability benefit, this paid Short Term Disability benefit will be reduced so that the employee does not receive more than 100% of the employee's regular wages, unless otherwise prohibited by applicable law.

While on leave, an employee will not continue to accrue paid time off. Standard deductions and taxes will still apply to all earnings. Benefits will be maintained for employees during Short-Term Disability Leave subject to regular employee premium payments and in accordance with terms of the applicable benefit plan.

Every person has individual needs. Therefore, each leave request will be considered on an individual basis by Human Resources and/or Leadership. Please direct questions and leave requests to your Human Resources representative.