



Servier Family Caregiver & Bonding Leave Policy

I. Introduction/Purpose

Servier is proud to offer job-protected, paid family leave benefits for eligible employees who may need to be absent from work due to the following:

- to care for a family member with a serious health condition (Family Caregiver leave), or
- to welcome a new child after birth, adoption or placement (Parental (Bonding) leave)

II. Eligibility

All US active, full-time and part-time regular employees are eligible for Parental (Bonding) and Family Caregiver leave.

Employees are eligible for benefits under this policy immediately upon hire.

Benefit year definition:

Benefit year is defined as a rolling calendar of 52 weeks starting with the first week that you take leave through our parental or caregiver leave programs.

Serious Health Condition definition: For purposes of Medical and Family Caregiver leave, a serious health condition means an illness, injury, impairment or physical or mental condition that involves either inpatient care in a hospital, hospice or residential medical facility, or continuing treatment by a health care provider.

III. Policy Guidelines

Family Caregiver Leave:

Eligible employees are entitled to receive up to 12 weeks of paid Family Caregiver Leave per benefit year in the case of a family member's serious health condition. A family member means the spouse, domestic partner, child, grandchild, parent, sibling, grandparent or parent of a spouse or domestic partner of the employee; or a person who stood in loco parentis to the employee when the employee was a minor child. Family Caregiver Leave may also be used in the case of a qualifying exigency that arises out of the fact that the employee's spouse, child, or parent is a current member of the Armed Forces.

Qualifying exigencies include any needs that take place immediately after an immediate family member is deployed in a foreign country or has been notified of an upcoming deployment in a foreign country. These needs may include:

- Caring for a deployed family member's child or other family member immediately before their deployment
- Making financial or legal arrangements for deployed family member
- Attending military events or ceremonies
- Spending time with a deployed family member during a rest or recuperation period
- Spending time with a family member when they return from deployment



In addition, eligible employees may be entitled to statutory leave benefits of up to 26 weeks of paid Family Caregiver Leave per benefit year to care for a family member who is a covered service member of the Armed Forces and who requires medical care as a result of an illness or injury related to the Family Member's active service. Please visit Unum at www.unum.com or call 866-679-3054 for more information.

Family Caregiver Leave benefits are paid at 100% of regular base pay and may be taken on an intermittent or reduced leave schedule basis as supported by documentation. Employees approved to take leave on an intermittent or reduced leave schedule basis must advise Human Resources at the time of each absence from work.

Parental (Bonding) Leave:

An eligible employee may take up to 12 weeks of paid Bonding Leave per benefit year to bond with a new child. The leave is available within the first 12 months following the birth of the employee's child or within the first 12 months after the placement of the child for adoption or foster care with the employee. This policy does not apply to adoptions of a spouse's child or adoptions or foster placements for children over the age of 18. Any unused Bonding Leave will be lost at the end of the 12-month period following birth, adoption, or placement. As this benefit is neither earned nor accrued, employees who separate from employment will not be paid for any unused Bonding Leave.

In the event of an employee who themselves has given birth, the Bonding Leave will not begin until the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

Bonding Leave benefits are paid at 100% of regular pay. Bonding leave may be taken intermittently, in minimum increments of 2 weeks, if mutually agreed upon by both the employee and their manager.

IV: Coordination with Flexible Time Off

Requests to extend paid Family Caregiver or Bonding leave via Servier's Flexible Time Off program should not exceed 2 weeks and are subject to manager approval.

V. Continuation of Benefits

During Family Caregiver or Bonding Leave, health insurance benefits will be maintained under the same conditions as if the employee continued to work. During the leave, Servier will maintain the employee's group health benefits on the same conditions as if the employee had continued working their regular schedule. For paid leave programs, the Company will deduct the employee's portion of the benefit plan premiums via regular payroll deductions. If the leave, or a portion of the leave, is unpaid, an employee must make arrangements with Human Resources to pay the employee's portion of the Servier benefit plan premiums.

While on leave, employees remain eligible for bonus, incentive, and equity programs in accordance with the applicable program guidelines.



Any paid holidays, other than the company shutdown, will run concurrently with any leave taken and cannot be used to extend leave.

VI. Applying for Leave

An employee seeking to take Family Caregiver or Bonding Leave should provide their manager and Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave or, if the leave was not foreseeable, as soon as practicable.

Additionally, leave requests are administered through our third-party vendor Unum. All requests for Family Caregiver or Bonding Leave must be submitted to Unum. No benefits will be paid if an application is not submitted to and approved by Unum.

VII. Coordination with Federal and State Leave Programs

Leave taken under this policy will run concurrently with leave taken under any other applicable state and federal leave laws or Servier policies, including the federal Family and Medical Leave Act ("FMLA"), the Massachusetts Parental Leave Act ("MPLA"), the Massachusetts Paid Family and Medical Leave Act ("MA PFML"), and the California Family Rights Act ("CFRA"), when the leave is for a qualified reason under those laws or policies and to the extent permitted by applicable law.

The intention of the Bonding Leave and Family Caregiver leave in this policy is to ensure employees do not suffer a wage loss during the applicable period. Outside of Massachusetts, employees in states with paid family leave benefits must apply for those benefits with the applicable state agency to be eligible for the Company's Bonding or Family Caregiver Leave. The Company's Bonding or Family Caregiver Leave benefit amount will be the difference between the state benefit and the employee's full regular pay for the leave period. Under no circumstances will an employee receive more than 100% of their salary when state benefits and the Company's Bonding or Family Caregiver Leave are coordinated. For those employees who have exhausted their state benefits for other qualifying reasons, or who are not in jurisdictions that provide state paid family leave benefits, the leave benefit (as defined above) will be paid in full by the Company for the period defined by this policy.

For Massachusetts employees, Servier has opted to offer MA PFML benefits through a private plan administered by Unum. Accordingly, Massachusetts employees should apply for Family Caregiver or Bonding Leave through Unum. Unum will calculate the amount of an employee's MA PFML benefit amount and then Servier will supplement that amount so that an employee receives 100% of their salary for the leave period defined by this policy.

Employees who are eligible to collect paid benefits from their state or other program, are required to file a claim under the applicable state program as a condition of receiving benefits under this policy, to the extent permitted by applicable law. As noted above, Massachusetts employees will apply for MA PFML benefits through Unum rather than the Commonwealth's Department of Family and Medical Leave.

The application of this policy, and the procedures and definitions set forth herein, may be modified in accordance with changes in applicable law and regulations.



VIII. Returning to Work

Employees are expected to inform their manager, and Unum, of their anticipated return to work date as soon as possible, and to timely communicate any extensions of their leave, if needed. Employees are generally entitled to return to the same or equivalent job with no loss of service or other rights or privileges. However, employees returning from leave have no greater rights to reinstatement or to other benefits and conditions of employment than if they had not taken Family Caregiving or Bonding Leave, except as otherwise provided by applicable law.

IX. Former Massachusetts Employees

Former employees who are not employed with another employer and who meet the financial earning requirements to be eligible for leave under the Massachusetts Paid Family and Medical Leave (MA PFML) Act may be eligible for MA PFML benefits during the 26 weeks following separation from the Company. Former employees are not eligible for the Family Caregiver and Bonding Leave benefits provided by this policy. If you believe you are eligible for MA PFML benefits, please visit Unum at www.unum.com or call 866-679-3054 for more information.

X. References to Other Programs

- Family and Medical Leave Act (FMLA)
- Massachusetts Paid Family and Medical Leave (MA PFML)
- Massachusetts Parental Leave Act (MPLA)
- Connecticut Family and Medical Leave Act (CT PFML)
- California Family Rights Act (CFRA)
- Short-Term Disability