



Servier Flexible Paid Time Off (Flex PTO) Policy

I. Introduction/Purpose

Servier believes that taking time off from work is essential for our employees to maintain their well-being. Servier also believes that each employee has unique and differing needs when it comes to needing time away from work. As such, Servier employees do not accrue a set amount of time off for vacation, sick or personal days that may be taken during the year. Rather they are able to take flexible paid time off, or “Flex PTO”, for the purposes of vacation, sick or other personal reasons, with the approval of their manager, in accordance with applicable law.

The purpose of this policy is to provide guidelines for employees and managers regarding the use of this program.

II. Eligibility

This policy applies to all US regular full-time and part-time employees. Employees are eligible for time off benefits under this policy immediately upon hire.

III. Policy Guidelines

This policy is based on mutual trust between Servier and its employees. It allows employees to take Flex PTO as they need, while continuing to fulfill their duties as an employee of Servier. The intent of this policy is to provide employees flexibility to manage their time off in a manner that prioritizes work responsibilities while balancing personal needs and/or commitments.

Under this policy, employees do not accrue paid time off and no particular amount of time off is promised or guaranteed. There is no systematic tracking or accruing of Flex PTO for exempt employees. Although non-exempt employees do not accrue paid time off, they must track their time out of the office on their time sheets for payroll.

Flex PTO can be taken for a variety of reasons, including planned vacations, personal days off, illness, doctor appointments, bereavement, etc. The maximum amount of continuous Flex PTO that can be requested at once is 2 weeks. Exceptions may be made on a case-by-case basis and are subject to manager approval.



All employees, whether exempt or non-exempt, full-time or part-time, must submit their Flex PTO requests to their manager for approval and ensure there is proper coverage available for when time off is taken.

Due to business or staffing needs, time off requests are not guaranteed to be approved, partially or in whole unless such requests are covered by an applicable sick time or paid leave law.

Paid time off under this policy is not considered accrued time or considered vested wages. Employees will not be paid for unused paid time off at the end of employment.

No company employee is authorized to make a commitment to an employee that is contrary to this policy. Employees must determine their time off work is consistent with the demands of the job, their responsibilities, and their need for time off.

Employees are expected to:

- Use Flex PTO responsibility and in a manner that allows them to meet all productivity goals, deadlines, customer needs, and to satisfactorily perform all job duties. Employees whose use of time off negatively affects their job performance will be subject to corrective action.
- Communicate and collaborate with their team to ensure everyone takes time off without disrupting operations.
- Submit time off requests to their manager for approval at least two weeks in advance. If an employee needs time off that is unforeseeable, they must provide notice to their manager as soon as practicable. Employees will not be penalized for taking paid time off in accordance with an applicable sick leave or paid leave law.

Managers can consider rejecting time off requests that are not covered by a sick or paid leave law if:

- Other team members with similar or complementary duties have already asked for leave during the same time.
- The time in question is too busy or includes an important deadline for the employee asking for leave.
- Employees' time off requests are not allowing them to meet the requirements of their job or are negatively impacting the businesses operations. Managers should contact their HR Business Partner if they believe an employee's use of Flex PTO is inconsistent with this policy or is impacting the employee's job performance.



Managers should not reject leave requests for any of the following reasons:

- When the time off is covered by a sick or paid leave law.
- To discipline employees.
- To force employees to fulfill duties that aren't urgent.
- To approve leave for another employee who made a later request.

Neither list is exhaustive. Both employees and managers should use common sense and adhere to company policies when requesting/approving time off. Effective communication between team members is vital to make this policy work for everyone.

Paid Time Off for Illness:

Flex PTO may be taken due to illness or an emergency. Employees must notify their manager for each day they are absent unless the absence has been approved in advance. Servier may also require, at any time, written verification from the employee's health care provider, consistent with any applicable paid sick or safe leave law. Flex PTO is not available for an extended absence (lasting longer than 7 calendar days) due to illness, injury or medical condition, or to care for a family member with a serious medical condition. Please see the next section for additional information.

If an absence is due to injury, illness, or a temporary or ongoing medical condition, or to care for a family member with a serious medical condition, and is expected to last longer than seven (7) calendar days, the employee must contact Unum at www.unum.com or call 866-679-3054 to apply for either short-term disability, federal Family and Medical Leave (FMLA), or caregiver leave.

IV. Coordination with Leave Programs

This policy is intended to cover routine absences for vacation, non-extended personal and family issues, temporary illness of employees or their family members, and similar short-term absences. Except as specifically provided in an applicable policy or law, this policy does not apply to absences that are covered under other Company policies (e.g., Servier's Family Caregiver & Bonding Leave policy, short-term and long-term disability plans, workers' compensation), and any absences under local, state, or federal law including but not limited to state/federal family and medical leave (e.g., FMLA Leave, Massachusetts Paid Family and Medical Leave, California Family Rights Act Leave, etc.), military leave, pregnancy-related disability leave, and parental or child bonding leave. Please consult the Company's leave of absence policies for information regarding use of paid time off during leave.

V. References to Other Programs



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