

California employees

Purpose

The purpose of this standard is to establish the policy, procedures and forms to guide the uniform and legally compliant designation and administration of employee leaves of absence and to ensure proper coordination with other forms of leave and paid leave benefit available to employees. This Supplemental Guidance on Leaves of Absence for California Employees is intended as a resource containing specific provisions that apply to Stryker's California employees. The Standard and this Supplemental Guidance should be read together. Where Stryker's obligations under applicable federal, state and/or local laws governing leaves of absences conflict, Stryker will comply with the law that is most generous to the employee.

Scope

This Standard applies to all Stryker ("the Company") employees working within the state of California, or who routinely perform work in California and whose work is directed and controlled in California.

Related documents

Leave of Absence Standard CHR-BEN-001.

General requirements

This standard will identify the Company's general policy and administration of employee leaves of absence that are covered by California law.

Procedure

1.0 California Family Rights Act Leave

- 1.1 Overview of leave provisions: In addition to leave under the Family and Medical Leave Act ("FMLA"), both "Basic FMLA Leave" and "Military Family Leave" described in CHR-Ben-001, employees who work within the state of California have additional leave requirements as dictated by the California Family Rights Act ("CFRA").
- 1.2 Under California law, CFRA leave may be used for one of the following reasons:
 - 1.2.1 The birth, adoption, or foster care of an employee's child within 12 months following birth or placement of the child ("Bonding Leave");
 - 1.2.2 To care for an immediate family member (spouse, registered domestic partner, child, or parent) with a serious health condition ("Family Care Leave"); or
 - 1.2.3 An employee's inability to work because of a serious health condition ("Serious Health Condition Leave").
- 1.3 To the extent required by law, additional leave following CFRA Leave may be granted when the leave is necessitated by an employee's work-related injury/illness, a pregnancy related disability or a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. In addition, in some circumstances and in accordance with applicable law, additional leave following CFRA Leave may be granted when the leave is taken to care for a registered domestic partner and/or a registered domestic partner's child. Certain restrictions on these benefits may apply.

2.0 Pregnancy disability leave

- 2.1** An employee who is actually disabled by pregnancy, childbirth, or related medical conditions is eligible for a Pregnancy Disability Leave of Absence. For purposes of this guidance, an employee is actually disabled when, in the opinion of their healthcare provider, they cannot work at all or are unable to perform any one or more of the essential functions of their job or to perform them without undue risk to themselves, the successful completion of their pregnancy, or to other persons as determined by a health care provider. This term also applies to severe morning sickness or if they need to take time off for prenatal care.
- 2.2** Transfer to less strenuous position
- 2.2.1** Stryker will transfer an employee affected by pregnancy to a less strenuous or hazardous position or duties if:
- 2.2.1.1** The employees requests a transfer;
- 2.2.1.2** The request is based upon certification of their health care provider as “medically advisable”; and
- 2.2.1.3** The transfer can be reasonably accommodated.
- 2.2.2** They are affected by pregnancy if they are pregnant or have a related medical condition, and because of pregnancy, their health care provider has certified that it is medically advisable for them to transfer. No additional position will be created, and Stryker will not discharge another employee, transfer another employee with more seniority, or promote or transfer any employee who is not qualified to perform the new job.
- 2.3** Advance notice and medical certification
- 2.3.1** As a condition of pregnancy disability leave of absence or a transfer, they must:
- 2.3.1.1** Provide 30 days’ advance notice before the leave of absence or transfer is to begin, if the need for the leave of absence or transfer is foreseeable, or when 30 days’ notice is not foreseeable, as soon as practicable; and
- 2.3.1.2** Provide a signed medical certification from their health care provider that states that they are disabled due to pregnancy or that it is medically advisable for them to be transferred to a less strenuous or hazardous position or to less strenuous or hazardous duties.
- 2.3.2** Stryker may require the employee to provide a new certification if they request an extension of their leave of absence
- 2.4** Duration of the Leave of Absence
- 2.4.1** A Pregnancy Disability Leave of Absence will last for the duration of their pregnancy-related disability as certified by their health care provider for up to four (4) months per pregnancy. Leave is available for all disabilities related to each pregnancy and does not need to be taken in one continuous period of time. Substitution of accrued paid time off runs concurrently with available unpaid leave, and will not extend the total leave of absence time.
- 2.4.2** Leave taken under the Pregnancy Disability Leave guidance runs concurrently with Family and Medical Leave under federal law, but not with Family and Medical Leave under California law. Therefore, following Pregnancy Disability Leave, eligible employees may take up to 12 weeks for bonding under the California Family Rights Act.
- 2.4.3** Any temporary transfer or other reasonable accommodation provided to an employee affected

by pregnancy will not reduce the amount of Pregnancy Disability Leave time the employee has available to her unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work.

2.5 Compensation during leave

2.5.1 Pregnancy Disability Leaves are without pay. However, they may be eligible for disability pay under California State Disability Insurance ("SDI") and/or Stryker's short-term disability program. For any period that is not covered by disability benefits, employees must substitute accrued sick time during the leave and, if accrued sick time is exhausted, may substitute vacation time. Substitution of accrued paid time off runs concurrently with available unpaid leave and will not extend the total leave of absence time.

2.6 Benefits during leave

2.6.1 For the approved leave term, the Company will maintain the employee's healthcare coverage. Any employee contributions to employee benefit plans must be maintained during the leave to continue coverage. If the employee's premium payment is more than 30 days late, the Company may elect either to cancel benefits coverage (after written notice to the employee at least 15 days in advance) or to pay for the coverage and to obtain reimbursement by payroll deduction when the employee returns to work. An employee who fails to return from a leave will be obligated to reimburse the Company for the cost of company-paid benefits, except when the employee's failure to return from leave is due to the continuation, recurrence or onset of a serious health condition or due to other circumstances beyond the employee's control.

2.6.2 The use of FMLA leave will not result in the loss of any employment benefit that accrued or was earned prior to the start of the employee's leave. The period of leave will be treated as credited service for purposes of all benefit accrual, accumulation, vesting or eligibility to participate in a benefit plan.

2.7 For any leave that is paid during the FMLA period, the employee will continue to receive voluntary benefit coverage (e.g. supplemental life insurance, employee stock purchase plan) according to the terms of the plan. All voluntary benefit coverage that the employee wishes to maintain during unpaid FMLA leave is the responsibility of the employee. The employee will either make arrangements for payments during the leave or will reimburse the Company by payroll deduction at the conclusion of the leave. Integration with Other Benefits

2.7.1 Pregnancy Disability Leaves of Absence and accommodations that require the employee to work a reduced work schedule or to take time off from work intermittently are unpaid. They may elect to use accrued sick leave and/or accrued vacation benefits during the unpaid leave of absence. However, use of paid time off will not extend the available leave of absence time. Vacation and sick leave hours will not accrue during any unpaid portion of the leave of absence, and they will not receive pay for official holidays that are observed during their leave of absence except during those periods when they are substituting vacation or sick leave for unpaid leave.

2.8 Return to work

2.8.1 If the employee and Stryker have agreed upon a definite date of return from their leave of absence or transfer, they will be reinstated on that date if they provide notice that they are able to return on that date. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, they will be returned to work within two (2) business days, where feasible, after they notify Stryker of their readiness to return.

2.8.2 Before they will be allowed to return to work following a leave of absence or transfer, they must provide the Benefits team with a certification from their health care provider that they

can perform safely all of the essential duties of their position, with or without reasonable accommodation. If they do not provide such a release prior to or upon reporting for work, they will be sent home until a release is provided. This time before the release is provided will be unpaid.

2.8.3 They will be returned to the same position or duties upon the conclusion of their leave of absence or transfer unless:

2.8.3.1 They would not otherwise have been employed in the same position at the time they requested reinstatement for legitimate business reasons unrelated to the leave of absence; or

2.8.3.2 Each means of preserving their job or duties would have substantially undermined Stryker's ability to operate the business safely and efficiently.

2.8.4 If Stryker cannot return the employee to their original job, it will offer them a comparable position provided that one exists and is available. However, they are not entitled to any greater right to reinstatement than if they had not taken the leave. For example, if an employee would have been laid off regardless of the leave, and there is no equivalent position available upon return from leave, then the employee will not be entitled to reinstatement. Additionally, if Stryker is unable to keep their position open because to do so would undermine the safe and efficient operations of Stryker, and if there is no equivalent position available at the time of the employee's return, reinstatement will be denied.

2.8.5 Failure to return to work at the conclusion of the leave of absence may result in termination of employment, unless they are taking additional leave provided by law or Stryker policy or Stryker has otherwise approved them to take additional time off.

3.0 Family temporary disability insurance (Paid Family Leave benefits)

3.1 California employees are covered by California's Paid Family Leave (PFL) benefit. The PFL fund is administered by the California Employment Development Department ("EDD"), not Stryker, which means that employees must apply to the EDD to receive this benefit. Through the PFL fund, the EDD will provide eligible employees with a wage supplement for a maximum of six weeks within a 12-month period. PFL benefits may be available from the EDD for a leave of absence for the following:

3.1.2 For the birth or placement of a child, as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or

3.1.2 To care for an immediate family member (spouse, registered domestic partner, child or parent, parent-in-law, grandparent, grandchild, or sibling, as defined by the PFL law) who is seriously ill and requires care

3.2 PFL benefits will be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of PFL benefits and/or paid time off during the leave period will not extend the length of the leave beyond what is required by applicable law and/or Stryker policy.

4.0 California State Disability Insurance (SDI)

The EDD also administers State Disability Insurance benefits which are fully funded by taxes deducted from California employees' pay. An employee who is unable to work due to his or her serious health condition and experiences a resulting wage loss may be eligible, and should apply, for SDI benefits through the EDD. Information on SDI benefits, including how to apply, can be reviewed on the EED's website at www.edd.ca.gov/direp/pflind.asp. SDI forms are available from the Benefits team or their health care provider. The Benefits team will coordinate eligible short-term disability payments, vacation, sick leave, or other paid time off benefits with any eligible SDI

benefits. At no time will an employee be eligible to receive more than 100% of his or her pay through receipt of SDI and short term disability payments.

5.0 Sick leave for California employees

- 5.1** Stryker's sick leave policy complies with the Healthy Workplaces/Healthy Families Act of 2014. All employees who work at least 30 days within a year in California are eligible to receive and use at least three (3) days of Paid Safe and Sick Time ("PSST"). Employees will receive this PSST grant at the beginning of each calendar year as part of his or her regular annual sick leave grant. Note that the PSST grant is part of the regular annual sick leave grant and will not increase the total number of sick days granted per year.
- 5.1.1** This PSST may be used as sick time for the employee or the employee's eligible family members a) for diagnosis, care or treatment of an existing medical condition; (b) for preventative care; (c) to attend a medical or dental appointment; (d) to attend to or provide care for a family member with a mental or physical illness; and/or (e) to recover or recuperate from an injury or health condition. The PSST also may be used as safe time if the employee is a victim of domestic violence, sexual assault or stalking and time off is needed to attend to safety planning or other actions to assist the employee, such as judicial assistance, medical attention, counseling, etc.
- 5.1.2** Eligible family members include the employee's current spouse, child or individual for which the employee stands *in loco parentis*, legal guardian or ward, parent, parent-in-law, person who stood in *in loco parentis* status when the employee was a minor child, sibling, grandparent, or grandchild. An employee's domestic partner (as defined by law), as well as the child and parent of a registered domestic partner, are also considered an employee's family member. These familial relationships include not only biological relationships, but also relationships resulting from adoption, step-relationships, and foster care relationships. The definition of child applies irrespective of a child's age or dependency status.
- 5.1.3** Employees are eligible to take PSST beginning on the 90th day of employment and after 30 days of work in California. Employees cannot cash out unused PSST at the end of the calendar year. In addition, PSST cannot be carried over at the end of one calendar year into another and will not be paid out at termination of employment. PSST may be used in increments of two hours or greater to cover all or just part of a work day. PSST benefits will be based on the employee's current regular rate of pay, as defined under this policy. If an employee terminates employment and is rehired within one (1) year of the termination date, he or she will receive back all accrued but unused PSST he or she had at the time of termination, and will be eligible to use that time as of the date of rehire.
- 5.1.4** In California, an eligible employee may use his or her full PSST grant and a portion of his or her regular accrued sick leave (i.e., up to a maximum of one-half (½) the eligible employee's current annual accrual) to attend to an illness of the employee's child, parent, spouse, registered domestic partner or child of a domestic partner.
- 5.2** If the need for sick time/PSST is foreseeable, an employee must provide reasonable advance notice to his or her supervisor. If the use of sick time/PSST is unforeseeable, an employee must provide notice – either orally or in writing – to their supervisor of the need to use sick time/PSST as soon as practicable. In all circumstances, an employee is responsible for specifying that the time off is for sick or PSST reasons, so that the absence may be designated as a PSST absence. Failure to obtain approval as soon as possible after determining the need to take sick time/PSST may result in discipline. When the employee returns to work, he or she must immediately complete a time card (nonexempt employees) or absence report (exempt employees) reporting employee's use of sick leave.

6.0 Kin Care

- 6.1 Employees are entitled to use up to one half (1/2) of their annual sick leave bank for any reason that qualifies for time off under the Healthy Workplaces/Healthy Families Act of 2014. In cases where Kin Care leave is used to care for a family member with a serious health condition, Kin Care leave will run concurrently with FMLA or CFRA leave.

7.0 Military leave

- 7.1 In addition to the federal protections included in Stryker's Military Leave, California employees who serve in the Military are entitled to the rights and protections set forth in the California Military and Veteran's Code. Among other things, the Code prohibits discrimination against members of the military or naval services of the state or the United States, and grants members of the National Guard or U.S. Reserve a temporary leave of absence while engaged in military duty ordered for purposes of military training, drills, encampment, naval cruises, and special exercises or like activities. This leave is not to exceed 17 calendar days annually.

8.0 Civil Air Patrol leave

- 8.1 Stryker will not discriminate against an employee for membership in the Civil Air Patrol. Additionally, Stryker will not retaliate against an employee for requesting or taking Civil Air Patrol leave.
- 8.2 Stryker will provide not less than 10 days per year of leave but no more than 3 days at a time to employees who are volunteer members of the California Wing of the Civil Air Patrol. Employees must have been employed by Stryker for at least 90 days immediately preceding the commencement of leave and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.
- 8.3 Employees must request leave with as much notice as possible in order to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.
- 8.4 Leave under this guidance is unpaid. An employee taking leave under this guidance will not be required to exhaust accrued vacation or sick leave or any other type of accrued leave prior to taking unpaid Civil Air Patrol Leave.
- 8.5 Following leave under this guidance, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of civil air patrol service. If the employee complies with these requirements, the employee will be restored to their prior position without loss of status, pay, or other benefits.

9.0 Military family leave

- 9.1 Employees who are spouses of certain military personnel may receive up to ten (10) days of unpaid leave during a qualified leave period. For purposes of this guidance, a "qualified leave period" means the period during which the individual is on leave from deployment during a period of military conflict.
- 9.2 An employee is eligible for leave under this guidance if he or she:

- 9.2.1 Is the spouse of a person who: (s) is a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, or (b) is a member of the National Guard or of the Reserves who has been deployed during a period of military conflict;

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- 9.2.2 Works for an average of 20 or more hours per week;
- 9.2.3 Provides notice of his or her intention to take leave within two business days of receiving notice that his or her spouse will be on leave from deployment; and
- 9.2.4 Submits written documentation certifying that his or her spouse will be on leave from deployment during the time the leave is requested.

- 9.3 Military conflict means either a period of war declared by the United States Congress, or a period of deployment for which a member of a reserve component is ordered to active duty either by the Governor or the President of the United States.
- 9.4 Leave taken under this guidance will not affect an employee's right to any other benefits, although an employee may elect to use accrued vacation time during the leave.
- 9.5 Stryker will not discriminate against, or tolerate discrimination against, any employee who requests and/or takes leave under this guidance. For more information, please contact Human Resources.

10.0 Time off to vote

- 10.1 Stryker encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.
- 10.2 If they do not have sufficient time outside of working hours to vote, they may receive up to two hours of paid time off to vote. Any additional time off will be without pay.
- 10.3 Employees must request time off from their supervisor at least two working days before Election Day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to normal work schedules.
- 10.4 If approved for time off, they will not incur any attendance infractions or otherwise be subjected to an adverse employment action for missing work to vote.

11.0 Time off for organ and bone marrow donation

- 11.1 Employees who have been employed by Stryker for at least a 90-day period immediately preceding the leave will be provided a leave of absence to undergo a medical procedure to donate an organ to another person. The combined length of the leaves may not exceed thirty (30) business days in any one (1) year period. The one (1) year period is measured from the date the employee's leave begins and consists of 12 consecutive months. To qualify for this leave, the employee must submit verification by a physician detailing that there is a medical necessity for the donation, as well as the length of each leave requested. Employees must use up to two (2) weeks of available sick/vacation or PTO concurrently with this time off. If an employee does not have enough available accrued sick/vacation or PTO, then any remaining days of leave will be with pay by Stryker. Use of this leave will not be counted against any available FMLA/CFRA time. This is also not considered a break in continuous service for purposes of benefits or seniority.
- 11.2 Stryker will also provide five (5) days of leave per year to an employee who needs the time off to donate and recover from donating bone marrow. Employees must use all available sick/vacation or PTO concurrently with this time off. If an employee does not have enough available accrued sick/vacation or PTO, then any remain days of leave will be with pay by Stryker.
- 11.3 While on leave for organ and bone marrow donation, Stryker will maintain all group health insurance benefits on the same terms as if the employee had continued to work, and all deductions for premium payments will continue during the leave. If the employee fails to make their premium co-payments, Stryker may not continue to provide health insurance benefits and the employee would be eligible for insurance continuation rights under COBRA.

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- 11.4** In most circumstances, upon return from this leave, an employee will be reinstated to his/her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he/she did not take a leave. For example, if an employee on leave for organ donation would have been laid off had he/she not take a leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement.

12.0 School activities and licensed day care leave

- 12.1** If they are a parent, guardian or grandparent with custody of a child in kindergarten or grades 1-12, or a licensed day care center, and they wish to take time off to find, enroll or reenroll their child in school or with a licensed day care provider, to visit the school or day care center of their child for an activity, or to address a child care provider or school emergency, they may take off up to eight hours each calendar month (up to a maximum of 40 hours each school year), in accordance with California law, provided they give reasonable notice of their planned absence. This leave is unpaid, but employees wishing to take such leave may utilize their existing accrued vacation time. Stryker requires documentation from the school noting the date and time of their visit.
- 12.2** If both parents of a child work for Stryker, only one parent—the first to provide notice—may take the time off, unless Stryker approves both parents taking time off simultaneously. They also may be granted time off to attend a school conference involving the possible suspension of their child. Please contact their supervisor if time off is needed for this reason.

13.0 Time off for domestic violence, sexual assault and stalking victims

- 13.1** Stryker will provide employees who are victims or have family members who are victims of domestic violence, sexual assault and stalking time off of work to attend to matters resulting from this; including:
- 13.1.1** Attend court hearings;
 - 13.1.2** Obtain or attempt to obtain judicial relief to protect the employee or his or her family member;
 - 13.1.3** Seek or obtain medical attention, counseling, victim services or legal assistance;
 - 13.1.4** Participate in safety planning; and
 - 13.1.5** Take other actions to enhance the physical, psychological, or economic health or safety of the employee or employee's family member or to enhance the safety of those who associate or work with the employee.
- 13.2** For purposes of this Policy, a family member includes a child, parent, grandparent, grandchild, sibling, spouse, domestic partners, people having a child in common or persons in a guardian relationship.
- 13.3 Requesting leave**
- 13.3.1 Reasonable notice.** If they wish to take time off under this guidance, they must give reasonable notice of the need for time off for one of the above listed activities unless advance notice is not feasible. If an unscheduled event or emergency occurs, which requires their immediate absence, please alert their supervisor before leaving Stryker premises.
 - 13.3.2 Verification.** Stryker may require that they provide verification that the absence from work was due to domestic violence, sexual assault or stalking. The types of verification that may be required include: police reports, court orders or other evidence that the employee appeared in court, other documentation from a medical professional, domestic violence advocate, health care provider or counselor that demonstrate they are under treatment for the injuries or abuse.
- 13.4 Confidentiality.** Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible. Employees may use accrued benefits, such as

existing PSST or vacation time, in order to receive compensation during the time taken off from work.

13.5 Accommodations

13.5.1 Stryker will make reasonable accommodation for employees who are victims of domestic violence, sexual assault or stalking, and who request an accommodation for their safety while working, unless the accommodation would impose an undue hardship on the operation of the business.

13.5.2 Reasonable accommodations may include implementing safety measures, assistance documenting domestic violence, sexual assault or stalking that occurs in the workplace, modified schedule or job reassignment to ensure a victim's safety or referral to a victim assistance organization.

13.6 No discrimination or retaliation. Stryker will not discriminate or retaliate against victims of domestic violence, sexual assault or stalking because of their status as victims or their need to take time off pursuant to this policy, provided that the employee notified the Company of their status as victim or their need to take time off or the Company otherwise has actual knowledge of it.

14.0 Time off for serious crime victims to attend judicial proceedings

14.1 Employees may take time off from work to appear in judicial proceedings related to a serious crime if the employee is a victim of the serious crime or an immediate family member of the victim of a serious crime.

14.1.1 For purposes of this Policy, a serious crime includes violent felonies, serious felonies, and felony theft or felony embezzlement.

14.1.2 An immediate family member of a serious crime victim includes a child, parent, grandparent, grandchild, sibling, spouse, domestic partners, people having a child in common or persons in a guardian relationship.

14.2 An employee who is a crime victim may also take time off of work, at the employee's request, to attend any proceeding in which a right of the victim is at issue.

14.2.1 Such proceedings may include post-arrest release decision, plea, sentencing, post-conviction release decision; or any proceeding in which a right of the victim is at issue.

14.2.2 For purposes of this leave, a victim is defined as any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of the serious crime.

14.3 Requesting leave.

14.3.1 Reasonable notice. Before an employee may be absent from work to attend a judicial proceeding related to the serious crime, the employee must provide his or her supervisor with a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. In the event that an unscheduled judicial proceeding occurs, which requires their immediate absence, please alert their supervisor before leaving Stryker premises.

14.3.2 Verification. Stryker may require verification of the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

14.4 Confidentiality. Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible. Employees may use accrued benefits, such as existing PSST or vacation time, in order to receive compensation during the time taken off from

work.

- 14.5 No discrimination or retaliation.** Stryker will not discriminate or retaliate against employees who request or take time off pursuant to this policy provided that the employee notified the Company of their status as a crime victim or their need to take time off or the Company otherwise has actual knowledge of it.

15.0 Time off for volunteer firefighters, reserve peace officers or emergency rescue personnel

- 13.4** If they are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel who intends to perform emergency duty during work hours, please alert their supervisor so Stryker is aware of the fact that they may have to take time off to perform emergency duty. In the event an employee needs to take time off for this type of emergency duty, a supervisor must be notified before the employee leaves work. All time off for these purposes is unpaid.
- 13.5** Registered volunteer firefighters, reserve peace officers, or emergency rescue personnel are eligible to take temporary unpaid leaves of absence for fire or law enforcement training not to exceed 14 days per calendar year.

16.0 Time off for adult literacy programs

- 16.1** Stryker will make reasonable accommodations for any employee who reveals a literacy problem and requests that Stryker assist him or her in enrolling in an adult literacy program, unless undue hardship to Stryker would result. Stryker will also assist employees who wish to seek literacy education training by providing employees a list of locations of local literacy programs.
- 16.2** Stryker will take reasonable steps to safeguard the privacy of any employee who identifies himself or herself as an individual with a literacy problem. An employee who wishes to identify himself or herself as such an individual can contact Human Resources directly. Individuals who are performing satisfactorily will not be subject to discriminatory action due to disclosing literacy problems.
- 16.3** While Stryker encourages employees to improve their literacy skills, Stryker will not reimburse employees for the costs incurred in attending a literacy program, including providing paid time off (other than allowing employees to use available vacation or PTO).

Document revision history

Revision level	Revision date	Effective date	Reason and description of revision
1.0		March 1, 2018	Initial Issuance