

Corporate Human Resources **Standard**

TITLE: Supplemental guidance on leaves of absence for New York employees
EFFECTIVE DATE: May 15, 2024

VERSION: 5.0

New York employees

1. Purpose

The Leave of absence standard adopted by Stryker provides guidance regarding how Stryker handles certain leaves for eligible employees. The leave of absence standard is designed to apply to all eligible employees. Because of unique aspects related to leaves of absence in New York, this document provides supplemental guidance to the leave of absence standard that will ensure uniform administration of leaves of absence for Stryker New York employees.

2. Scope

This Standard applies to all Stryker, the company, employees working within the state of New York, or who routinely perform work in New York and whose work is directed and controlled in New York.

3. References

3.1. Leave of Absence Standard

4. General Requirements

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

Employees are required to contact myHR Leaves for any leave scenario to determine what, if any, leave type that they may qualify for. Employees are not allowed to make "special arrangements" with their manager or HRBP and are required to involve the myHR Leaves team.

At no time will Stryker allow an employee to collect benefits from the State of New York if the employee is not working in New York at the time of the leave of absence, even if the employee worked in New York prior to the leave and moved to another location once the leave commenced. The employee will collect the benefits from the city/state in which they are working at the time of the leave of absence. For additional questions please contact myHR Leaves.

All employees who are on a leave of absence, of any kind, are not permitted to attend any work activities. If a situation arises, that requires an employee to attend a company function, the manager or employee are required to reach out to myHR Leaves team to determine next steps. If an employee or manager does not make arrangements beforehand with myHR Leaves team, it may result in a negative impact to the employee's leave of absence.

5. Roles and Responsibilities

5.1. Corporate

- 5.1.1. A member of the Workplace Practices team shall act as the Manager of Leaves of Absence and Employee Accommodations and shall be responsible for ensuring that all leave of absence policy, procedure, forms and communication, guidance and training documentation is created, reviewed and approved, released and stored according to the corresponding laws, regulations and corporation standards.

5.2. myHR Leaves team

- 5.2.1. The myHR Leaves team shall be responsible for administering leaves of absence applicable to the employees in compliance with the corporate and local standards.

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- 5.2.2. The myHR Leaves team shall be responsible for understanding the corporate standard and keeping abreast of current state and local regulations which may require a different level of compliance beyond the corporate standard, including state-specific eligibility requirements and leave entitlements.

5.3. Employees

- 5.3.1. All employees who are on leave of absence are required to maintain contact with Stryker, including your manager, HRBP, myHR, or even one of the many Stryker vendors, such as our short term disability or workers compensation vendors. If you receive a request to contact Stryker, it is expected that you will respond to the request within 24 hours. If you fail to contact Stryker, it may have a negative impact to your leave of absence or your employment status. Employees are required to make sure their contact information is accurate and up to date in Work Day before taking any leave of absence

6. Procedure

6.1. New York Paid Family Leave

- 6.1.1. **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 New York have additional leave requirements as dictated by the New York Paid Family Leave (“NYPFL”).
- 6.1.2. A company with employees working in New York for 30 or more days in a calendar year is required to provide paid family leave coverage. Family leave is a benefit for people who work in New York; it does not matter where the company is headquartered, where the employee lives, or if the employee worked in New York before the leave commenced and then moved to a different state. NYPFL is administered by Stryker’s disability provider.
- 6.1.3. Under New York law, NYPFL leave may be used for one of the following reasons:
- 6.1.3.1. The birth, adoption, or foster care of an employee’s child within 12 months following birth or placement of the child, bonding leave. Leave can be utilized even if the birth took place prior to the effective date of the NYPFL legislation so long as it is within 12 months from the date of the birth, adoption or foster care.
 - 6.1.3.2. To care for a seriously ill family member, spouse, declared domestic partner, child, biological, adopted, foster, step, child of a domestic partner, or the child to whom the employee stands in loco parentis, parent in law, grandparent and grandchild with a serious health condition family care leave; or address important needs related to a family member’s military service excludes grandparent and grandchild.

6.2. Eligibility

- 6.2.1. Employees must be employed by a covered company at the time they apply for paid family leave. Effective 01/01/21 coverage will increase to twelve (12) weeks to use against their paid family leave benefit in any fifty two (52) week calendar period.
- 6.2.2. Employee eligibility requirements are as follows:
- 6.2.2.1. Employees with a regular work schedule of 20 or more hours per week are eligible after 26 weeks of employment.
 - 6.2.2.2. Employees with a regular work schedule of less than 20 hours per week are eligible after 175 days worked
 - 6.2.2.3. Employees whose regular work schedules are temporary or seasonal may opt out of paid family leave in limited circumstances

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6.2.2.4. Employees who hold more than one job may take NYPFL from both jobs, but they must do so with both companies at the same time

6.2.2.5. Citizenship and immigration status do not impact the worker's eligibility for NYPFL

6.3. Bonding with a child

6.3.1. A parent may take NYPFL during the first 12 months following the birth, adoption or fostering a child. This eligibility requirement includes children born, fostered or adopted in 2017 so long as the leave is taken within the first 12 months of birth, adoption or fostering.

6.3.2. Spouses with different employers are both eligible to take NYPFL at the same time. If both spouses work for the company, we can deny NYPFL to one of the spouses if they have asked for the same period of time off to bond with the same child. Stryker will make every effort to allow both New York employees to have the same timeframe off and will review each request to determine the impact to the business at the time of request.

6.4. Family care

6.4.1. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves:

6.4.1.1. Inpatient care in a hospital, hospice, or residential health care facility; or

6.4.1.2. Continuing treatment or supervision by a health care provider. Conditions such as the common cold, the flu, earaches, upset stomach, minor ulcers, routine dental or orthodontia problems, and periodontal disease do not meet the definition of a serious health condition. This listing is not all inclusive and Stryker will review each request for leave of absence at the time of the request to determine eligibility.

6.5. Active military duty deployment

6.5.1. Employees can take leave to assist with obligations arising out of deployment of the military member, for example:

6.5.1.1. Making alternative childcare arrangements for a child of a deployed military member

6.5.1.2. Attending certain military ceremonies and briefings and

6.5.1.3. Making financial or legal arrangements to address the military member's absence

6.5.1.4. This leave is in addition to the federal FMLA regulations

6.6. Childbirth

6.6.1. The documentation required for a NYPFL claim to bond with a new child is dependent upon whether the application is the birth mother or the second parent. A second parent is a parent other than the birth mother.

6.6.1.1. The birth mother must submit the birth certificate to their myHR team, if available, or documentation of pregnancy or birth from a health care provider. The document must include mother's name and the child's due date or date of birth.

6.6.1.2. If it is the second parent they must submit a birth certificate naming them as a parent. If the birth certificate is not available naming them as a parent, the second parent may submit a voluntary acknowledgement of paternity or a court order of filiation naming them as a parent.

6.7. Adoption

6.7.1. To use NYPFL in an adoption situation, the employee is required to provide their myHR team with the court document finalizing the adoption or a document that indicates that the adoption is in process. Examples of proof of a pending adoption would include a signed statement from an attorney, adoption agency, or

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adoption related

social services provider indicating that employee is in process of adopting a child.

- 6.7.1.1. If the second parent is not named in that document, he or she also must file documentation verifying the relationship to the parent named in the adoption.
- 6.7.1.2. A second parent's claim for paid family leave to bond with a child must be supported by documentation as follows:
 - 6.7.1.2.1. If available, the employee must provide a birth certificate;
 - 6.7.1.2.2. If no birth certificate is available, the employee must provide a voluntary acknowledgment of paternity or court order of filiation.
 - 6.7.1.2.3. If the documents in (1) and (2) herein are not available, the employee must provide a copy of documentation of pregnancy or birth from a health care provider that includes the mother's name and the child's due or birth date and a second document verifying the parent's relationship with the birth mother or child (*i.e.* marriage certificate, civil union documents, or domestic partner documents).
 - 6.7.1.2.4. If the documents herein are not available, a parent may submit other documentary evidence of parental relationship for evaluation on a case- by-case basis.

6.8. Serious health condition

- 6.8.1. A claim for NYPFL to care for a family member with a serious health condition requires a completed medical certification, completed by recipient's health care provider.

6.9. Active military employment

- 6.9.1. A claim for NYPFL to assist loved ones when a family member is deployed abroad on active military duty generally requires either a PFL-5 "Military Qualifying Event" certification or a US DOL "Certificate of Qualifying Exigency for Military Family Leave." The forms include military documentation of the family member's deployment or impending deployment, active duty orders or other notice from the military and documentation for the reason for the leave.

6.10. Benefits

- 6.10.1. 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 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.
 - 6.10.2. 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.
- 6.11. 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, etc.) 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.

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Each year the percentage that they NY employee can receive will change. 2019 benefits are 10 weeks of paid family leave at 55% of employee's average weekly wages. 2020 benefits are 10 weeks at 60% of employee's average weekly wages and 2021 will be 12 weeks at 67% of employee's average weekly wages.

- 6.12. Performance review** Any performance review will reflect the employee's performance for the time actually worked. Employees will not be treated any differently for review, salary or bonus purposes because he/she was on leave. Employees must meet all other eligibility requirements for merit increases and bonus payments.
- 6.13. Merit increase** Any pay increases that are provided during this leave will be granted at the same time all active employees receive their pay increase.
- 6.14. Compensation** Employees who are on leave of absence will be eligible for merit increases at the same time that all other employees who are.

7. Return to work

- 7.1.** Before an employee will be allowed to return to work following a leave of absence or transfer, he/she must provide the myHR Leaves team with a certification from the treating health care provider that he/she safely can perform all of the essential duties of his/her position, with or without reasonable accommodation. If the employee fails to provide such a release prior to or upon reporting for work, he/she will be sent home until a release is provided. Any time before the release is provided will be unpaid.

Upon return from NYPFL leave, an employee will be restored to his/her same position or to an equivalent position with equivalent pay, benefits, and other employment terms. The employee will not lose any employment benefit that accumulated, accrued or was earned prior to the start of the leave. The company may deny an employee's request to return to work prior to the prearranged expiration of the leave.

- 7.2.** Prior to return to work, the employee must communicate with myHR Leaves team and the employee's manager before any work can be performed.

8. New York disability (DBL)

- 8.1.** New York State Workers' Compensation Board provides statutory disability benefits payable for any non-work related illness or injury including disability due to pregnancy beginning with the 8th consecutive day of disability for employees who work in the State of New York. Benefits are payable for up to 26 weeks. The total amount of combined paid family and disability leave an employee may take in a 52 consecutive week period may not exceed 26 weeks. Disability benefits will pay 50% of your average wages calculated over the prior eight weeks up to a maximum of \$170 per week.

For pregnancy, women are covered for six weeks after a normal pregnancy and eight weeks after a caesarian section, these lengths may be extended if there are complications. Women filing for post-childbirth benefits receive the same payment as those filing for other disabilities.

Employees will contact Stryker's disability provider to file for New York disability and paid family medical leave benefits.

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Document change history

Version number	Revision level	Reason and description of revision	Effective date
1.0	Initial release of policy	Not applicable	June 1, 2018
2.0	Annual review	Not applicable	January 1, 2020
3.0	Annual review	Not applicable	April 1, 2021
4.0	Annual Review	Removed reference to "Hartford" and replaced with "Disability Provider"	January 1, 2024
5.0	Update to template/format only	No changes to policy	May 15, 2024

Purpose

Example: At Stryker, one of our core values is our people.

Scope and Eligibility

Example: This Standard applies to all Stryker employees in the Americas (Canada, Latin America, and the United States).

Key terms

Example: Alternate Work Location: the geographic work location that the employee is assigned to under the terms of an Alternate Work Location Arrangement.

Example: Alternate Work Location Arrangement: an arrangement provided to an employee in an Eligible Position where the employee may work at a geographic location other than the employee's Primary Work Location. This Standard does not address other types of flexible work arrangements, such as part time, flextime, or job-sharing arrangements.

1.0 Section Title w/ Intro Paragraph (Gold Text, Upper & Lower Case)

Example of Section Intro Paragraph (if needed). For Eligible Positions at Stryker, Alternate Work Location Arrangements may be possible, subject to the provisions of this Standard.

1.1 Determination of Eligibility. Managers should work collaboratively with employees in determining whether the employee is eligible for an Alternate Work Location Arrangement. In making this determination, managers should consider the following factors:

1.1.1 The type of work performed by the employee,

2.0 Section Title w/o Intro Paragraph (Gold Text, Upper & Lower Case)

2.1 Expected hours. When approving an Alternate Work Location Arrangement, the manager should inform the employee of the number of hours the employee is expected to work and when the employee is expected to

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work. For example, the manager may require that the employee work 40 hours per week and must generally work during normal business hours. As the purpose of an Alternate Work Location Arrangement is flexibility, managers should not be overly prescriptive in terms of the specific hours to be worked.

Document Change History

Version No.	Revision Level	Reason and Description of Revision	Effective Date
1.0	Initial Release of policy	Not Applicable	January 1, 2018
2.0	Multiple revisions	General updates to policy	June 1, 2021
3.0	Multiple revisions	Renaming of Standard; general updates to policy	March 1, 2024

INSTRUCTIONS:

- Change then delete all yellow highlighted text
- Use only the fonts listed below
- Keep the coloring as-is
- Don't forget to update the header

FONTS:

- Header: Rockwell/Arial Black
- General Text: Cambria