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Leaves of Absence

While regular attendance is crucial to maintain business operations and an essential function of each role, F5 recognizes that you may occasionally need time off for personal reasons. F5 offers a number of leaves of absence for eligible employees, some of which are governed by law while others are discretionary.

The leave process generally begins by notifying your manager and submitting a Leave of Absence Request Form to F5's Benefits Team thirty (30) days in advance of a planned leave. Leaves in excess of two (2) consecutive weeks off without pay or four (4) consecutive weeks of vacation require pre-approval from your manager, as well as the VP for your business function, unless prohibited by law. You may also need to contact Sparrow, our leave administrator, to report your leave and/or Financial, to file a claim for disability benefits, if applicable. Contact F5's Benefits Team with questions. In case of an emergency or an unforeseeable need for leave, notification should be made as soon as you are aware of the need for leave and you should follow your department's or manager's standard policy regarding notification for an unplanned absence, unless different notification requirements are imposed by applicable law.

All requests for a leave of absence will be considered in relation to their effect on F5 and its work requirements. The Company reserves the right to approve or deny such requests, unless otherwise required by law.

For disability-related leave requests, unless prohibited by law, F5 will engage in an interactive process with you to determine if a leave is a reasonable accommodation, and that it does not pose an undue hardship on F5 or its business. Where permitted by law, certification from your health care provider to support a leave for medical reasons may be required. Failure to provide the required certification may result in delay or denial of leave.

If you fail to return to work on the first workday following the expiration of an authorized leave, you may be deemed to have voluntarily resigned from F5 and may be taken off the payroll.

Should you require an extension of leave, you must request such extension before the expiration of your currently approved leave and, unless restricted by law, have it approved by your manager, F5's Benefits Team, and when applicable, your VP.

Upon return to work following an approved leave of absence, F5 will make a reasonable effort to reinstate you to your former position or an equivalent position. There is no guarantee that you will be reinstated to your position, or any position, except as required by law.

Unless prohibited by law, you will be required to use any accrued paid time off for your leave, and once exhausted, the remainder of your leave will be unpaid. When applicable, you may request to have your accrued sick time applied before vacation accruals or time off without pay. Note that the following also applies:

- Vacation will continue to accrue when you are paid using only vacation or sick accruals.
- Vacation stops accruing in the pay period that follows an unpaid absence of more than 14 consecutive calendar days and you are eligible for third-party pay such disability benefits paid by an insurance company or state, state-paid family leave benefits, workers' compensation, etc. This includes any waiting period. This applies even if you are also paid using vacation and/or sick or another of F5's time-off benefits.
- Sick time will stop accruing during the pay period in which you do not work.



- Using vacation and/or sick during an otherwise unpaid leave will not extend the period of an approved leave of absence.
- Holidays that fall during unpaid leaves of absence will not be paid.
 - You must either be at work or on approved vacation and/or sick the workday immediately before and after the holiday to be eligible for holiday pay. F5's other pay benefits do not meet this requirement.

Unless otherwise required by law, your health, life (basic and optional life and AD&D), will end at the end of the month following FMLA exhaustion or when you become unpaid, whichever is longer. You may be eligible to continue your health insurance under COBRA and may be able to port/convert your life and AD&D insurance.

Subject to completing the enrollment process, your health insurance will be reinstated the day you return as a regular full-time employee. This also applies to your basic life, AD&D, and disability insurance. You may need to reapply for optional life and AD&D insurance; contact Benefits@F5.com for information.

USERRA/Military Leave

F5 is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is F5's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefits of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his/her rights under this policy. If you believe you have been subjected to discrimination in violation of this policy, you should immediately contact your HR Business Partner.

Eligibility

All employees are eligible for military service leave if they are absent from work because of eligible military service. For purposes of this policy, eligible military service means certain types of service (listed below) in the following branches of the U.S military:

- Armed Forces (Army, Navy, Air Force, Marine Corps, and Coast Guard), including the Reserves.
- Commissioned Corps of the Public Health Service.
- National Guard, including the Army National Guard and Air National Guard, where an employee is engaged under federal authority in active duty for training, inactive duty training, or full-time National Guard duty; and
- Any other group of individuals designated by the President in time of war or national emergency.
- Any other group of individuals as provided by applicable law.

Eligible employees may take leave under this policy for various types of military service including, but not necessarily limited to:

- Active duty.



- Active duty for training.
- Initial active duty for training.
- Inactive duty training
- Full-time National Guard duty.
- Submitting to an examination to determine fitness for any of these services.
- Funeral honors duties performed by National Guard or Reserves members.
- Duty performed by intermittent disaster response personnel for the Public Health Service and approved training to prepare for this service; or
- Service as an intermittent disaster response appointee of the National Disaster Medical System when employees are either: 1) activated under federal authority; or 2) attending authorized training in support of a federal mission.

Procedures for Requesting Military Leave

- 1) Unless applicable law requires otherwise, or it is otherwise impossible or unreasonable, you should provide your manager with as much notice as practicable before initiating military leave, and at least 30 days when possible. If you cannot provide 30 days' notice because of military necessity or other reasons, you should provide as much notice as possible. While not required, we prefer that you provide such notice in writing. In addition, where possible, employees should submit a copy of their military orders, training notice or schedule, order to active duty, or other documents confirming their need for military service leave
- 2) You must notify your manager and [Sparrow](#), our leave administrator, to report your military leave.
- 3) [Sparrow](#) will review the request for leave of absence, request a copy of military orders, training notice or schedule, order to active duty, or other documents confirming need for leave, along with collecting any applicable insurance premiums from the employee, generate other applicable documents, and process the leave of absence accordingly.
- 4) You may elect to use any or all accrued paid vacation during your absence.

Temporary Military Leave - 30 days or less

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), if you are expected to be absent from work for 30 days or less to perform temporary eligible military service, you may receive up to 40 days or 8 weeks of military pay differential each calendar year. The pay differential represents the difference between your military pay and your regular base pay (if regular base pay is greater). For any period during which you seek to receive the difference between your base pay and military pay, you must provide a copy of your military paystubs to allow F5 to calculate the differential pay. All benefits will continue during your temporary military leave.

Extended Military Leave – more than 30 days

If you are expected to be absent from work for more than 30 days to perform eligible military service duties, you will be placed on an unpaid military leave of absence following the exhaustion of the up to 8 weeks of military pay



differential, for up to five years and you will be entitled to the rights and benefits described below, subject to the



procedures outlined below. Benefits will continue for the first 30 days of your extended military leave.

Benefits

If you are absent from work due to military service, benefits will continue as follows:

1. Health insurance for military leave will end on the last day of the month following the 30th day of military leave. You may elect to continue health coverage for yourself and your covered family members for up to 24 months at 102% of the overall premium rate.
2. Basic life/AD&D/disability and optional life insurance terminate on the last day of the month following the 30th day of military leave. It may be possible to continue both basic and optional life beyond this; contact [F5's Benefit Team](#) for more information.
3. You do not accrue Vacation and/or Sick time while on extended military leave of absence status. Upon reemployment, the time spent in military service will be credited toward your seniority for your Vacation and Sick accrual rate.
4. Upon reemployment, the time spent in military service will be credited toward 401(k) vesting and you will be treated as if no break in service occurred. Subject to certain limitations, you may elect to make up missed 401(k) contributions and receive the associated company match. Contact [F5's Benefit Team](#) for more information.

Reemployment

Upon your timely application for reemployment (as described below), you will be reinstated to employment depending upon your period of military service:

- 1) Less than 91 days of military service
 - A. In a position you would have attained if employment had not been interrupted by military service; or
 - B. If found not qualified for such position after reasonable efforts by F5, in the position you had been in prior to military service.
- 2) More than 90 days and less than five years of military service
 - A. In a position you would have attained if employment had not been interrupted by military service or a position of like seniority, status, and pay, the duties of which you are qualified to perform; or
 - B. If found not qualified for such a position after reasonable efforts by F5, in the position you left, or a position of like seniority, status, and pay, the duties of which you are qualified to perform.

Employee with a service-connected disability - If you have a service-connected disability and, after reasonable accommodation efforts by F5, you are not qualified for employment in the position you would have attained or in the position that you left, you will be employed in another position of similar seniority, status, and pay for which you are qualified or could become qualified with reasonable efforts by F5; or if no such position exists, in the nearest approximation consistent with the circumstances of your situation.

Application for Reemployment

To be entitled to the reemployment rights set forth above, you must apply for reemployment according to the following schedule:



Military Service Period	Reemployment
Less than 31 days	Report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to your residence.
31 days to 180 days	Submit an application for reemployment with HR no later than 14 days following the completion of service.
More than 180 days	Submit an application for reemployment to HR no later than 90 days following the completion of service.
If you are hospitalized or convalescing from a service-connected injury	Submit an application for reemployment with HR no later than two years following completion of service.

Documentation for Reemployment

If your period of service exceeded 30 days, after an application for reemployment has been completed you must provide a copy of military discharge documentation that establishes the timeliness of the application for reemployment and length and character of your military service.

Exceptions to Reemployment

In addition to your failure to apply for reemployment in a timely manner, you are not entitled to reinstatement as described above if any of the following conditions exist:

- 1) F5's circumstances have changed making reemployment impossible or unreasonable
- 2) Reemployment would pose an undue hardship upon F5.
- 3) Your employment prior to military service was merely for a brief, non-recurrent period and there was no expectation that the employment would continue indefinitely or for a significant period.
- 4) You did not receive an honorable discharge from military service

General Benefits Upon Reemployment

If you are reemployed following military leave, you will receive seniority and other benefits determined by seniority that you had at the beginning of the military leave, plus any additional seniority and benefits you would have attained, with reasonable certainty, had you remained continuously employed. In addition, your time spent on active military duty will be counted toward your eligibility for FMLA leave once you return to your job at F5.

Military Spouse Leave

If you work an average of twenty (20) hours per week and are a spouse or domestic partner of military personnel, you are entitled to take up to fifteen (15) days of unpaid leave while your spouse or domestic partner has been deployed to active military duty or has been called to active duty during times of military conflict declared by the President or the United States Congress. You must provide notice of your intent to take leave within five (5) business days of receiving official notice that your spouse or domestic partner will be on leave or of an impending call to duty. You are not required to use leave on a day when you are not scheduled to work. Additionally, you may split your 15-day leave entitlement between different periods of time (e.g., pre-deployment, while the servicemember is on leave during deployment). You may use any accrued benefits to which you are otherwise entitled while on this leave. To the extent



permitted by law, leave under this policy will run concurrent with other leave entitlements under federal, state, or local law.

Family and Medical Leave Act (“FMLA”) Leave Policy

F5 complies with the Family and Medical Leave Act (“FMLA”). The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have questions or concerns about eligibility for FMLA, use of FMLA, or if you believe FMLA is not being properly handled, immediately report the questions or concerns to F5’s Benefits Team in writing.

General Provisions

Under this policy, F5 will grant up to twelve (12) weeks (or up to twenty-six (26) weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

Eligibility

To be eligible for leave under the policy, an employee must meet all the following conditions:

- Have worked for F5 for at least twelve (12) months in the preceding 7 years (limited exceptions to the 7-year requirement); and
- Have worked at least 1,250 hours for F5 during the 12-month period immediately prior to the start of FMLA leave (“hours” means actual hours worked and does not include paid or unpaid leave.); and
- Have not already exhausted 12 weeks (or 26 weeks for military caregiver leave) under any one or a combination of FMLA leaves within the past 12 months; and
- Work in a location where F5 employs at least fifty (50) people within a 75-mile radius.

Type of Leave Covered

To qualify as FMLA leave under this policy, you must be taking leave for one, or for a combination, of the reasons listed below:

- 1) The birth of a child, or to care for a newly born child within 12 months of birth.
- 2) The placement of a child with you for adoption or foster care within 12 months of placement.
- 3) To care for a spouse,¹ child or parent who has a serious health condition.
- 4) Your own serious health condition that makes you unable to perform the essential functions of your job.
- 5) To address certain qualifying exigencies arising out of the fact that your spouse, child or parent is on covered active duty or called to covered active-duty status with the Uniformed Services, and.
- 6) To care for a covered service member with a serious injury or illness related to certain types of military service.

**Definitions**

- Spouse: means a husband or wife within a marriage recognized by state law, including, but not limited to, common law marriage and/or same-sex marriage.
- Parent: means a biological, foster, or adoptive parent or an individual who stands or stands *in loco parentis* to an employee when the employee was a minor.
- Child: means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.
- Serious Health Condition: means an illness, impairment, or physical or mental condition that involves either an overnight stay at a medical facility or requires continuing care by a licensed health care provider. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than 3 consecutive calendar days and 2 visits to a health care provider or 1 visit to a health care provider and a continuing regimen of care; any period of incapacity due to pregnancy or prenatal care; chronic, permanent or long-term conditions; or absences due to multiple treatments (other situations may meet the definition of continuing treatment). Health Care Provider: for purposes of this FMLA policy means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices; podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist), authorized to practice in the state and performing within the scope of their practice as defined under state law; physician assistants, nurse practitioners, nurse midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice under state law; and Any health care provider which F5's group health plan accepts certification of the existence of a serious health condition to substantiate a claim for benefits.

If you have questions about what illnesses are covered under this FMLA policy, you are encouraged to consult with the F5 Benefits Team.



Amount of FMLA Leave

Generally, eligible employees can take up to 12 weeks of leave during a 12-month period for the reasons specified above, with the exception of leave to care for a covered Servicemember (see Military-Related FMLA Leave section below for more details). F5 will measure the 12-month period as a rolling 12-month period measured backward from the date you use any FMLA leave, with one exception. For leave to care for a covered Servicemember, F5 calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered Servicemember and ends 12 months after that date. Each time you take a leave, F5 will compute the amount of FMLA leave you have taken in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount you are entitled to take at that time.

If spouses both work for the F5 and each wants to take leave for the birth of a child, adoption, or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, each spouse may each take 12 weeks of leave. If spouses both work for F5 and each wants to take leave to care for a covered injured or ill servicemember, each spouse may each take 26 weeks of leave.

Employee Benefits during FMLA Leave

While you are on approved FMLA leave, F5 will continue your group health plan during the leave period at the same level and under the same conditions as if you had continued to work. Additionally, your life (basic and optional life and AD&D) and disability insurance will continue during your FMLA leave.

If you choose not to return to work for reasons other than your own continued serious health condition or that of your family member or a circumstance beyond your control, F5 may require you to reimburse the Company the amount it paid for your group health plan premium during the leave period, to the extent permitted by law.

While on paid leave, F5 will continue to make payroll deductions to collect your share of the group health premium(s). In anticipation of unpaid leave, you may arrange for F5 to deduct the premium payments in advance or make them up upon your return. If this is not possible, you are required to send F5's Benefits Team a check to pay your portion of the premiums. Such payment is due on the first of each month. If the payment is more than 30 days late, group health plan coverage may be dropped for the duration of the leave. F5 will provide 15 days' notification prior to the loss of coverage, and COBRA notification when required by law.

If you are participating in the health care flexible spending arrangement ("FSA") or have purchased optional life insurance, similar arrangements as outlined above may be available to continue these benefits during your FMLA leave. You are not eligible to participate in the dependent care FSA if your leave is expected to exceed more than two weeks. Contact [F5's Benefit Team](#) for further information.

In the event your leave extends beyond the 12 weeks of FMLA leave, your group health plans and life (basic and optional life and AD&D) insurance may end the last day of the month in which your FMLA leave exhausted. You may be eligible to continue your group health plan under COBRA and may be able to port/convert your life insurance. Contact [F5's Benefit Team](#) for more information. In most cases, group health plan and basic life and AD&D coverage is reinstated the day you return to work on a full-time regular basis subject to completing any required enrollment forms. However, you may need to reapply for optional life and AD&D coverage.

***Restoration of Employment and Fitness for Duty***

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of FMLA leave. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. However, the FMLA may not guarantee reinstatement if, for example, your position is eliminated. If you take leave under this policy for your own serious health condition, you must provide a fitness for duty document signed by your health care provider to F5's Benefits Team before you will be allowed to return to work. F5 may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications, to the extent permitted by law.

Use of Paid and Unpaid Leave

Except as outlined in the paragraph below, if you are taking FMLA leave you must use all accrued vacation prior to being eligible for unpaid leave.

It is your choice whether or not you use accrued paid time off (e.g. vacation and/or sick) during periods of FMLA leave in which you are eligible to receive and/or are actually receiving third-party pay (e.g., disability pay from the insurance company (e.g., short-term disability benefits), payments from a statutory paid family and medical leave/disability insurance program, or workers' compensation).

Once you are no longer receiving third party pay, you will be required to substitute accrued vacation time before being eligible for unpaid time for what remains of your 12-week FMLA entitlement. In such cases, you may request to use your accrued sick time prior to using accrued vacation.

Failure to Return After FMLA Leave

If you fail to return to work as scheduled after FMLA leave or exceed the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week entitlement), you will be subject to the F5 standard leave of absence policies. This may result in disciplinary action, up to and including termination, if you have no other F5-provided leave or state or local leave entitlements applicable to your continued absence. Likewise, following the conclusion of your FMLA leave, the F5's obligations to maintain your group health plan benefit may end (subject to any applicable COBRA rights or requirements under applicable state or local law).

Using Leave

Generally, you may take FMLA leave continuously (in a single block of time), intermittently (separate blocks of time) or, under certain circumstances, by reducing your normal schedule when medically necessary for your serious health condition or the serious health condition of an immediate family member.

In instances when leave is foreseeable, F5 may temporarily reassign you to an available alternative position with equivalent pay and benefits if the alternative position better accommodates an intermittent or reduced schedule.

FMLA leave taken for birth or baby bonding, or the placement of a child for adoption or foster care, must be taken within 1 year after the date of birth or placement. You and F5 must mutually agree to the schedule before you may



take FMLA leave for bonding on an intermittent or reduced-schedule basis. .

If you are taking FMLA leave for your own serious health condition or because of a serious health condition of a covered family member, you will be permitted to take leave intermittently or on a reduced-hour schedule subject to the health care provider's documentation and/or findings. If you are exempt, have exhausted your paid time off accruals (e.g. vacation and/or sick time), and are utilizing intermittent leave, you must enter unpaid time when recording your time and attendance for all hours you do not have paid time off accruals. If you are non-exempt, have exhausted paid time off accruals, and are utilizing intermittent leave, you will only enter actual hours worked when recording your time and attendance.

Medical Certification

If you are requesting leave for your own serious medical condition, or to take care of a seriously ill family member, you will need to provide a medical certification supporting the need for leave signed by a health care provider within 15 calendar days of Sparrow's request to provide certification (additional time may be permitted in certain circumstances). Sparrow may assist you in obtaining the necessary information. If you fail to provide the medical certification, Sparrow may delay in the start of your FMLA leave, withdraw any designation of FMLA leave, or deny leave, in which case an employee's leave of absence would be treated in accordance with F5's standard leave of absence and attendance policies, potentially subjecting an employee to discipline up to and including termination. If the medical certification you provide is incomplete or insufficient, Sparrow will inform you of what is missing or insufficient and allow you seven (7) additional calendar days to correct the documentation. Additional time may be allowed in extenuating circumstances.

F5 has the right to ask for a second opinion. F5 will pay for the second opinion and F5 will select the medical provider. If necessary to resolve a conflict between the original certification and the second opinion, F5 may request a third opinion. You and F5 will mutually select the third medical provider, and F5 will pay for the opinion. This third opinion will be considered final. You will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion. F5 may deny FMLA leave if you refuse to release relevant medical records to the health care provider designated to provide a second or third opinion.

***Certification of Qualifying Exigency for Military Family Leave***

Certification of the qualifying exigency for military family leave will be requested. Sparrow may assist you in obtaining the necessary information. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

Certification for the serious injury or illness of the covered servicemember will be requested. Sparrow may assist you in obtaining this document. Failure to provide certification may result in a denial of continuation of leave.

Recertification

Recertification for you or your family member's serious health condition may be requested to ensure that FMLA leave is still necessary. Once Sparrow has requested the recertification, you will have 15 days to provide the recertification. Failure to provide the requested recertification within 15 days, when practicable, may result in delay of further leave until it is provided.

Procedure for Requesting FMLA Leave

If you are requesting FMLA leave, you must notify your manager and [Sparrow](#), our leave administrator, to report a Family and Medical Leave (FMLA) and file a claim for disability benefits through Sun Life Financial, if applicable. Contact [F5's Benefit Team](#) for more information.

When the need for the leave is foreseeable, you must provide at least 30 days advanced notice. When you become aware of a need for FMLA leave less than 30 days in advance, you must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, you must comply with F5's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Designation of FMLA Leave

To the extent required by law, Sparrow will inform you whether you are eligible under the FMLA. If you are eligible for FMLA leave, Sparrow will provide you with a notice that specifies any additional information required as well as any rights and responsibilities regarding taking FMLA leave. If you are not eligible, Sparrow will provide a reason for the ineligibility. Sparrow will also inform you if the leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against your leave entitlement. If Sparrow determines that the leave is not FMLA-protected, it will notify you. Under certain circumstances and to the extent permitted by law, Sparrow may retroactively designate leave as FMLA with appropriate written notice to you.

Intent to Return to Work from FMLA Leave

From time to time and consistent with applicable law, F5 may require you to report periodically on your status and intent to return to work while you are on FMLA leave.



Caregiver Leave Policy

Eligible employees may receive 12 work weeks of Caregiver Leave in any rolling 12-month period measured backward from the date an employee begins Caregiver Leave. Employees are eligible for Caregiver Leave under this policy if they:

- Have worked for the Company at least 12 months or 52 weeks as of the date leave begins. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years; and
- Have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.

Caregiver Leave is provided regardless of whether the employee is eligible for FMLA leave or leave under similar state law. In cases where you qualify for FMLA Leave or leave under similar state law, your Caregiver Leave under this policy will run concurrently with any FMLA leave or state equivalent law to which you are entitled, to the fullest extent allowed by law. In certain circumstances involving the serious injury or illness of a member of the Armed Forces, an individual who is on the temporary disability retired list, or a qualified veteran, eligible employees may be entitled to up to 26 work weeks of Caregiver Leave in a single 12-month period measured forward from the date you begin the military-related Caregiver Leave. You may also be eligible for additional military-related leave under applicable state law.

Except as noted below, Caregiver Leave may be taken on a continuous basis, intermittent basis, or taken by reducing your work schedule.

Caregiver Leave may be used:

- To care for you or your spouse or domestic partner's newborn, newly-adopted child, or newly-placed foster child;
- To care for a child, parent, spouse, domestic partner, or person who lives with you and for whom you permanently assume and discharge parental responsibility, who has a serious health condition;
- Because of your own serious health condition. A "serious health condition" is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; a period of incapacity of more than three consecutive days that also involves either (i) treatment two or more times in the first thirty days or (ii) continuing treatment by a health care provider; any period of incapacity due to pregnancy or prenatal care; a chronic condition; or multiple treatments by a health care provider;
- To address a qualifying exigency matter (e.g., issues arising from short-notice deployment, military events, child or parental care, school activities, financial or legal arrangements, counseling, rest and recuperation, post-deployment activities) because your spouse, child or parent is a member of the Armed Forces (including National Guard or Reserves) and is on or has been called to active duty involving a foreign deployment;



- To care for a spouse, child, parent, or next of kin who is (i) a member of the Armed Forces (including National Guard or Reserves), on the temporary disability retired list, or a qualified veteran; and (ii) who is undergoing medical treatment, recuperation, or therapy or is otherwise on outpatient status for a serious injury or illness that was incurred or was aggravated in the line of duty on active duty in the Armed Forces.

Caregiver Leave to care for a newborn, newly adopted child, or newly placed foster child must be taken within 12 months of the birth, adoption, or placement. In addition, this type of Caregiver Leave may be taken on a continuous or intermittent basis in one week blocks, if you and the Company mutually agree to the schedule beforehand. If a husband and wife are both employed by F5, they are each entitled to 12 work-weeks of Caregiver Leave to care for a newborn, newly adopted child, or newly placed foster child.

In addition to the Caregiver Leave described above, a female employee working in certain states may also be entitled by law to Pregnancy Disability Leave for the actual period of sickness or temporary disability because of pregnancy or childbirth. Contact [F5's Benefit Team](#) for information about such leave.

Employee Status after Leave

Upon conclusion of the Caregiver Leave, most employees are entitled to be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. However, under some circumstances consistent with the FMLA regulations, this may not occur, such as if the employee would have lost employment even if he or she had been continuously working instead of being on a leave of absence, such as if a position is eliminated.

Benefits during Caregiver Leave

By taking Caregiver Leave, you will not lose any benefits that accrued before the start of the leave. Further, F5 will maintain its contributions to your health and basic life and AD&D insurance premiums while you are on Caregiver Leave and make arrangements for you to pay your portion of the premiums for dependent coverage and optional life as well as your contributions to your health care flexible spending account (FSA). If your leave extends beyond the Caregiver Leave, you have the option to enroll in COBRA benefits and continue health insurance at your own expense. You may also port/convert your life and AD&D insurance. Also note that childcare expenses incurred during a leave of longer than two consecutive weeks are generally not permitted to be reimbursed under the dependent care FSA. Accordingly, F5 will stop contributions to the dependent care FSA during a Caregiver Leave of more than two weeks.

Use of Paid and Unpaid Leave

Caregiver Leave is unpaid. However, you must use any accrued vacation and may request to use any accrued sick, in addition to any disability payments under F5's short-term and/or long-term disability plans, or if applicable, worker's compensation payments or other third party pay such as state paid family leave benefits. Use of such pay arrangements will be concurrent with Caregiver Leave. When an employee has exhausted all types of accrued and available pay, his/her Caregiver Leave will become unpaid.

During the unpaid portion of a Caregiver Leave, you will not accrue vacation or sick, and will not receive holiday pay.

Your vacation stops accruing the pay period that follows an absence of more than 14 consecutive calendar days and you are eligible for third-party pay such as disability benefits paid by an insurance company or state, state-paid family leave benefits, workers' compensation, etc. This includes any waiting period. This applies even if you are also paid



using vacation and/or sick or another of F5's time off benefits. Note that for non-exempt employees, F5 pay replacement programs are not considered hours worked for calculating sick accruals. Sick accruals stop the first pay period in which you do not work.

Procedure for Requesting Caregiver Leave

Employees requesting Caregiver Leave must notify their manager and [Sparrow](#), our leave administrator, requesting a Family and Medical Leave (FMLA) leave (they don't differentiate between FMLA and Caregiver Leave) and/or file a claim for disability benefits, if applicable. Contact [F5's Benefit Team](#) for additional information.

When the need for leave is foreseeable, you must provide at least 30 days' notice. When you become aware of a need for Caregiver Leave less than 30 days in advance, you must provide notice of the need for the leave either the same day or the next business day. When the need for Caregiver Leave is not foreseeable, you must comply with the Company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Certification for the Family Member's Serious Health Condition

Certification from your health care provider for your family member's serious health condition will be requested. [Sparrow](#) may assist you in obtaining the necessary information. Failure to provide certification may result in a denial of continuation of leave.

The Company has the right to ask for a second opinion if it has reason to doubt the certification. The Company will pay for your family member to get a certification from a second doctor, which the Company will select. The Company may deny Caregiver Leave to you if your family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the Company will require the opinion of a third doctor. You and the Company will mutually select the third doctor, and the Company will pay for the opinion. This third opinion will be considered final. You will be provisionally entitled to leave and benefits under the Caregiver Leave pending the second and/or third opinion.

Certification of Qualifying Exigency for Military Family Leave

Certification of the qualifying exigency for military family leave will be requested. [Sparrow](#) may assist you in obtaining the necessary information. Failure to provide certification may result in a denial of continuation of leave.

Certification for Serious Injury or Illness of Covered Servicemember for Military Family Leave

Certification for the serious injury or illness of the covered servicemember will be requested. [Sparrow](#) may assist you in obtaining the necessary information. Failure to provide certification may result in a denial of continuation of leave.

Recertification

Recertification for you or your family member's serious health condition may be requested no more frequently than every 30 days and only when circumstances have changed significantly, or if F5 receives information casting doubt



on the reason given for the absence, or if you seek an extension of you leave. Otherwise, recertification for your or your family member's serious health condition may be requested every six months in connection with a Caregiver Leave. The Company may provide the health care provider with your attendance records and ask whether need for leave is consistent with your or your family member's serious health condition.

Designation of Caregiver Leave

Within five business days after you have notified [Sparrow](#) (two business days for employees in California), you will be sent a response to your request for Caregiver Leave.

Intent to Return to Work from Caregiver Leave

On a basis that does not discriminate against employees on Caregiver Leave, if you are on Caregiver Leave, the Company may require you to report periodically on your status and intent to return to work.

Pregnancy Disability Leave

In addition to the rights afforded by the federal FMLA, you may also be entitled to leave and/or benefits under applicable state or local law when needing time away from work due to a pregnancy- or childbirth-related disability or related medical condition. Please refer to your state-specific supplement for additional information.

F5 Supplemental Pay Benefits

F5 Paid Disability Benefit

All regular, full-time employees who qualify for leave under the FMLA or F5's Caregiver Leave due to disability are eligible for up to eight (8) weeks of F5 Paid Disability Benefit as a supplement to any other disability benefit for which they are eligible. This Paid Disability Benefit is contingent upon the approval of FMLA administered by F5's third-party administrator, Sparrow, and application for short-term disability benefits administered by F5's third-party administrator, Sun Life Financial. Paid Disability Benefit is eligible to be paid on the first date of disability as medically certified by a health care provider and runs concurrently with any other pay or paid leave benefits for which you are eligible for (e.g. accrued leave, state/local paid leave programs, etc.). You must follow F5's regular leave request policy and receive approval for your FMLA Leave from Sparrow to begin receiving this benefit.



This benefit will be reduced by any amount you are eligible to receive from any third party, including state benefits or disability benefits from F5-provided insurance such as short-term and long-term disability, so that your total compensation is equal to but not more than 100% of your weekly base pay for the applicable pay period. "Base pay" means your regular gross salary (or hourly equivalent) in effect immediately prior to the date of disability leave (excluding overtime, bonuses, commissions, special allowances, unless otherwise specified).

If you are a non-exempt employee, F5 Paid Disability Benefit is not considered hours worked for calculating sick accruals. This applies whether you are also receiving third-party pay such as disability benefits paid by an insurance company or state, state paid family leave benefits, workers' compensation, etc.

You are not entitled to paid holiday time for holidays that occur while you are receiving F5 Paid Disability Benefit. F5's Paid Disability Benefit does not count as hours worked in determining eligibility for a paid holiday. You must either be at work or use approved vacation and/or sick time off on the workday that falls immediately before and after the holiday to be eligible for holiday pay. When leave immediately precedes or follows a holiday, holiday pay may be applicable regardless of the source of pay.

***F5 Paid Family Care Benefits***

All regular, full-time employees who qualify for FMLA Leave to care for a family member due to a serious health condition, or to bond with a newly born or placed child, are eligible for F5 Paid Family Care Benefit for the first 8 weeks of approved FMLA leave in a year, contingent upon the approval of FMLA leave. You must follow F5's regular leave request policy and receive approval for your FMLA leave from [Sparrow](#) to begin receiving this benefit.

For birthing parents, if your F5 Paid Disability Benefit is exhausted prior to your baby's birth, your Paid Family Care Benefit will begin after your disability period ends. Otherwise, your Paid Family Care Benefit will begin immediately following the end of your Paid Disability Benefit unless you choose to return to work at that point and use your Paid Family Care Benefit later. The 8 weeks of F5 Paid Family Care Benefit for the purpose of bonding with a newly born or placed child must be used before the baby turns one or within 12 months of the child's placement.

F5 Paid Family Care Benefit is paid as follows: F5 will pay 100% of your weekly base pay for the first 8 weeks of an approved FMLA Leave. This benefit will be reduced by the amount you are eligible to receive from any state or local paid leave program such that your total compensation is equal to but not more than 100% of your weekly base pay for the applicable pay period. "Base pay" means your regular gross salary (or hourly equivalent) in effect immediately prior to the date of disability leave (excluding overtime, bonuses, commissions, special allowances, unless otherwise specified).

If you are a non-exempt employee, F5 Paid Family Care Benefit is not considered hours worked for calculating sick accruals. This applies whether you are also receiving third-party pay such as disability benefits paid by an insurance company or state, state paid family leave benefits, workers' compensation, etc.

You are not entitled to paid holiday time for holidays that occur while receiving F5 Paid Family Care Benefit. F5's Paid Family Care Benefit does not count as hours worked in determining eligibility for a paid holiday. You must either be at work or use approved vacation or sick time off on the workday that falls immediately before and after the holiday to be eligible for holiday pay. When leave immediately precedes or follows a holiday, holiday pay may be applicable regardless of the source of pay.



Personal Leave of Absence

F5 recognizes that, from time to time, employees may need additional time away from work for reasons that are not covered by an applicable legal entitlement, which extends beyond applicable statutory or company-provided leave benefits, and/or that fall outside the scope of existing F5 leave and time off policies.

A personal leave of absence is typically an absence for a period of time off in excess of four (4) consecutive weeks off using a combination of vacation, sick, or unpaid time, or a period of absence in excess of two (2) consecutive weeks of unpaid time off. Personal Leave may be available at F5's discretion subject to preapproval by your manager and VP. If the time off is needed because of your own medical condition and you do not qualify for leave provided by federal, state, or local leave laws, you may be required to provide additional medical information before your request can be approved. You may also be eligible to receive company provided short-term disability through F5's disability insurance provider, or a state disability or paid family and medical leave program.

Additionally, leave requested in excess of what is allowed under federal, state, or local leave laws may be treated as a personal leave of absence and requires preapproval by your manager and VP. If the additional time off is needed because of your own medical condition, you may be required to participate in the interactive process under the Americans with Disabilities Act (ADA) and provide additional medical information before your request can be approved.

Unless you have available vacation accruals, generally a personal leave of absence is without pay.

Health and life insurance will typically continue for the period of leave when you are paid using vacation accruals, you may be able to continue your health insurance coverage at your own expense under COBRA and port/convert your life (basic and optional life and AD&D).

A personal leave of absence is discretionary and, as a result, there is no guarantee that you will be reinstated to your former position, or any position, except as required by law.

Considerations

- Length of service (typically you must be a regular full-time employee who has completed 12 months of consecutive service)
- Past and present performance
- Responsibility level
- Discipline record
- Reason for the request
- Length of time off requested
- Other time taken
- Operating/departmental requirements

Procedure for Requesting a Personal Leave of Absence

Submit a [Leave of Absence Request Form](#) at least 30 days in advance. The form must be signed by your manager, VP and EVP, and sent to F5's Benefits Team for final approval.



If the leave is due to your illness or injury, you must notify [Sparrow](#), our leave administrator, to report your leave and/or file a claim for disability benefits, if applicable. They may assist you in obtaining the certification needed to substantiate your claim. At its discretion, F5 may rely on its leave administrator decision in determining whether or not to approve the leave. Failure to provide certification may result in a denial of continuation of leave. A medical release will be requested before you are allowed to return to work.

Return from Personal Leave

F5 will attempt to return an employee to their former position or a comparable position upon return from personal leave, at our discretion. Given changing business needs, however, no guarantee of reinstatement can be made.

Employees on a personal leave may be asked to confirm their return date up to 2 weeks before they return to work. Any requests for additional leave must be made as soon as possible. Employees on personal leave who do not return as scheduled, and fail to request an extension or show good reason why an extension should be granted, may be considered to have voluntarily terminated their employment as of the day the original personal leave expired.