

GLOBAL FAMILY CARE LEAVE

POLICY

Version: 2.0
Effective: 08/09/2023

Medtronic

Purpose

Medtronic recognizes the importance of family and provides paid leave for employees who need time away from work to care or support their family in a variety of life stages.

In FY21, Family Care Leave rolled out to all Medtronic employees in a [phased approach](#).

Scope

Regular and temporary Medtronic employees working in the countries are eligible for up to six weeks of paid Family Care Leave. This policy does not apply to employees classified by Medtronic as contractors, contingents/third party contractors/agency, or interns.

This policy is subject to any applicable law in any country where Medtronic does business. To the extent that any provision of this policy is incompatible with any applicable law, the company will follow the applicable law.

This policy does not apply to U.S. employees. Please refer to [Family Care Leave Policy \(U.S.\)](#) For Puerto Rico employees, please refer to [Family Care Leave Policy \(Puerto Rico\)](#).

Policy Statement (Details)

FAMILY CARE LEAVE

Employees are eligible for two separate, continuous family care leaves in a rolling 24-month period. Individual leave requests must be for a minimum of two weeks (minimum of one week for bereavement) and time away for both leaves in a rolling 24-month period has a combined maximum of six weeks. Time away will be approved only when you are providing care or support to a covered family member as outlined in the policy.

Examples:

- Employee can take two weeks for baby bonding after the birth of a child and later use up to four weeks for an approved leave to care for a covered family member's medical condition.
- Employee can take six weeks for bonding after the adoption of a child.
- Employee can take three weeks to care for a parent and later use the remaining three weeks for an approved baby bonding leave.

Family Care Leave Types

Family Care Leave may be approved if it falls under one or more of the following reasons:

Birth Mother or Non-Birth Parent Bonding Time: Time taken by birth mother or non-birth parent to bond with a new child within twenty-four (24) months of the birth, surrogacy, or adoption of a child under age eighteen years old (including placement of child for legal adoption).

Care or Support for a Serious Health Condition or Injury or Terminal Illness: Time taken to provide care or support for your spouse, child, or parent's medical, physical, or behavioral health condition or

terminal health condition defined as a life expectancy of six months or less as certified by the treating physician.

Immediate Family Member Bereavement: Time taken if your parent, spouse, or child (includes miscarriage) passes away. You must begin your leave within 30 days of your immediate family member's passing.

Taking Family Care Leave

To initiate a Family Care Leave, go online to familycareleave.medtronic.com. You must apply within twenty-four (24) months of the birth, adoption, or surrogacy. Family Care Leave will not be applied retroactively. Only one Family Care Leave request can be initiated at a time.

You should notify your manager or supervisor of your intent to take Family Care Leave as far in advance as possible.

Covered Compensation while on Family Care Leave

While on Family Care Leave, your Covered Compensation is your base salary. Base salary for regular full and part-time employees is based on the scheduled number of hours per week. Base salary for purposes of determining Family Care Leave does not include overtime, incentive earnings, bonus pay or auto allowance.

If you are a commissioned employee, your Covered Compensation will follow the local practice for other paid leaves.

Coordination with Other Leaves

During your Family Care Leave, Medtronic will continue to provide benefits as outlined in any applicable benefit summary plan descriptions or policies. You are not eligible to initiate Family Care Leave if you are currently on another unpaid or paid leave of absence.

Certain countries provide local statutory leave during paid family leave. During this time, if you are also eligible for paid Family Care Leave under this policy, then Family Care Leave will run concurrent with and be offset by any amount you receive from the local statutory leave program. Family Care Leave cannot be used to extend a local statutory leave.

Use the Family Care Leave tool (findmyfamilycareleave.medtronic.com) to find what you need to know about taking a leave and any coordinating leave benefits that may be available. If you have additional questions relating to the provisions and eligibility requirements for Family Care Leave benefits should be directed to the Family Care Leave Support Center at the number listed below.

Covered Family Member:

- Child – An employee's biological, adopted, or stepchild
- Parent – An employee's natural, adoptive, or stepparent
- Spouse – An employee's legally married spouse or an employee's documented domestic partner if recognized in country by Medtronic benefits

Procedures

Roles and Responsibilities

<i>Role</i>	<i>Responsibilities</i>

Abbreviations, Acronyms and Definitions

Serious Health Condition: Means an illness, injury, impairment, or physical or mental condition that involves either:

- Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; **or**
- Continuing treatment by a health care provider which includes any period of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:
 1. A health condition (including treatment therefore, or recovery there from) lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - Treatment two or more times by or under the supervision of a health care provider; **or**
 - One treatment by a health care provider with a continuing regimen of treatment; **or**
 2. Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence; **or**
 3. A chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (e.g., asthma, diabetes). A visit to a health care provider is not necessary for each absence; **or**
 4. A permanent or long-term condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, terminal cancer). Only supervision by a health care provider is required, rather than active treatment; **or**
 5. Any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days if not treated (e.g., chemotherapy or radiation treatments for cancer).

References & Related Policies

Reference ID	Title
HR Portal Knowledge Article	Family Care Leave

FAQs

[Global Family Care Leave Category I FAQ](#)
[Global Family Care Leave Category II FAQ](#)
[Global Family Care Leave Category III FAQ](#)

Policy Contacts

Role	Title
Policy Sponsor	Global Benefits COE and Total Rewards Operations
Policy Owner	Director U.S. Benefits
Policy Contact	Family Care Leave Support Center medtronicfamilycareleave@swissriskcare.ch

Appendices

[Appendix I: Global Family Care Leave Country Categories I, II, III](#)

Document History

Date	Revision	Reason/Description
12/01/2020	1.0	New Policy
02/01/2021	1.1	Updated Purpose and Scope Sections
03/17/2021	1.2	Updated Scope and Policy Statement Sections
04/29/2021	1.3	Updated Policy Statement Section
05/05/2021	1.4	Updated Policy Statement Section
07/15/2021	1.5	Updated Policy Statement Section
09/15/2021	1.6	Updated Policy Statement Section
10/28/2021	1.7	Updated Purpose Section
06/08/2022	1.8	Updated Policy Statement Section
04/19/2023	1.9	Updated Policy Statement Section
08/09/2023	2.0	Updated Policy Statement and Policy Contacts Sections