

CHEF PTO DONATION AND REQUEST POLICY

AUGUST 1, 2019

Confluent Health sponsors a paid time off (“PTO”) donation program under which employees may donate some of their accrued but unused PTO to a PTO Bank maintained and administered by the Confluent Health Employee Foundation, Inc. (“CHEF”), to be granted to other employees who need time off to cope with a medical emergency as outlined in this Policy. This program provides a way that Confluent Health employees can help co-workers who would otherwise suffer a substantial loss of income as a result of taking unpaid leave. It does not entitle employees to take additional leave. For information about Confluent Health’s leave policies, see the Benefits section of the Confluent Health Employee Handbook, the Confluent Health Leaves of Absence Policy, or contact the Human Resources Department.

Employees Eligible to Donate PTO

Employees are eligible to donate accrued but unused PTO into the PTO Bank if they meet all of the following criteria:

- The employee has completed twelve (12) months of service with Confluent Health.
- The employee has a minimum of eighty (80) hours of accrued but unused PTO.
- The employee will retain a minimum of forty (40) hours of accrued but unused PTO following the donation.

Employees Eligible to Receive Donated PTO

Employees are eligible to request donated PTO if they meet all of the following criteria:

- The employee has completed twelve (12) months of service with Confluent Health.
- The employee is eligible to accrue PTO.
- The employee has not been disciplined for any violations or abuses of Confluent Health’s PTO policies.
- The employee is on an approved leave of absence relating to a medical emergency or the death of the employee’s parent, spouse, or child, or the

employee will be applying for a leave of absence and the leave must be approved prior to a grant of PTO.

- If the request relates to time off for a medical emergency, the employee has provided appropriate medical certification as requested by the Human Resources Department.
- The employee has exhausted all PTO and, if applicable, bereavement leave or workers' compensation leave. Although the employee is not eligible to use donated PTO until all other forms of paid time off have been exhausted, the employee may request a donation in anticipation of exhausting all other paid time off. Specifically, if an employee has unused Extended Illness Days ("EID") but no unused PTO, the employee may request PTO from the PTO Bank to cover the three (3) days of PTO needed in order to access his/her EID.

For purposes of this Policy, medical emergency means a serious illness or other medical condition (such as a heart attack or cancer) of the employee or the employee's family member that requires the employee to be absent from work for a prolonged period. Family member means the employee's spouse, domestic partner, parent, step-parent, mother-in-law, father-in-law, child, stepchild, minor child of whom the employee has primary custody, sibling, grandparent, or grandchild.

Donating PTO

Employees who want to donate PTO must submit a written and signed request on Confluent Health's Donation Form available on the Confluent Health Payroll website or from the employee's local HR coordinator. Employees who are eligible to donate PTO must donate at least a minimum of four (4) hours of accrued but unused PTO with each Donation Form, but may not donate more than a maximum of forty (40) hours of accrued but unused PTO per year. Leave must be donated in increments of one hour, provided that the employee donates at least the minimum and no more than the maximum amounts set out above.

Donations of PTO are irrevocable, meaning that once the time is donated, it will not be returned to the donor-employee.

Requesting and Using Donated PTO

To request donated PTO, an eligible employee must complete the Request Form available on the Confluent Health Payroll website or from the employee's local HR coordinator. Among other things, the Request Form requires the employee to demonstrate that he or she is on (or will be on) approved leave, provide a description of the medical emergency, and specify the amount of donated PTO hours requested. The maximum amount of PTO which can be requested is five (5) days per year.

Requests for donated PTO will be granted on a first-come, first-served basis, provided that CHEF reserves the discretion to award donated PTO to employees most in need if CHEF receives multiple requests for a limited amount of donated PTO. Donor-employees may not designate the employee to whom their donated PTO is to be awarded.

Donations may only be used to compensate the recipient-employee for approved time off. Neither the donor-employee nor the recipient-employee may request or receive the equivalent monetary value of the time off in lieu of taking paid time off. In addition, donated PTO may not be used for unapproved absences.

Donations will be processed at the recipient-employee's rate of pay. For example, if a donor-employee earns \$20 per hour and donates 40 hours of PTO, the PTO Bank will be credited with donated PTO equivalent to \$800. If a recipient-employee who earns \$10 per hour is approved for 40 hours of donated time, an equivalent of \$400 of paid time off from the PTO Bank will be used for the recipient-employee, and an equivalent of \$400 of donated PTO will remain in the bank to be donated to another eligible employee.

Each donor-employee and recipient-employee is responsible for assessing the impact a donation will have on his or her taxes. Any donation of PTO to the PTO bank administered by CHEF will be tax neutral to the donor. CHEF cannot provide tax advice thus an employee should confirm with his/her tax advisor, but CHEF does not believe the donor-employee will be eligible for a tax deduction. The donor-employee will not take the value of the donated PTO into income. The value of the donated PTO hours awarded to a recipient-employee will be included as income to the recipient-employee. The dollar value associated with the granted PTO will be paid to the recipient-employee by Confluent Health as salary with appropriate withholding.

Donated PTO is not paid out to a recipient-employee upon termination of employment. If the employee returns to work before exhausting donated PTO, the remaining donated PTO will revert to the PTO Bank and become available for other eligible employees.

There are no guarantees that donated PTO will be available at the time an employee requests leave because donations into the PTO Bank are voluntary.

Recipient-employees are not eligible to accrue PTO while using donated PTO.

Family and Medical Leave Act

The request for and/or use of donated PTO will not affect an employee's rights to FMLA leave. If an employee qualifies for FMLA leave but does not have the PTO available for the leave to be paid leave, the employee may request donated PTO in the same manner and on the same basis otherwise set forth in this policy.

Voluntary Participation

Participation in this program is entirely voluntary. Confluent Health and CHEF will endeavor to keep the names of donor-employees and recipient-employees anonymous, except from

employees involved in the administration of this program. Employees should not solicit other employees to participate in this PTO donation program. Confluent Health, through its appropriate employees and materials, may make employees aware of the existence of this program.

Carry Over

All unused PTO remaining in the PTO Bank at the end of the calendar year will carry over to the next calendar year.

Administration of this Policy

The CHEF Committee is responsible for determining the PTO grants. The CHEF Committee is appointed by the Board of Directors of CHEF and consists of representatives of the various Confluent-owned companies. The Committee will be assisted in the day-to-day administration of the PTO Donation and Grant Policy by the Confluent Health Human Resources and Payroll Departments for determining whether eligibility requirements have been met and carrying out payroll functions.

The Board of Directors has delegated to the CHEF Committee the maximum discretion permitted by law to interpret, administer, change, modify, or terminate this Policy at any time. No statement or representation by a supervisor or manager or any other employee of Confluent Health, whether oral or written, can supplement or modify this Policy. Changes can only be made if approved in writing by the CHEF Committee.

If you have any questions regarding this Policy or if you have questions about donated PTO that are not addressed in this Policy, please contact your local HR coordinator. An employee who abuses this Policy will be subject to disciplinary action, up to and including termination of employment.