



U.S. LEAVE OF ABSENCE

OBJECTIVE

To ensure colleagues' leave of absence rights are protected as required by law and that colleagues provide the Company with the appropriate reason and documentation for a leave of absence.

SCOPE

This policy applies to all U.S. colleagues of Xylem. In the event this policy conflicts with any local laws and regulations, the relevant law or regulation will prevail. Colleagues covered by collective bargaining agreements are governed by the relevant provisions of those agreements. Colleagues should contact their local Human Resources representative for further information regarding state specific plans.

POLICY

Xylem recognizes that colleagues may need to be absent from work for various reasons. Leaves of absence have been developed to accommodate this needed time off. Full-time and part-time colleagues with 30 or more regularly scheduled hours per week are eligible for leave of absence.

A request for a leave of absence must be submitted to and approved by the colleague's supervisor and Human Resources and must be in writing. Unless there is an emergency situation, all requests for leave should be made within a reasonable period of time prior to the commencement of the leave. After informing supervision and Human Resources of the request for a leave of absence, the colleague should apply for the leave of absence in Workday. Alternately, either the colleague, supervisor or Human Resources representative can initiate the request for a leave of absence directly through the [Smart Support portal](#).

Taking another job while on an authorized leave of absence is grounds for immediate termination. Failure to return from a leave of absence when required is considered job abandonment.

All pay increases that occur while an employee is on a leave of absence will take effect on the day the employee returns to work. Pay increases do not back date.

Medical Leaves of Absence and Short-Term Disability

Medical Leaves of Absence

Medical leaves of absence may be requested by colleagues for medical conditions requiring the temporary cessation of active employment. A Medical Leave of Absence does not pertain to absences where workers' compensation is involved.

If you expect to be absent from work for more than seven continuous days as a result of an illness, injury or disability (including pregnancy), you must request such leave in writing to the Human Resources Department. This shall be done as soon as the necessity for the leave



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becomes known. Further, the colleague's supervisor is responsible for notifying the Human Resources Department immediately of such situations.

Approval for leave or continued leave will be denied if complete medical certification is not provided as requested. Medical Leave is unpaid but a colleague should initiate a Short-Term Disability claim and cooperate with Human Resources and the appropriate benefits provider to determine eligibility for Short-Term Disability payments.

- For exempt employees eligible for Flexible Time Off (FTO), FTO may not be used during a non-paid medical leave of absence, except during any waiting period before Short-Term Disability and Workers' Compensation benefits begin, subject to state and local regulations, and may not be used to supplement Short Term Disability or Workers' Compensation benefits.
- For non-exempt employees eligible for Paid Time Off (PTO), earned PTO must be used during a non-paid medical leave of absence and may be used during any waiting periods before Short-Term Disability and Workers' Compensation benefits begin, subject to state regulations. Earned Paid Time Off may not be used to supplement Short Term Disability or Workers' Compensation benefits.

Before being permitted to return from medical leave, colleagues are required to present the Company with a note from a physician indicating the colleague is capable of returning to work.

Where eligibility and appropriate qualification requirements are complied with, a colleague will be entitled to disability benefits (in accordance with the Short-Term Disability Plan) and continuation of life insurance, medical, dental and vision coverage and participation in the Retirement Savings Plan. For non-exempt colleagues eligible for Paid Time Off (PTO), remaining PTO will be paid off if the leave extends through the end of a calendar year. PTO does not continue to accrue during a medical leave of absence. If the Company provides benefit coverage free of charge, it will continue to do so. Wherever the colleague contributes toward some or all of the cost, applicable deductions will be made from disability payments. If a medical leave extends beyond the term of Short-Term Disability benefits (26 weeks) and into Long-Term Disability, benefit coverage/payment will be addressed at such time.

A medical leave shall be in effect only during the time when the colleague is unable to work for medical reasons. **Generally, medical leaves will not extend beyond six months.**

Short-Term Disability

The Short-Term Disability (STD) plan provides benefits-eligible colleagues with salary continuation for absences due to their own nonwork-related illness or injury that exceeds seven (7) continuous days. Benefits under this plan are subject to approval by third-party vendor and/or Human Resources. Upon approval, STD benefits are payable at 100% of base pay for up to 6 weeks followed by 70% of base pay for an additional 20 weeks for a maximum benefit of 26 weeks for qualified absences.

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Eligible non-exempt colleagues on Short-Term disability will not continue to accrue PTO.

As allowable by law, PTO & FTO may be used to cover any waiting period before the STD benefits begin. Earned PTO and FTO may not be used to supplement STD benefit payments.

Coverage for this benefit is effective on the first day a colleague is actively at work, and the Company pays for the full cost of this Plan.

Successive periods of disability shall be treated as one period of disability unless:

- The colleague has returned to work between periods of disability which were due to different and unrelated causes, or
- The colleague has returned to work for at least 90 consecutive days between periods of disability which are due to the same or related causes.

In any state or locality where Short-Term Disability benefits are mandated, colleagues are required to file for the state or local disability benefits that will be used to offset the benefits of the Company plan. An estimate of the state or local disability benefits will be used if colleagues opt not to disclose the state or local benefit payment information to Xylem.

Short-Term Disability Leaves run concurrently with unpaid Medical Leave, FMLA leave, and any appropriate state or local leaves, if applicable and subject to state or local regulations.

For additional information on this program, including instructions on how to apply for Short-Term Disability, please visit the Xylem Benefits website at www.xylembenefits.com (User Name: myxylem; password: mybenefits).

Military Leave

It is the policy of Xylem to support the Government and those colleagues who volunteer for or are called into military service. Colleagues are granted a leave of absence when called to active military duty or to Reserve or National Guard training, or volunteering for same, and upon satisfactory completion of active duty, within the limits of the law, are offered a comparable position, without loss of seniority, in accordance with the requirements of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

- Upon completion of a period of service in the uniformed services lasting less than 91 days, the colleague will promptly return from his / her military leave of absence and will be reemployed (i) in a comparable position that the colleague would have attained if employment had not been interrupted by military service; or (ii) if found not qualified for such position after reasonable efforts by the Company, in the position in which the colleague had been employed prior to military service.
- Upon completion of a period of service in the uniformed services lasting more than 90 days but less than 5 years, the colleague will return from his / her military leave of absence and



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will be reemployed (i) in a position the colleague 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 the colleague is qualified to perform; or (ii) if proved not qualified after reasonable efforts by the Company, the position the colleague left, or a position of like seniority, status and pay, the duties of which the colleague is qualified to perform.

- If other colleagues in the same job classification received longevity based merit increases, the pay rate for colleagues returning from a period of service should be adjusted accordingly (unless specifically covered in a collective bargaining agreement).
- Colleagues on leave to perform military service have the right to elect to continue existing, active employer-based health plan coverage for up to 24 months while in the military.

When colleagues are called up in conjunction with a reserve unit activation, or participate in military training, and their military base pay is less than their Xylem base pay, they will receive an adjustment from Xylem to bring their military base pay (excluding bonuses, overtime and premium pay) to an amount equal to, but not exceeding, their Xylem pay for up to a maximum of six (6) months during the period of active military service. No pay differential will be provided until the colleague submits proof of military pay (LES) to the appropriate payroll department. The payroll department will make necessary adjustments on future paychecks until such time that the leave has ended.

Colleagues returning from a leave of absence must notify their local Human Resources Department of their discharge date as soon as it is known to the colleague. Colleagues will not be paid for the time between being released from military service and returning to work.

Any person who seeks or holds a position shall not be denied hiring, employment, promotion or other advantages of employment because of military obligations.

Key Terms

- **Uniformed Services** – The U.S. Armed Forces, the U.S. Army National Guard, Coast Guard, and the U.S. Air National Guard when engaged in active duty for training, inactive duty training or full-time National Guard duty, the commissioned corps of the Public Health Services and any other category of persons designated by the President in time of war or emergency.
- **Temporary Military Service** – Active military service for a period of ninety days or less, performed by members of the Reserve or National Guard units or by an individual reservist possessing a critical military skill; may also include a short term call-out for emergency work such as riot or flood duty.

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- **Extended Military Service** – Active military service for a period longer than ninety days performed by activated Reserve and/or National Guard Units or by an individual reservist possessing a critical military skill.
- **Military Training** – Reserve training and National Guard obligations and is of a short duration, normally two weeks per year.
- **Personnel Records** – Records maintained by Human Resources pertaining to: hiring, promotion, transfer, compensation, termination or disciplinary action.

Workers Compensation Leave

To provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness, colleagues are covered by workers' compensation insurance, which is administered by a third party. The amount of benefits payable and the duration of payment depend upon the nature of the injury or illness. In general, all appropriate medical expenses incurred in connection with a work-related injury or illness are paid in full, and partial salary payments for lost time are provided once the applicable waiting period has been met. All medical expenses and compensation payments are made by the insurance carrier and the insurance carrier determines the appropriate payment amounts in accordance with applicable workers' compensation laws.

If a benefits-eligible colleague is injured due to a work-related accident or illness and there is a waiting period before Workers' Compensation benefits begin, the colleague will be placed on salary continuation to cover the unpaid portion of the leave. Salary continuation will not exceed the required waiting period defined by each state and as allowable by law time will not be deducted from an annual PTO bank nor will FTO be used; whichever is applicable. Any retroactive compensation payments made by Workers' Compensation insurance that cover the waiting period must be repaid to the Company.

Eligible non-exempt colleagues on Workers' Compensation Disability will not continue to accrue PTO. Colleagues may use earned PTO or FTO; whichever is applicable, during any waiting periods before Workers' Compensation benefits begin, subject to state regulations..

Workers' Compensation Leaves run concurrently with unpaid Medical Leave, FMLA leave, and any appropriate state or local leaves, if applicable.

Jury Duty

All benefits-eligible colleagues who are summoned to jury duty are eligible for pay for necessary time away from work spent on jury duty up to 8 hours per scheduled business day. The pay will be equivalent to the colleague's regular straight time base rate of pay. Eligible non-exempt colleagues on Jury Duty Leave will continue to accrue PTO at their current accrual rate.

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Similarly, pay may be provided for a benefits-eligible colleague who receives a subpoena to appear as a witness in a court case, where the colleague is not otherwise a participant in the proceedings.

Colleagues in receipt of a court summons or subpoena should inform their manager and submit a copy of the summons or subpoena to the HR Shared Services team at AskHRUS@xylem.com as soon as possible to ensure appropriate application of time off and pay.

Bereavement Leave

All benefits-eligible colleagues are eligible for up to five business days of paid bereavement leave in the event of the death in the colleague's immediate family or for absences due to miscarriage, stillbirth, and other qualifying event, including but not limited to a failed adoption, in-vitro fertilization, or surrogacy or a diagnosis or medical condition that negatively impacts pregnancy or fertility. For employees in the states of Illinois and Oregon, an additional five unpaid days are allowed.

For the purposes of bereavement leave, immediate family is defined as: the colleague's mother, step-mother, father, step-father, spouse, domestic partner, child, step-child, child of domestic partner, foster child living with or raised by colleague, brother, step-brother, sister, step-sister, father of spouse/domestic partner, mother of spouse/domestic partner, grandchildren and colleague's grandparents.

Up to three days will be granted for the following other family members: brother of spouse/domestic partner, sister of spouse/domestic partner, son-in-law or daughter-in-law.

FTO and PTO, whichever is applicable, must be used if additional time off beyond those allowed in this section are needed.

In the event of a death in the colleague's immediate family, the colleague should notify their supervisor as soon as possible and indicate the anticipated length of time they will be away from work. The supervisor should notify the Human Resources Department immediately of the intended leave.

Family Medical Leave Act (FMLA)

It is the policy of Xylem to administer Family Medical Leave according to the Family Medical Leave Act of 1993 (FMLA) and its amendments. The administration of this policy will also comply with applicable state or local law where such law provides a greater benefit. FMLA does not affect any federal, state or local law prohibiting discrimination or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights. Non-exempt colleagues on a FMLA leave will not continue to accrue Paid Time Off (PTO).

Basic Leave Entitlement

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A colleague may be eligible to take up to twelve weeks of unpaid family or medical leave within any twelve-month period and be restored to the same or an equivalent position upon his or her return from leave provided he or she has worked for the Company for at least twelve months and for at least 1,250 hours in the last twelve months. The twelve-month period begins on the date the leave begins. Some colleagues may be eligible for more leave time based on applicable state or local law. Colleagues who do not qualify for FMLA may qualify for a non-FMLA medical leave.

Family or medical leave may be taken for any of the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth.
- To care for the colleague's child after birth or placement for adoption or foster care.
- To care for the colleague's spouse, son, daughter or parent who has a serious health condition.
- For a serious health condition that makes the colleague unable to perform the colleague's job.

A colleague is entitled to a **combined** maximum of up to 12 weeks leave in a rolling 12-month period for one, or a combination of reason(s) listed above. Leave for birth, adoption or fostering a child is expected to be taken within 12 months of the event. When both spouses are employed by the company, colleagues are entitled to a **combined** leave of up to 12 weeks in a rolling 12-month period for birth, adoption, or fostering of a child. Each spouse may take 12 weeks for his or her own or a child's or parent's serious health condition.

Military Leave Entitlements under FMLA

In addition to the basic FMLA leave entitlement above, colleagues who have family members of the U.S. Armed Forces are entitled to a leave of absence in the following circumstances:

- An eligible colleague who is the spouse, son, daughter, parent or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member (available during a single 12-month period).
- An eligible colleague is entitled to up to 12 weeks of FMLA exigency leave for urgent needs related to a reservist family member's (spouse, son, daughter, or parent) call to active duty.

Intermittent Leave

FMLA leave may be taken on an intermittent or reduced schedule basis in cases of medical necessity or military qualifying events. Intermittent or reduced scheduled leave is when FMLA leave taken in separate blocks of time due to a single qualifying reason and any certified leave reducing the colleague's usual number of hours per workweek or hours per workday. Human Resources or the medical Department (if applicable) must be notified of each occurrence (start/end) on intermittent leave.



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For additional information on this program, including instructions on how to apply for a Family & Medical Leave of Absence (FMLA), please visit the Xylem Benefits website at www.xylembenefits.com (User Name: myxylem; password: mybenefits).

Use of Paid Leave Concurrently with FMLA Leave

Non-exempt colleagues eligible for Paid Time Off (PTO) are required to utilize all earned but unused PTO hours during the unpaid portion of an approved family medical leave, subject to state regulations.

Exempt colleagues eligible for Flexible Time Off (FTO) may not utilize FTO during the unpaid portion of an approved family medical leave, subject to local laws and regulations.

Colleagues may be required to utilize Short-Term Disability pay hours when the medical leave is due to the colleague's own serious health condition. Unless mandated by local laws, both local and federal FMLA run concurrently. Short-Term Disability leaves and Workers' Compensation leaves also run concurrently with FMLA leaves.

Colleague Benefits and Protections

Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave. While on FMLA leave, a colleague continues to be covered under the company's group health benefit plans. Colleagues will be required to pay their share of premiums to continue coverage. If paid leave is substituted for unpaid family or medical leave, the Company deducts the colleague's portion of the health plan premium as a regular payroll deduction. If a leave is unpaid, the colleague pays his or her portion of the premium through regular payments to the Company. Health care coverage ceases if a colleague fails to make the premium payment within thirty days. If the payment is more than thirty days late, the Company will notify the colleague by mail. If the Company does not receive the colleague's ~~co~~-payment within fifteen days of the certified receipt of the letter, the coverage may cease. If a colleague elects not to return to work at the end of the leave period, he or she is required to reimburse the Company for health benefit premiums paid on their behalf during the unpaid leave. This policy does not apply if the colleague is not returning to work because of a serious health condition.

Return from Family and Medical Leave

The colleague should notify Human Resources, in writing, two (2) weeks prior to the colleague's anticipated return from family or medical leave giving the exact date of return to work. A colleague applying for reinstatement after a Family and Medical Leave will report to Human Resources with his/her copy of the approved Family and Medical Leave Form. If any colleague is not able to return to work at the end of family and medical leave, he/she should notify Human Resources, in writing, prior to the scheduled return date and request an extension of family and medical leave, if available. Returning colleagues must report to Human Resources to review the status of their benefit plans. A colleague returning from leave taken for his or her own serious illness will be required to provide a certification of fitness for duty.



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Other Provisions

A colleague who applies for leave of absence based on any of the above reasons must complete the Request for Family and Medical Leave form, which may be obtained from Human Resources. The Company, at its expense, may require an examination by a second health-care provider designated by the Company. If it reasonably doubts the medical certification, the Company, at its expense, may require a third health-care provider to conduct an examination and provide a final and binding opinion. The Company may then require recertification. Failure to provide the requested certification within fifteen days, if such is practicable, may result in delay of leave until it is provided.

If a colleague's need for family or medical leave is foreseeable, the colleague must give the Company at least thirty days written notice. If 30-day notice is not possible, the colleague must give notice as soon as practicable (within one or two days of learning of need for leave). Failure to provide notice may delay the leave. If the dates of leave are extended, changed or initially unknown, a colleague must give notice as soon as practicable (within two business days if possible).

If the colleague plans medical treatment(s), he or she must consult with the Company first regarding dates of the treatment. If a colleague requests leave because of a covered relation's serious health condition, the colleague and the health-care provider may be requested to supply medical certification by completing the Family and Medical Leave Certification of Physician or Practitioner available from Human Resources. Failure to provide medical certification, if requested, may result in denial of leave until it is provided.

Certain highly compensated key colleagues may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the Company's operations. A "key" colleague is a salaried eligible colleague who is among the highest paid ten percent of colleagues. Colleagues will be notified of their status as a key colleague, when applicable, after they request leave.

Where state or local family and medical leave laws offer more protection or benefits to colleagues, those laws apply.

Unless a colleague's position has been eliminated as part of a layoff or reduction in force, colleagues returning from a Family and Medical Leave will be reinstated to their previous job, or an equivalent position, with all pay, benefits, seniority and all other terms and conditions of employment intact.

Separation of Colleagues Not Returning from Family and Medical Leave

In the event a colleague on a Family and Medical Leave does not return to work within one week of the expiration of the leave, the colleague will be considered to have voluntarily terminated employment.



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Key Terms

- **Spouse:** Defined according to state law where the colleague resides, including common law marriages where recognized.
- **Same Sex Domestic Partner:** Defined as an individual who meets the eligibility requirements of the Company's medical plans.
- **Parent:** Includes biological parents, and/or individuals who acted as a colleague's parents.
- **Son or daughter:** Includes biological, adopted, foster children, stepchildren, legal wards and other persons under 18 years of age for whom the Colleague acts in the capacity of a parent. Also includes individuals over 18 years of age who are incapable of caring for themselves because of physical or mental disability.
- **Covered Service Member** – A current member of the U.S. Armed Forces, National Guard, or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the temporary disability retired list.
- **Qualifying Exigencies** – Include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- **Serious Health Condition** – Illness, injury, impairment or physical or mental condition which requires:
 1. "Inpatient care" (overnight stay in a health care facility that includes any period of incapacity or any subsequent treatment related to inpatient care).
 2. A period of incapacity that requires absence from work, school or other regular daily activities of more than three calendar days, and requires continuing treatment by (or under the supervision of) a health care provider, or
 3. The continuing treatment by a health care provider for a period of incapacity due to pregnancy or prenatal care; a period of incapacity or treatment for such incapacity due to a chronic (at least twice a year treatment by a health care provider) serious health condition; a period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective; and a period of absence to receive multiple treatments by a health care provider either for restorative surgery after an accident or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days.



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- **Health Care Provider** – A physician, dentist, podiatrist, clinical psychologist, or optometrist who is authorized to practice medicine or surgery in the state in which the individual practices his/her profession.
- **Continuing Treatment** – A period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider. The two (2) visits to a health care provider must occur within thirty (30) days of the beginning of the period of incapacity and the first visit to the health care provider must take place within seven (7) days of the first day of incapacity.
- **Exempt Colleague** - A colleague who, by virtue of responsibilities and salary, does not receive overtime pay according to provisions of the federal and state wage and hour laws.
- **Non-exempt Colleague** - A colleague subject to the minimum wage and overtime provisions of the FLSA working in the United States or a U.S. territory.

Paid Parental Leave

Xylem provides eligible U.S. non-union colleagues (regardless of gender) up to 8 weeks of paid parental leave to be taken within the first six months following a Leave Qualifying Event. Leave Qualifying Events are:

- Birth of the colleague's child;
- Placement of a child with the colleague for adoption (including surrogacy) or placement of a foster child (in either case, the child must be 17 or younger); or
- Becoming the legal guardian to a child (age 17 or younger)

To be eligible for paid parental leave, the Leave Qualifying Event must occur during the colleague's employment with Xylem.

If both parents work for Xylem and are eligible for paid parental leave under this policy, the parents are both entitled to the full 8 week paid parental leave entitlement as provided by this policy.

In no case will a colleague receive more than 8 weeks of paid parental leave in any rolling 12-month period, regardless of whether there is more than one Leave Qualifying Event in that 12-month period. Non-exempt colleagues on Paid Parental Leave will not continue to accrue Paid PTO. Note this benefit is 100% fully funded by Xylem and colleagues do not need to use Flexible Time Off or Paid Time Off to supplement this benefit.

Colleague Eligibility

To be eligible for paid parental leave, a colleague must be a full-time colleague regularly scheduled to work at least 30 hours or more per week.

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The following individuals are not eligible for paid parental leave under this policy:

- Colleagues who work less than 30 hours per week
- Temporary colleagues
- Colleagues who work on a per diem basis
- Independent contractors
- Colleagues covered under a union contract

Requests for Paid Parental Leave

Absent unforeseen circumstances, colleagues must notify Human Resources at least two weeks' in advance of the start of their leave. In the event of unforeseen circumstances, such as a premature birth or the unexpected placement of an adopted or foster child, notice must be given as soon as practicable.

While Xylem's intent is to generally approve paid parental leave as requested, it reserves the right to approve the leave at another time when necessary to accommodate business needs. All requests for paid parental leave must be substantiated by appropriate documentation to the Xylem Benefits Department (i.e. birth certificate, proof of placement for adoption or proof of placement as a foster child). You can contact Xylem HR Shared Services at AskHRUS@xylem.com to initiate your claim for parental leave. The documentation must be provided before the leave begins or as soon as otherwise practicable.

Parental Leave for Adoption, Foster Care, Legal Guardianship or Surrogacy

To be eligible for paid parental leave, foster care must be arranged through an authorized agency. With respect to legal guardianship, the relationship must meet the requirements established under the applicable state and local laws. Surrogacy is also subject to state and local laws. You may be asked to submit appropriate supporting documentation.

Use of Paid Parental Leave

Paid parental leave must be taken in one continuous period or you can take the first 6 weeks consecutively and spread the last 2 weeks over a 4 week period, consecutively and immediately following the 6 weeks, as you return to work.

In circumstances where a colleague has given birth, paid parental leave must commence directly after the conclusion of any short-term disability leave or benefit provided to the colleague for the colleague's own medical recovery following childbirth.

For the non-birth parent, paid parental leave must be completed within 6 months of the qualifying event.

To the extent permitted under applicable law, paid parental leave shall run concurrently with any paid or unpaid leave benefit for a qualifying parental leave event, including but not limited to the Federal Family and Medical Leave Act ("FMLA") and state analogues (e.g., California

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Family Rights Act), and state and local paid family leave benefits. In some instances, state and local paid family leaves may extend beyond the Xylem Paid Parental Leave duration of 8 weeks and colleagues may pursue their remaining statutory benefit to its maximum duration.

The paid parental benefit shall be offset by any state paid family or other parenting leave for which the colleague is eligible. The combined maximum pay benefit from Paid Parental Leave and any state paid family leave that a colleague may receive for any day of leave for a qualifying event is 100% of their wages.

Unused paid parental leave may not be carried over to subsequent years and will not be paid out at termination or if unused.

Xylem may take disciplinary action, up to and including termination, against a colleague who uses paid parental leave for purposes other than those described in this policy.

Effect on Other Rights, Benefits or Policies

During the paid parental leave period, Xylem will continue benefits under the Xylem benefits plans under the same terms and conditions that would apply had the leave not been taken. If a colleague fails to return to work after the period of paid parental leave has ended, Xylem may seek to recover any premiums paid for maintaining insurance coverage.

Job Protection

Receipt of paid parental leave does not provide colleagues any right to job-protected leave that they would not otherwise have under company policy or applicable law.

Benefits Reminder

If you plan to add a new dependent to the medical plan, please go to Workday and change your benefits to add the new child to your coverage. Be sure to upload proof of birth so that you can complete changes to your benefits. You will need to make any changes to your health benefits within sixty (60) days of the birth, adoption, foster care placement or legal guardianship of a child.

Concerns/Questions

Colleagues who have questions or concerns regarding the Paid Parental Leave policy should contact Xylem HR Shared Services at AskHRUS@xylem.com.

Personal Unpaid Leave

For major employment interruptions not covered by the Family and Medical Leave Act or specific state laws, the Company may grant, at its discretion, an extended personal leave of absence without pay to a colleague in order to maintain continuous service and other benefits but without a guarantee of reinstatement. Such leaves may be withdrawn as business conditions permit.



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Non-exempt colleagues eligible for Paid Time Off (PTO) are required to utilize all earned but unused PTO hours during an unpaid and approved personal leave, subject to state regulations.

Exempt colleagues eligible for Flexible Time Off (FTO) may not utilize FTO during an unpaid and approved personal leave, subject to local laws and regulations.

The Company is unable to grant personal leaves of absence to Colleagues with less than three months of service. For colleagues with more than three months and less than one year of service, up to six weeks' leave of absence without pay may be granted. Colleagues with more than one year of service may be granted up to twelve weeks' leave of absence without pay. Requests for a personal unpaid leave of absence must be approved by your immediate supervisor and next level of management along with Human Resources. Business conditions permitting, every attempt will be made to place a colleague returning from a personal unpaid leave of absence into a position with the Company for which they are qualified. If no position is available, the colleague's employment will be terminated.

SPECIAL NOTE REGARDING PERSONAL AND MEDICAL LEAVES OF ABSENCE:

Unless applicable federal, state or local laws require otherwise, reinstatement cannot be guaranteed to colleagues returning from personal or medical leaves. While the Company will endeavor to place colleagues returning from personal or medical leave in their former positions or positions comparable in status and pay, reinstatement will be subject to budgetary restrictions, the Company's need to fill vacancies and the ability of the Company to find qualified temporary replacements.

ROLES AND RESPONSIBILITIES

The Xylem Chief People Officer is responsible for the implementation of and compliance with this policy within Xylem.

Each HR Leader is responsible for the implementation of and compliance with this policy within their respective area of responsibility.

Any colleague may contact their local Human Resources Department concerning any aspect of this policy or its application.

SUPPORTING DOCUMENTS

Doc Number	Title
30.21	U.S. Paid Time Off (PTO) Policy
30-21.1	U.S. Flexible Time Off (FTO) Policy

REVISION HISTORY



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<u>Date</u>	<u>Revision</u>	<u>Change Made</u>	<u>Executive Sponsor/Approver</u>
March 1, 2018	B	Updated STD section - coordination of benefits "subject to state regulations"	D. Lozinak
April 1, 2019	C	Added Paid Parental Leave	D. Lozinak
December 1, 2019	D	Updated Paid Parental Leave	D. Lozinak
April 1, 2021	E	Updated Jury Duty Leave	D. Lozinak
October 1, 2021	F	Minor language updates	D. Lozinak
February 1, 2022	G	Minor language updates	D. Lozinak
May 1, 2022	H	Updated Policy section to include Workday and Smart Support tasks	D. Lozinak
September 3, 2022	I	PTO, FTO & PPL updates	D. Lozinak
March 1, 2023	J	PTO updates	D. Lozinak
January 1, 2024	K	Bereavement Updates	A. Chiocchi
March 19, 2024	L	Added language to mention pay increase procedure	A. Chiocchi