

Time Away From Work

GUIDE FOR U.S. ASSOCIATES

Time away from work is important for relaxation and rejuvenation. Whether it's an occasional mental health day, a planned vacation, or even a day or two to recuperate from a cold, taking time for your overall well-being is essential to your health and productivity. In some cases, you may need to be away for an extended period of time, which is called a leave of absence. This includes events such as recovery from surgery, pregnancy, bonding with a new child, or caring for a family member who's ill or injured.

We understand that our associates have unique and diverse needs when it comes to time away from work. That's why we provide comprehensive time off and leave benefits so you can tailor your time away to make sure it's right for your personal situation.

This document details each type of time off and leave available to you as a Broadridge associate. It includes information on **time off**, such as vacation and sick time, as well as extended **leaves of absence**. Click on the blue links throughout this guide to read more about each type of time off and leave, including action items, important contacts, and more.

Please note, in some instances, time away from work and or job protection may be required by federal, state, or local law, and time away mandated by such laws will run concurrently with the applicable Broadridge policy. Any abuse of the time off policies, excessive unscheduled absences, and/or decline in performance may be subject to disciplinary action (see **Attendance and Punctuality Policy** and **Corrective Action Policy**).

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Time Off

Broadridge's time off policies offers flexibility when you need to take time away from work. Whether it's a planned vacation or a last-minute personal day, we want you to feel confident that you can take care of yourself and your family when needed.

All time off benefits are effective on your date of hire (except Disaster leave). **Click on a blue link below to learn more:**

Time Off Policy	Description	Eligible Associates Exempt associates are eligible for time away through Flexible Paid Time Off (FPTO) unless otherwise indicated below
Bereavement	Time off to mourn the loss of a loved one	Part-time associates scheduled to work 20 hours or more and full-time non-exempt associates
Disaster Leave	Time off to aid in disaster-relief situations	Part-time associates scheduled to work 20 hours or more and full-time non-exempt and exempt associates, and who have been employed by Broadridge for at least 12 months
Flexible Paid Time Off (FPTO)	Time off for any reason	Exempt associates
Inclement Weather	Time off if the weather makes it unsafe to travel to work	Non-exempt associates
Jury Duty	Time off to serve on a jury or as a witness	Part-time associates scheduled to work 20 hours or more and full-time non-exempt associates
Personal Floating Holidays	Time off to attend to matters of personal significance	Part-time associates scheduled to work 20 hours or more and full-time non-exempt associates
Sick Time	Time off for your own illness, to care for a sick loved one, or to attend doctor appointments	Part-time associates scheduled to work 20 hours or more and full-time non-exempt associates
Vacation	Time off to rest and recharge	Part-time associates scheduled to work 20 hours or more and full-time non-exempt associates
Volunteer Time Off	Time to support your community	Part-time associates scheduled to work 20 hours or more and full-time non-exempt and exempt associates
Voting Time	Time off to vote	Part-time and full-time non-exempt associates

Broadridge does not intend that anything within these policies constitutes an employment contract or an offer of an employment contract, express or implied, or that these policies be in any way deemed by any person, including Broadridge or any associate, to create any legally binding rights to continuing employment or to specific terms or conditions of employment.

Bereavement

When a loved one passes, it is important to take time to be with your family and friends. Broadridge provides you with bereavement time off to allow you to plan for and attend funeral services, to grieve and attend to any other important matters.

Who's Eligible

Upon your date of hire, non-exempt associates are eligible for bereavement time if you are a full-time non-exempt associate or part-time associate scheduled to work 20 hours or more.

Note: : Illinois allows all Illinois associates up to 10 unpaid days off in the event of one death, and up to six unpaid weeks in the event of a second within the same year. The Broadridge policy covers pay for up to the first five days for eligible associates. The remainder of bereavement leave under Illinois law would be unpaid, however available exception time can be used.

Exempt associates are eligible for time off for bereavement through **FPTO**.

Time Off Available

Associates working a standard five-day workweek will be eligible to receive up to five days off with pay for the death of an immediate family member. Those associates working less than five days per week will be entitled to the equivalent of their standard work week. An immediate family member is:

- Parents and Step-Parents
- Spouse
- Spouse Equivalent/Life Partner
- Same Sex or Opposite Sex Partner or Domestic Partner
- Children (including pregnancy loss at any gestation), Step-Children, and children of a Domestic Partner
- Grandparents
- Siblings
- Grandchildren
- In-Laws (Father, Mother, Sister, Brother, Daughter, or Son)
- An associate physically experiencing a pregnancy loss
- An associate who is the partner of someone physically experiencing a pregnancy loss

You will receive up to one day off with pay to attend the funeral of a relative not listed above or an individual with whom you have close association or affinity.

You should contact your manager in advance of the requested time off.

Note – California associates:

- The five days of bereavement leave do not have to be taken consecutively; and leave can be intermittent
- Bereavement leave must be completed within three months of the date of death of the family member

If You Need More Time

If you are a non-exempt associate and need additional time off, accrued and available personal holiday or vacation days may be used. Under some circumstances, a personal leave of absence without pay may be granted at the sole discretion of Broadridge. If you are an exempt associate, FPTO can be used to extend your time away.

Your Pay

You will only be paid for scheduled workdays. Paid time off will not count toward overtime.

Disaster Leave

Sometimes disaster strikes. Broadridge is committed to supporting our associates who have special skills, abilities, or just a general desire to help those in need. Leave granted under this policy is at the sole discretion of Broadridge management and will only be granted if the needs of our clients and our teams permit.

Who's Eligible

Both exempt and non-exempt associates scheduled to work 20 or more hours per week are eligible to take a disaster leave if you meet all of the following requirements:

- Have been employed by Broadridge for at least 12 months
- Have not taken a leave of absence (excluding FMLA or other federal or state-mandated leave) totaling more than 10 days in the previous 12 months
- Have not been on a performance improvement plan or corrective action for attendance and/or tardiness
- You are a certified disaster volunteer of a nationally accepted disaster relief agency and have completed training (organizations such as the [American Red Cross](#) and [Salvation Army](#) provide many training options virtually or in-person), or a member of a state, county, or local Office of Emergency Management (OEM))

Time Off Available

If you meet the above requirements, you are eligible for up to 10 scheduled workdays in a 12-month period.

Notification and Required Documentation

- To request this benefit, you must **fill out this form** as soon as possible (at least two weeks prior to the date of the volunteer engagement). Please note, the form requires that you attach a signed letter from the disaster-relief agency noting your participation in disaster-relief
- The Corporate Social Responsibility team will review the request and if approved, send the approval to your manager. The associate is responsible for receiving permission from their manager for the time off
- Prior to starting a disaster leave, you must complete the [LOA_Liability_Waiver_Disaster_Leave.pdf](#) form and submit it to your HR Business Partner
- Non-exempt associates will select "Disaster Leave – Inclement Weather" in their timesheet for the dates used for this volunteer activity. For exempt associates, your Disaster Leave volunteer time will be tracked by the CSR/HR team

Your Pay

You will only be paid for scheduled workdays. Paid time off will not count toward overtime.

Disasters at Broadridge Locations

If a disaster strikes at a Broadridge location, you must first offer to provide disaster-relief services to the Broadridge location before participating in disaster-relief services elsewhere.

Flexible Paid Time Off (FPTO) Policy

Whether you want to spend time with family and friends, run errands, or just unplug – FPTO gives you the flexibility to integrate all parts of your life. It also provides time off for short-term illnesses lasting seven calendar days or less.

FPTO is available to use immediately, and it does not draw against a balance or carry a limit for usage. This allows more flexibility for you and your manager to balance your time away from work while continuing to meet client expectations and the needs of the business.

Who's Eligible

FPTO applies to all exempt-level associates (full-time and part-time).

Time Off Available

- FPTO does not accrue, and no balance is paid upon termination from the Company
- FPTO is separate from any other Leave of Absence or time off benefit provided by Broadridge (i.e. FMLA, state leaves, new parent pay leave, military leaves, caregiver, active duty, exigency, short-term disability, long-term disability, etc.)

Your Pay

FPTO is paid at your normal pay rate and pay in lieu of FPTO is not allowed.

FPTO Guidelines

Any abuse of the FPTO policy, excessive unscheduled absences, and/or decline in performance may be subject to disciplinary action (see [Attendance and Punctuality Policy](#) and [Corrective Action Policy](#)).

Associates	Managers
<ul style="list-style-type: none">• Associates are expected to use FPTO to take time off throughout the year• Associates are expected to consistently meet the performance expectations for their role and generally be in good standing• Although there is no balance or limit for FPTO, planned time off requests must have manager approval and a reasonable amount of advance notice• FPTO for the purpose of unplanned absences (i.e., occasional sick days, family emergencies, etc.) generally do not have advance notice• Associates are responsible for using Outlook calendar invites to note when they will be out of the office, notify colleagues, and plan for coverage	<ul style="list-style-type: none">• Managers should support and encourage their teams to take FPTO throughout the year• Managers are responsible for how their team requests planned time away and for ensuring their direct reports put FPTO in Outlook• For any unplanned absences, or situations where the associate is unable to access their calendar, the manager must block their time off in Outlook• In some cases, managers may need to deny or postpone FPTO requests if there is a negative impact on the business (i.e., during busy periods or client/project deadlines, staff availability, etc.)• If FPTO will be utilized at the end of a leave, notify bsg.leavesadministration@broadridge.com to ensure the associate is paid accurately• If more than 10 days of FPTO are being requested with an unpaid leave such as FMLA/ADA, contact bsg.leavesadministration@broadridge.com to ensure the associate is accurately paid

Inclement Weather

The safety of Broadridge associates is top of mind when inclement weather conditions occur. This policy sets to outline expectations and time off provisions when working conditions are impacted.

Who's Eligible

Upon your date of hire, you may be eligible for time off due to inclement weather if you are a non-exempt associate. Exempt associates can use FPTO for inclement weather.

Eligibility in production sites is determined by Operations leadership based on weather conditions and operations needs during each event, while keeping associate safety top of mind. When appropriate, the site leader will declare an inclement weather event, invoking the Inclement Weather policy for Operations associates.

Inclement Weather Procedures for Remote or Hybrid Associates

- Associates in remote and hybrid positions can work off-site and are expected to perform their regular job duties during inclement weather
- In the event inclement weather disrupts the ability to perform work, notify your manager as soon as possible. Disruptions may include:
 - internet outage
 - work asset damage
 - unsafe conditions or displaced from home
- Once conditions improve and/or access is restored, associates are expected to resume work as soon as reasonably practical
- Associates should keep their manager updated as their situations change

Inclement Weather Procedures for On-Site Associates

- Take the time to get weather-related information to determine when it is safe to travel to work
- If weather conditions are too dangerous to travel to work and business activities continue during inclement weather events, we encourage you to exercise good judgment and stay safe at home
- There may be times when state officials limit or prohibit travel and/or close public transportation, and associates may not be able to travel into a Broadridge facility:
 - If either of the above scenarios occurs and you have the ability to perform work off-site, you are expected to work remotely unless other arrangements have been made with your manager
 - If you do not have the ability to perform work remotely, notify your manager that you will be absent until conditions improve
- If weather conditions improve, you are expected to report to work as soon as reasonably practicable
- Associates should keep their manager updated as their situations change

Recording Inclement Weather Absences

If you are a non-exempt associate, unable to work during an inclement weather event, enter your time as “Disaster Leave” in EeTime. These hours will count toward regular hours but not overtime. If you are unable to access EeTime, please do so as soon as you are able or request your manager to record the time on your behalf. Exempt associates can use FPTO for time away.

Please Note: A maximum of 24 hours of pay is available per weather event.

Broadridge Contingency Hotline:
+1 631 254 7730

Jury Duty

Broadridge recognizes your civic responsibility to serve as jurors or witnesses in a trial and provides paid time away from work to do so.

Who's Eligible

Except where otherwise required by law, you are eligible for paid time off for jury duty if you are a full-time non-exempt associate or part-time associate scheduled to work 20 hours or more. You are qualified to take jury duty time off when called by the court to serve on a jury or to serve as a witness as subpoenaed to do so. Exempt associates can use FPTO or jury duty.

Time Off Available

Paid time off will be provided as long as you are fulfilling your civic, court related obligation. You are required to report to work on scheduled workdays or partial days when your presence in court is not required.

Notification and Required Documentation

You must tell your manager as soon as you receive notification of being called to jury or witness duty. It is your responsibility to notify your manager of the expected duration of jury or witness duty and the anticipated return to work date and to keep your manager informed of changes to these plans. You may be required to submit written evidence of notice to report for duty or the applicable subpoena to your manager in advance of the requested time off.

At the conclusion of jury or witness duty, you may be required to provide your manager with confirmation of your completed service.

Your Pay

You will only be paid for scheduled workdays. Paid time off will not count toward overtime.

Returning to Work

You must return to work the first scheduled workday or partial workday following the last day of jury or witness duty.

Personal Floating Holidays

Personal floating holidays provide paid time away to attend to life outside of work. It also provides you with time to observe holidays not included in Broadridge's national holiday schedule but have personal significance to you. Broadridge's National Holiday schedule detail is available on HR Connect.

Who's Eligible

Upon your date of hire, you are eligible for personal floating holidays if you are a full-time non-exempt associate or part-time associate scheduled to work 20 hours or more. Exempt associates can use FPTO for personal observations.

Time Off Available

Your personal floating holidays depend on your work schedule:

- If you work a standard five days per week, then you receive three personal floating holidays each calendar year
- If you work a non-standard three days per week, then you receive two personal floating holidays each calendar year (except for California, as detailed on this page)

You must schedule personal floating holidays in advance with prior approval from your manager

Personal floating holidays are available on January 1 each year and must be used in the calendar year they are credited, as unused days will not carry forward to the following year (except for California, as detailed on this page).

If you are a new hire, you will receive a lump sum of personal floating holiday hours prorated based on your month of hire.

Your Pay

Personal floating holidays are paid at your regular rate of pay and exclude shift differential (if applicable). They will not count as time worked toward computing overtime.

Unused Personal Floating Holidays

You will not be paid for any unused personal floating holidays at year-end or if you leave Broadridge (except for California, as detailed below).

If You Live in California

If you live in California, you'll see the following differences in the floating personal holiday policy:

- All associates who live in California are entitled to three days or 24 hours of personal floating holiday time each year
- Accruals are capped at 36 hours, which means that your floating holiday balance will stop accruing once it reaches the 36 hour level. Accrual resumes only when, and to the extent, your floating holiday balance drops down below the maximum accrual
- Up to 36 hours of floating personal holiday time can be carried over from year to year
- Upon termination of employment, you will be paid out for any unused personal floating holidays

Sick Time

Broadridge understands that you may occasionally be unable to work due to illness or injury to yourself or one of your family members. That’s why we offer paid sick time as outlined in the policy below.

Who’s Eligible

You are eligible for sick time if you are a full-time non-exempt associate or part-time associate scheduled to work 20 hours or more, and as subject to applicable state or local law. Exempt associates can use FPTO for sick time.

Time Off Available

You are eligible for a fixed amount of sick time each calendar year:

- Full-time non-exempt associates are eligible for 40 hours of sick time each year
- Part-time non-exempt associates are eligible for up to 40 hours of sick time each year, pro-rated based on standard work hours

Some associates are eligible for paid sick time under certain state/city laws instead of the Broadridge sick time:

Location	Eligibility
Colorado	Eligible for up to 48 hours
Minnesota	Eligible for 80 hours
Michigan	Eligible for up to 72 hours
New Mexico	Eligible for up to 64 hours
New York	Eligible for up to 56 hours
Chicago	Eligible for up to 40 hours of Paid Sick Leave Chicago also has Paid Leave of up to 40 hours per year

Please Note:

- *FPTO satisfies the hours requirements for exempt associates*
- *Hours shown above are per calendar year*
- *Broadridge Sick Time or FPTO satisfies Chicago Paid Sick Leave for exempt associates*

Accruing Sick Days

You will receive your paid sick day allotment** at the start of each calendar year. New hires will receive a lump sum of sick time pro-rated based on hire date*. The hours are added as a lump sum within two weeks of date of hire.

**Minnesota new hire sick hours are not pro-rated, the full 80 hours of Earned Sick and Safe Time (ESST) is awarded upon date of hire and renewed January 1 of each year.*

***Chicago has Paid Sick and Paid Sick Leave, which are both prorated for new hires, based on the hire date.*

Using Paid Sick Days

Paid sick days can be used for any of the following reasons:

- For your own illness, injury, or to receive preventive care
- To care for a family member who is ill, injured, or needs preventive care
- As a result of domestic violence, issues related to sexual assault, or stalking

Sick time can also be used for reasons specified under applicable local law.

Sick time must be taken in minimum increments of two hours. If you live in Colorado or Michigan, you can take your sick time in increments of one hour. Sick time is not considered working time for the calculation of overtime or accrual of other employment benefits. You must notify your manager of your need for sick time hours and you, or your manager should enter time taken directly into the timecard in EeTime.

Your Pay

You will be paid at your full daily rate for sick time taken, including shift differential. Sick time will not count toward overtime.

Continued on next page.

Carrying Over Accrued but Not Used Sick Time

You may carry over up to 40 hours of sick time from one calendar year to the next. You cannot have more than 80 hours of available sick time in a year.

Some associates may have different carry-over limits under certain state/city laws:

Location	Carry-Over Limits
Colorado	May carry over up to 48 hours of unused sick time each year
Minnesota	No carryover or pay out of unused ESST hours
New Mexico	May carry over up to 64 hours of unused sick time each year
New York	May carry over up to 56 hours of unused sick time each year
Chicago	May carry over up to 80 hours of Chicago Paid Sick Leave with a max bank and usage 120 of hours per year Chicago also has Paid Leave, which does not have a carryover because we frontload the hours annually. Paid Leave is paid out minus usage upon termination or ceasing to become eligible

Please Note:

- *FPTO satisfies the hours requirements for exempt associates*
- *Unused sick time is not paid out if you retire or terminate employment with the Company unless required by the state*

Vacation

Vacation time is important for your overall well-being, helping you achieve a healthy balance between your work commitments and your personal life. That's why we offer paid vacation time as outlined in the policy below.

Who's Eligible

Upon your date of hire, you are eligible for vacation time if you are a full-time non-exempt associate or part-time non-exempt associate scheduled to work 20 hours or more per week. Exempt associates are not eligible for Vacation but can use **FPTO** for vacation time off.

Time Off Available

You earn vacation days each year based on your length of service with Broadridge:

Years of Service	Eligible Vacation Days*
9 years or less	15
10 years or more	20

*Based on the calendar year in which your employment anniversary occurs.

Accruing Vacation Days

Paid vacation is earned and vests on a prorated basis according to the amount of time worked during the year. Vacation accruals cap at 160 hours. Once this maximum is reached, you will not earn any vacation time until the balance falls below 160 hours. Any missed accruals due to reaching the maximum are not reimbursed. With your manager's approval, you may occasionally take vacation days before you accrue them.

Using Vacation Days

Vacation days must be taken in a minimum of half-day increments. You must get your manager's approval to use vacation days. During times of increased business demand, vacation time may not be permitted. Talk to your manager directly about any busy periods specific to your department.

Vacation Flex

You are eligible for vacation flex if you are a full-time non-exempt associate, or a part-time non-exempt associate scheduled to work 20 hours or more per week. Vacation flex allows you to elect an additional week of vacation time in lieu of one week of pay (divided and deducted from your pay across all pay periods in the following year):

- This is a once-a-year election and once you enroll, you cannot change your election for any reason during the calendar year
- If you do not use your Vacation Flex balance during the current year, the unused balance will carry over to the following year. However, the following year election (if applicable) will be canceled. Associates cannot have an election for the following year if they have a remaining Vacation Flex balance for the current year

Your Pay

You will be paid at your full daily rate for each vacation day taken, including shift differential. Vacation days will not count toward overtime. Pay in lieu of vacation is not permitted.

If you become sick or injured while on vacation, you can choose to use sick pay in lieu of vacation pay.

Carrying Over Accrued but Not Used Vacation Days

Vacation days carry over from one year to the next. Full-time and part-time non-exempt associates may carry over unused vacation hours up to the accrual maximum (160 hours) from year to year. Please note, if you live in California, you can carry over up to 1.5 times your annual accrual rate.

If You Leave Broadridge

If you submit your resignation, you will not be permitted to use any vacation or float time. Once your termination is complete, you will be paid out for any unused, accrued vacation time.

Volunteer Time Off

Broadridge highly values our longstanding commitment to giving back to the communities in which our associates live and work. Given this commitment, Broadridge honors and encourages our associates to give time, talent, and resources to organizations serving local communities in our global footprint. To support our associates' volunteerism, we offer the Volunteer Time Off (VTO) benefit.

Who's Eligible

Both exempt and non-exempt associates scheduled to work 20 or more hours per week are eligible to take volunteer time if you meet all the following requirements:

- Obtain your manager's approval for time requested
- Not apply for volunteer time off after providing your resignation of employment

For new hires, the start date of this benefit will align with any other probationary terms in effect for the associate.

Time Off Available

This policy provides eligible associates up to three scheduled workdays of paid time off per calendar year to actively participate in volunteer activities for organizations that meet Broadridge's eligibility requirements. In addition, this time allows for associates to participate in Broadridge-sponsored volunteer activities.

Request and Approval Process

- Identifying a volunteer opportunity:
 - Associates can identify a volunteer activity through their local community, a Broadridge volunteer communication, or create an account and search for opportunities on [VolunteerMatch](#)
- For Approval:
 - Request the time off from your manager, noting that it is for volunteerism, and you will be utilizing your Volunteer Time Off benefit
 - Additionally, submit the information through [this form](#) for approval from the Corporate Social Responsibility team. You and your manager will receive an email with final approval from CSR@Broadridge.com

Important Items to Note

- The time and duration of volunteer activities must not interfere with an associate's ability to fulfill their work responsibilities
- Post-event, non-exempt associates must update time as "Volunteer Time Off" for the hours used in their timesheet
- Exempt associates must use Outlook Calendar Invite to block off your calendar and indicate "Volunteer Time Off"
- You will only be paid for scheduled time off and any paid time will not count toward overtime

Full Volunteer Time Off Policy Details

Full policy details are available on the Volunteering at Broadridge site –

[Volunteering at Broadridge \(sharepoint.com\)](#)

Voting Time

While you are encouraged to make time outside of working hours to vote, sometimes this is not possible. In the event you cannot make it outside of business hours, Broadridge provides paid time for you to vote. It is your civic duty to vote, and Broadridge is committed to providing you with the time to do so.

Who's Eligible

You are eligible for voting time if you are a full-time non-exempt associate. If you are a part-time non-exempt associate who does not have four consecutive scheduled non-working hours on Election Day between the opening and closing time for the polls, you are also eligible for this time off. Exempt associates can use FPTO for voting.

Time Off Available and Pay

Voting polls are generally open from 7:00 a.m. to 8:00 p.m. on Election Day. If you do not have sufficient time outside your working hours within which to vote, you are eligible to take off up to two hours with pay for this purpose.

Note: Some states allow for up to four hours of unpaid time away to vote, however, Broadridge will pay for up to two hours of voting time.

Notification and Required Documentation

You must obtain your manager's approval in advance of the requested time off. If reasonable, your manager may require that the time be taken at the beginning or end of a shift to better accommodate an uninterrupted work period.

Be sure to submit a voter's receipt to your manager upon your return to work.

Leave of Absence

As part of our commitment to associates, Broadridge offers several leave of absence options to eligible associates needing to take extended time away from work to care for planned and unplanned life events. Taking a leave of absence requires a partnership between you, your manager and Broadridge's leave administrator, Prudential. Your cooperation in this process is essential.

Note: Some states offer their own paid leave and/or job protection through the state in which you work.

An Overview

Below is a summary of the different leaves of absences available. **Click on a blue link below to learn more:**

Leave Type	Description	Pay While on Leave (Eligibility rules and limits apply)	Job Protection (Eligibility rules and limits apply)
Family & Medical Leave Act (FMLA) Leave	Continuous or intermittent leave for time off taken in a 12-month period for specified family and medical reasons, such as your own serious health condition or caring for a family member	Unpaid leave may be supplemented: <ul style="list-style-type: none">• Exempt associates can use available FPTO• Non-exempt associates can use accrued sick time or vacation time• Applicable state/city paid programs	Job reinstatement protection provided through FMLA for leave up to 12 weeks Note: State provided FML may also be available
FMLA Military Exigency Leave	Leave time off to attend to matters when a qualifying family member is called to active duty military service	Unpaid leave may be supplemented: <ul style="list-style-type: none">• Exempt associates can use FPTO• Non-exempt associates can use accrued sick time or vacation time	Job reinstatement protection provided by FMLA
FMLA Military Caregiver Leave	Leave time off to care for a covered service member who has incurred a serious illness or injury while on active duty	Unpaid leave may be supplemented: <ul style="list-style-type: none">• Exempt associates can use FPTO• Non-exempt associates can use accrued sick time or vacation time	Job reinstatement protection provided by FMLA
Domestic Partner Caregiver Leave	Continuous or intermittent leave for time off taken in a 12-month period for caring for a same sex or opposite sex domestic partner: <ul style="list-style-type: none">• Who has a serious health condition• Who has incurred a serious illness or injury while on active duty• Who has been called to active duty military service	Unpaid leave may be supplemented: <ul style="list-style-type: none">• Exempt associates can use available FPTO• Non-exempt associates can use accrued sick time or vacation time	Job reinstatement protection provided through the Domestic Partner Caregiver Leave for leave up to 12 weeks Note: State provided FML may also be available
Leave as an Accommodation under the Americans with Disabilities Act (ADA)	Continuous or intermittent leave time off for specified medical reasons such as your own serious health condition, or need for an accommodation	Unpaid leave may be supplemented: <ul style="list-style-type: none">• Exempt associates can use available FPTO• Non-exempt associates can use accrued sick time or vacation time	Job reinstatement, when FMLA is unavailable or has been exhausted, may be available at the discretion of Broadridge
Pregnant Workers Fairness Act (PWFA)	Continuous or intermittent leave time off for pregnancy-related conditions	Unpaid leave may be supplemented: <ul style="list-style-type: none">• Exempt associates can use available FPTO• Non-exempt associates can use accrued sick time or vacation time	Job reinstatement protection provided by PWFA

Continued on next page.

Leave Type	Description	Pay While on Leave (Eligibility rules and limits apply)	Job Protection (Eligibility rules and limits apply)
Short-Term Disability (STD)	First 26 weeks of continuous leave time off for your own non-work related medical condition, including pregnancy	Paid leave after seven day elimination period is met provided through the Broadridge STD plan and through applicable state-paid leave programs	Job reinstatement protection available for up to 12 weeks provided through FMLA. Job reinstatement protection when FMLA is not available is offered at the discretion of Broadridge Note: State provided FML may also be available
Long-Term Disability (LTD)	Continuous leave time off for your own medical condition after Short-Term Disability exhausts	Paid leave provided through the Broadridge LTD plan	Job reinstatement protection when FMLA is not available is offered at the discretion of Broadridge
New Parent Pay Leave (NPP)	Continuous or intermittent (one-work week increments) leave time off to bond with a new child within 12 months of the event	Paid leave provided through the Broadridge NPP Leave and through applicable state paid leave programs	If eligible for FMLA, job reinstatement protection provided through FMLA Note: State provided FML may also be available
Personal Leave	Continuous leave time off to tend to personal matters	Exempt associates can use up to 10 days of available FPTO prior to starting the unpaid Personal Leave Non-exempt associates must use all accrued sick or vacation time prior to starting the unpaid Personal Leave	Job reinstatement protection when FMLA is not available is offered at the discretion of Broadridge
Military Duty Leave	Leave time off for your own enlistment, call to military active duty, or active duty training (extending beyond 30 days)	Provided by Broadridge Military Duty Leave policy	Job reinstatement protection provided through the Uniformed Services Employment & Re-employment Rights Act (USERRA)

Family and Medical Leave Act (FMLA)

Broadridge provides leave of absence as defined under the FMLA, offering eligible associates 12 weeks of job protection in a rolling 12-month (look back) period for specified family and medical reasons. FMLA does not provide salary continuation during a leave.

Who's Eligible

To be eligible for leave under FMLA, you must meet all of the following requirements:

- Have been employed at Broadridge for at least 12 months (not necessarily a continuous 12 months)
- Have worked at least 1,250 hours in the 12 months preceding the start of the leave
- Work in a location where at least 50 associates are employed within 75 miles

To take a Family Medical Leave, you must be eligible and have available FMLA time.

Period of Time Available

If eligible, you are entitled to a maximum of 12 weeks of FMLA in a rolling 12-month period. Calculation of entitlement will follow the FMLA guidelines, including the following:

- Broadridge defines the rolling 12-month period as the 12 months immediately prior to the first day of the requested leave
- Available FMLA time will be calculated by subtracting any FMLA time you have taken during the preceding 12 months
- Leave taken will be calculated based on the portion of a scheduled work week that was missed
- For intermittent leave, the number of hours equivalent to 12 work weeks are available. For example, if you work 30 hours a week, you'll have 360 hours available for intermittent absences
- Associates may be entitled to additional leave based on state or local law, and such leave will run concurrently with Family Medical Leave, where permitted by law

Applying for a Leave

To apply an FMLA leave, contact Prudential at **+1 844 950 1377** or log on to **www.prudential.com/mybenefits**, click on *Claim Submission* and enter the company control number (45034).

When You Can Take an FMLA Leave

You can take an FMLA leave if:

- You are unable to perform your job because of your own illness, injury, impairment or physical or mental condition that requires either in-patient care or continuing treatment or supervision by a health care provider
- You are unable to perform your job because of pregnancy-related conditions and post-natal care
- You will be absent more than three days and under the care of a physician
- You are hospitalized for any amount of time
- You need to care for a spouse, child, or parent who has a serious health condition, defined as an illness, injury, impairment or physical or mental condition that requires either in-patient care or continuing treatment or supervision by a health care provider
- You experience the birth or placement of a child with you for adoption or foster care, and to care for the child
- Any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status
- You need to care for a covered service member with a serious injury or illness, when the associate is the spouse, son, daughter, parent, or next of kin of the service member

A fraudulent request for FMLA is grounds for discipline, up to and including termination.

How You Can Take an FMLA Leave

FMLA may be taken as:

- A continuous leave (multiple workdays in a row)
- An intermittent leave (multiple absences over a period of time related to the same circumstance)
- A reduced schedule leave (working less than your full work schedule on a regular basis for a period of time)

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Intermittent Leaves

- It's important to make a reasonable effort to schedule your intermittent leaves so as not to unduly interrupt Broadridge's operations
- Cooperate with Broadridge in mitigating or minimizing the impact of the leave on the company (for example, Broadridge may request a modified work schedule or for intermittent treatments to occur outside work hours if possible)
- Broadridge may require you to transfer temporarily to another position for which you are qualified, and which would provide equivalent pay and benefits. Keep in mind, in addition to reporting the absence to your manager, you must also notify Prudential within two days of each intermittent leave and provide additional documentation as requested by Prudential to continue to certify the need for leave

For more information, please contact your HR Business Partner.

Pay While on an FMLA Leave

FMLA provides job protection only and does not provide for salary continuation. However, you may be able to continue your salary during an FMLA leave in certain circumstances:

- If you are on a leave for your own illness, injury or pregnancy, salary continuation may be available through the **STD plan**. A claim must be filed with Prudential for STD benefits
- You live in a state that allows for Paid Medical or Family Leave, a claim with the state and Prudential must be filed
- If you are on leave to bond with a new child, you may be eligible for salary continuation through **New Parent Pay (NPP) leave**. A claim must be filed with Prudential for NPP leave
- In all other cases, non-exempt associates can use accrued and available sick days, personal holidays, and vacation days. Exempt associates can use up to 10 days of FPTO

Applying for FMLA

To apply for an FMLA leave, contact Prudential at **+1 844 950 1377** or log on to www.prudential.com/mybenefits, click on *Claim Submission* and enter the company control number (45034). Prudential will determine eligibility for the requested leave and provide further instructions on how to proceed. You can apply for a leave up to 60 days

before your expected leave date. Documentation may be required for the leave to be approved.

State Paid Family and Medical Leave Plans

In addition to unpaid FMLA leave, you may be eligible for Paid Family Leave if you work in one of the states listed below. Prudential currently manages the statutory leave programs for our New York and Massachusetts associates only. If you work in any other statutory state, Prudential will advise you to file for your respective statutory benefits directly with the state as Prudential does not manage those leaves however, you must contact Prudential first to initiate the leave.

- **Massachusetts** – When you apply for STD with Prudential, your application for paid family and medical leave will happen automatically. For more information visit <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-overview-and-benefits> or call **+1 833 344 7365**
- **New York** – When you apply for STD with Prudential, your application for New York Disability Benefit will happen automatically. For more information visit www.wcb.ny.gov/content/main/DisabilityBenefits/employee-disability-benefits.jsp or call **+1 877 632 4996**
- **California** – Visit https://www.edd.ca.gov/Disability/SDI_Online.htm or call **+1 800 480 3287** or **+1 866 658 8846** (en Espanol)
- **Colorado** – Visit <https://famli.colorado.gov/individuals-and-families> or call **+1 866 263 2654**
- **Connecticut** – Visit <https://ctpaidleave.org> or call **+1 877 499 8606**
- **District of Columbia** – Visit <https://does.dc.gov/page/dc-paid-family-leave/> or call **+1 202 724 7000**
- **New Jersey** – Visit <https://myleavebenefits.nj.gov/labor/myleavebenefits/worker/fli> or call **+1 609 292 7060**
- **Oregon** – Visit <https://frances.oregon.gov/> or call **+1 833 864 1122**

Note: Maine is implementing state Paid Leave for 2026. Delaware is also implementing state Paid Leave for 2026 however, Broadridge does not meet the requirements to offer the state benefit so any paid leave available will be offered through the Broadridge policies for associates who work in Delaware.

Visit **HR Connect** to view the *Understanding Your Pay* document for more information on how your pay is impacted during a leave of absence.

FMLA Leave for a Military Exigency

Broadridge offers a leave of absence because of a qualifying exigency arising out of the fact that the associate's spouse, child, or parent is a covered military member on "covered active duty" (or has been notified of an impending call or order to active duty) in accordance with the FMLA. If applicable, Broadridge will provide leave in accordance with any other state leave laws that apply.

Covered active duty involves:

- Deployment to a foreign country for members of the Regular Armed Forces
- Deployment to a foreign country under a call or order to active duty in support of a contingency operation for members of the Reserve and National Guard

Period of Leave Available

For most types of Military Exigencies, eligible associates who qualify for leave are entitled to 12 weeks of FMLA leave in a rolling 12-month period. Broadridge defines this period as the 12 months immediately prior to the first day of the requested leave.

Some Exigency types are limited in the period of leave that may be taken:

- Leave due to the military member's short-notice deployment is limited to a period of up to seven calendar days from the day the military member receives notice of deployment
- Leave to spend time with a military member who is on short-term, temporary rest and recuperation leave during deployment is limited to 15 calendar days

When You Can Take a Leave

A Military Exigency leave covers time off for non-medical activities that are directly related to the covered military member's active duty or call to active duty status.

The categories of qualifying exigencies are:

- Short-notice deployment (leave permitted up to seven days if the military member receives seven or less days' notice of a call to active duty)
- Military events and related activities
- Certain temporary childcare arrangements and school activities (but not ongoing childcare)
- Certain activities arising from the military member's covered active duty related to care of the military member's parent who is incapable of self-care, such as to make arrangements for care or providing care on a non-routine, urgent, immediate need basis
- Financial and legal arrangement
- Counseling by a non-medical counselor (such as a member of the clergy)
- Rest and recuperation (leave permitted up to 15 calendar days when the military member is on temporary rest and recuperation leave)
- Post-deployment military activities
- Other circumstances that Broadridge may determine are covered by this policy

FMLA Military Caregiver Leave

Broadridge offers a leave of absence to eligible associates to care for a covered service member or veteran with a serious injury or illness incurred during active duty if the associate is the spouse, child, parent, or next of kin of the service member in accordance with FMLA. If applicable, Broadridge will provide leave in accordance with any other state leave laws that apply.

Who's Eligible

To qualify for Military Caregiver Leave, you must be the spouse, child, parent, or “next of kin” of a covered service member or veteran with a serious injury or illness. The “next of kin” of a current service member or veteran is the nearest blood relative, other than the current service member’s spouse, parent, son, or daughter, in the following order of priority:

- A blood relative who has been designated in writing by the service member or veteran as the next of kin for FMLA purposes
- Blood relative who has been granted legal custody of the service member or veteran
- Brothers and sisters
- Grandparents
- Aunts and uncles
- First cousins

When a service member or veteran designates in writing a blood relative as next of kin for FMLA purposes, that individual is deemed to be their only FMLA next of kin. When a service member or veteran has not designated in writing a next of kin for FMLA purposes, and there are multiple family members with the same level of relationship to the service member or veteran, all such family members are considered their next of kin and may take FMLA leave to provide care.

Period of Leave Available

Military Caregiver leave provides an eligible associate with 26 work weeks of unpaid leave to care for a covered service member. An eligible associate is limited to a combined total of 26 workweeks of leave for any Family Medical Leave qualifying reasons during a single 12-month period.

A Covered Service Member is:

- A member of the Armed Forces (including reserve components) with a serious injury or illness, as defined by law, that was incurred or aggravated in the line of duty while on active duty, or
- A person who became a veteran (as defined by the Department of Veteran Affairs) during the five years prior to the treatment necessitating the leave, and who has a serious injury or illness incurred or aggravated in the line of duty while on active duty

A serious injury or illness means an injury or illness that was incurred by the covered service member or veteran in the line of duty on active duty in the Armed Forces or that existed before the active duty and was aggravated by service in the line of duty on active duty.

Domestic Partner Caregiver Leave

Broadridge offers time off to care for a Domestic Partner with a serious health condition, Military Caregiver Leave, and Military Exigency. Domestic Partner Caregiver Leave coordinates with leave offered under any and all state and federal regulations (such as FMLA, California Rights Act (CFRA) and New York Paid Family Leave (NYPFL)). Domestic Partner Caregiver Leave does not provide salary continuation.

Who's Eligible

To be eligible for Domestic Partner Caregiver leave you must meet all of the following requirements:

- Have been employed at Broadridge for at least 12 months (not necessarily a continuous 12 months)
- Have worked at least 1,250 hours in the 12 months preceding the start of the leave
- Work in a location where at least 50 associates are employed within 75 miles

To take Domestic Partner Caregiver Leave, you must be eligible and not have exhausted other FMLA time.

Period of Time Available

If eligible, you are entitled to a maximum of 12 weeks of Domestic Partner Caregiver leave in a rolling 12-month period. This 12-week allowance includes leave taken under FMLA, similar state leaves, and Broadridge's Domestic Partner Caregiver leave combined.

For example, if you've taken eight weeks of FMLA for your own illness in the past year, you will have four weeks available for Domestic Partner Caregiver leave.

Where possible, Domestic Partner Caregiver Leave will run concurrently (at the same time) as leave available under federal or state laws. This leave is not intended to be in addition to such entitlements.

When You Can Take a Domestic Partner Caregiver Leave

- You qualify for Domestic Partner Caregiver Leave when you are needed to provide care for your Domestic Partner because of the Partner's serious health condition
- You are needed to provide care to the Domestic Partner when he or she is unable to care for his or her own medical, safety or other needs because of the serious health condition or needs help in being transported to the doctor
- You may also be providing psychological comfort and reassurance to the Domestic Partner with a serious health condition
- Any qualifying exigency arising out of the fact that your Domestic Partner is a military member on covered active duty or call to covered active-duty status
- You need to care for your Domestic Partner who is a covered service member with a serious injury or illness

Applying for a Leave

To apply for Domestic Partner Caregiver Leave, contact Prudential at **+1 844 950 1377** or log on to **www.prudential.com/mybenefits**, click on *Claim Submission* and enter the company control number (45034).

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Under this policy, Broadridge defines Domestic Partners as follows:

- They are both at least 18 years of age and are old enough to enter into marriage according to the laws of the state in which they reside
- They are both mentally competent to consent to a contract according to the laws of the state in which they reside
- Neither is the legal spouse of another person (and, if previously married, a legal divorce or annulment has been obtained or the former spouse is deceased)
- Neither is currently part of a domestic partnership (registered or otherwise) or a civil union with another person
- They are not related by blood to a degree of closeness that would prohibit marriage in the state in which they reside
- They are in an exclusive, committed relationship of mutual caring and support (for a period of at least one year) that is intended to be permanent
- They are living together in the same residence and intend to do so indefinitely
- They are financially interdependent such that they are jointly responsible for the common welfare and financial obligations of the household, or the non-associate domestic partner is chiefly dependent upon the associate for care and financial assistance
- They are not in the relationship solely for the purpose of obtaining any benefits under this policy or other benefits programs, policies, or plans

A fraudulent request for Domestic Partner Care Leave is grounds for discipline, up to and including termination.

How You Can Take a Domestic Partner Caregiver Leave

Domestic Partner Caregiver leave may be taken as a continuous (multiple workdays in a row) or intermittent leave.

Pay While on a Domestic Partner Caregiver Leave

Domestic Partner Caregiver leave provides job protection only and does not provide for salary continuation.

Non-exempt associates can use accrued and available sick days, personal holidays and vacation days. Exempt associates can use up to 10 days of FPTO.

Applying for Domestic Partner Caregiver Leave

To apply for an unpaid Domestic Partner Caregiver leave, contact Prudential at **+1 844 950 1377** or log on to www.prudential.com/mybenefits, click on *Claim Submission* and enter the company control number (45034). Prudential will determine eligibility for the requested leave and provide further instructions on how to proceed. You can apply for a leave up to 60 days before your expected leave date. Documentation may be required for the leave to be approved.

State Disability Plans

In addition to unpaid Domestic Partner Caregiver leave, you may be eligible for paid Caregiver/Family leave if you work in a state that provides paid leave for a domestic partner, however, please note, depending on the state, you may be required to have your partnership registered with the state to be eligible.

Prudential currently manages the statutory leave programs for our New York and Massachusetts associates only. If you work in any other state, Prudential will advise you to file for your respective statutory benefits directly with the state however, you must first file for a leave with Prudential.

Accommodations and Leave as an Accommodation under the Americans with Disability Act (ADA)

Under the ADA, Broadridge will attempt to reasonably accommodate qualified individuals with a disability (a physical or mental impairment that substantially limits one or more major life activities) so that they can perform the essential functions of their job. To be qualified, an individual with a disability must meet job-related requirements (such as requisite skill, education, or experience) and be able to perform the job's essential functions with or without a reasonable accommodation.

Broadridge will make all reasonable efforts to accommodate a request for an accommodation under the ADA unless the requested accommodation would create an undue hardship (i.e., an action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business) for Broadridge operations or pose a health, safety risk, or direct threat to the applicant, to the associate or others.

It is the Company's policy to engage in timely, interactive discussions with applicants or associates to determine whether and what accommodations may be appropriate to enable an applicant or associate to perform the essential functions of their job. Broadridge may require medical documentation supporting the need for some accommodations.

Types of Accommodations

- **At Work Accommodation** – Meaning, the associate can work their normal work shift, without time away from the job, however, needs special accommodations to do so. Examples – special equipment, extra bathroom breaks, etc.
- **Leave as an Accommodation** – Meaning the associate needs any amount of time away from work

Types of Leave as an Accommodation Available

Leave for the associate's own medical condition may be taken if medically necessary and agreed upon by Broadridge:

- As a continuous leave (multiple workdays in a row)
- As an intermittent leave (multiple absences over a period of time related to the same circumstance)
- As a reduced schedule leave (working less than the associate's full work schedule on a regular basis for a period of time)

Period of Leave Available

The period of approved leave will be determined on a case-by-case basis. Broadridge may periodically review previously granted accommodations under this policy to ensure that they are consistent with business necessity and that the underlying circumstances upon which the accommodations were granted have not changed. This may require updated documentation from the individual's medical provider.

To request an at work accommodation you must your Broadridge HR Business Partner to begin the process. For Leave as an Accommodation, you must contact your HR Business Partner and Prudential. You may contact Prudential by calling **+1 844 950 1377** or by logging on to **www.prudential.com/mybenefits** (company control number 45034).

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How to Request an Accommodation

Managers may use their own judgement in approving simple accommodations without the need for a medical opinion:

- For example, a wrist rest is not unreasonable for associates who spend several hours a day on their computer
- However, big ticket items such as standing desks and ergonomic chairs, should go to the medical department with a doctor's note (if necessary), for approval

To Request Special Equipment:

- Requests should be submitted to your HR Business Partner and manager for approval
- Your manager is to consult with the medical department, who may request a letter from your doctor supporting the request

- To request special equipment, open a ticket on the Broadridge portal at **Micromain Facilities and Real Estate**

- If the request for special equipment is approved, the ordering and charge back of expenses should be in accordance with standard procedures for ordering non-special equipment found on HR Connect

To Request an At Work Accommodation:

- You must contact your HR Business Partner to begin the process with Prudential (if needed)

To Request Leave as an Accommodation:

- You must contact your HR Business Partner and Prudential. You may contact Prudential by calling **+1 844 950 1377** or by logging on to **www.prudential.com/mybenefits** (company control number 45034)

Pregnant Workers Fairness Act (PWFA)

Under the PWFA, Broadridge must reasonably accommodate qualified associates with known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions so that the associate can perform the essential functions of their job. An associate does not need to qualify under the Americans with Disabilities Act (ADA) in order to be covered under the PWFA.

Conditions covered under the PWFA include, but are not limited to, current pregnancy, past pregnancy, potential or intended pregnancy (which can include infertility, and fertility treatment and the use of contraception), postpartum depression or anxiety, termination of a pregnancy, nerve injuries, anemia, endometriosis and sciatica. This list is non-exhaustive.

Under the PWFA, providing medical documentation to Broadridge may not be necessary for accommodations such as frequent breaks, eating, drinking, and sitting/standing. However, you will need to engage your leader and HR Business Partner. Medical documentation may be required for other types of accommodations (i.e., telework, schedule changes, temporarily suspending one or more essential functions of the role).

Types of Accommodations under the PWFA

The below captures only a few examples of what is covered as an accommodation under the PWFA. It is impossible to capture all types of accommodations that are covered under the PWFA. For guidance contact your business partner and/or Prudential.

- Extra Breaks
- Work Schedule Changes
- Light Duty
- Time Off
- Lactation Breaks
- Reserved Parking

How to Request an Accommodation

Managers and HR Business Partners may use their own judgement in approving simple accommodations without the need for a medical opinion

To Request Special Equipment:

- Requests should be submitted to your HR Business Partner and manager for approval
- Your manager is to consult with the medical department, who may request a letter from your doctor supporting the request
- To request special equipment, open a ticket on the Broadridge portal at [Micromain Facilities and Real Estate](#)
- If the request for special equipment is approved, the ordering and charge back of expenses should be in accordance with standard procedures for ordering non-special equipment found on [HR Connect](#)

To Request an At Work Accommodation:

- You must contact your HR Business Partner to begin the process with Prudential (if needed)

To Request Leave as an Accommodation:

- You must contact your HR Business Partner and Prudential. You may contact Prudential by calling **+1 844 950 1377** or by logging on to www.prudential.com/mybenefits (company control number 45034)

Broadridge will make all reasonable efforts to accommodate a request for an accommodation under the PWFA unless the requested accommodation would create an undue hardship (i.e., an action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business) for Broadridge operations or pose a health, safety risk, or direct threat to the applicant, to the associate or others.

It is the Company's policy to engage in timely, interactive discussions with applicants or associates to determine whether and what accommodations may be appropriate to enable an applicant or associate to perform the essential functions of their job. Broadridge may require medical documentation supporting the need for some accommodations.

Visit [HR Connect](#) for more information on the PWFA.

NY Paid Prenatal Leave (NY PFL)

The governor of New York signed legislation to mandate Paid Prenatal Leave for pregnant associates. This change goes into effect January 1, 2025, and is to expand the New York Paid Family Leave Law (“NY PFL”) that is already in place.

What is the Employer Required to Do Under the Paid Prenatal Leave?

- Provide 20 hours of paid leave within a 52-week calendar period to attend appointments for prenatal care, including physical exams, monitoring and testing, and discussions with healthcare providers
- This benefit is in addition to state sick leave or paid leave under the NY PFL. NY PFL provides employees with 12 weeks of paid family leave for qualifying absences such as bonding with a newborn, adopted, or fostered child, or caring for a family member with a serious health condition. Under the new law, Broadridge must provide a separate bank of paid prenatal leave for associates to use without reducing existing paid leave benefits, including paid family leave
- Provide “reasonable accommodations” to an associate’s and job applicant’s known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation would cause the employer an “undue hardship” on the operation of the business
- A “known limitation” is the mental or physical conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions that the associate has communicated to the employer. The condition does not have to meet the definition of a “disability” under the Americans with Disabilities Act (ADA) to qualify as a “known limitation”
- Engage in an interactive process with the associate to arrive at a “reasonable accommodation.” The employer may not require a qualified associate to accept an accommodation other than one arrived at through the interactive process

What Are Some Examples of “Reasonable Accommodations” That May Be Available to Associates?

- Additional, longer, or more flexible breaks to eat, drink, rest, or use the restroom
- Changing a work schedule, such as having shorter hours, part-time work, or a later start time
- Providing leave for medical appointments or to recover from childbirth

An Employer Cannot:

- Require an associate to accept an accommodation without a discussion about the accommodation between the associate and the employer
- Deny a job or other employment opportunities to a qualified associate or applicant based on the person’s need for a reasonable accommodation
- Require an associate to take leave if another reasonable accommodation can be provided that would let the associate keep working
- Retaliate against an individual for reporting or opposing unlawful discrimination under the PWFA or participating in a PWFA proceeding (such as an investigation)
- Interfere with any individual’s rights under the PWFA

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What Other Federal Employment Laws May Apply to Pregnant Associates?

- Title VII which prohibits employment discrimination based on sex, pregnancy, or other protected categories
- The ADA which prohibits employment discrimination based on disability
- The Family and Medical Leave Act which provides unpaid leave for certain workers for pregnancy and to bond with a new child
- The PUMP Act which provides nursing mothers a time and private place to pump at work

Process for Requesting an Accommodation Under the PWFA

Managers and HR Business Partners may use their own judgement in approving simple accommodations without the need for a medical opinion.

- To request an At-Work Accommodation you must contact your Broadridge HR Business Partner to begin the process
- For Leave as an Accommodation, you must contact your HR Business Partner *and* Prudential. You may contact Prudential by calling **+1 844 950 1377** or by logging on to www.prudential.com/mybenefits (company control number 45034)

Short-Term Disability (STD) – Leave of Absence for Your Own Illness, Injury, or Pregnancy

If you are ill or injured and unable to work, for a non-work related injury or illness, you may be eligible for salary continuation while you are out through the Broadridge STD plan, as well as job protection through FMLA, and applicable state-paid leave and state job protections. If you are not eligible for FMLA you may qualify for an Accommodation or Leave as an Accommodation under the ADA.

Although STD and FMLA run concurrently, and both are administered by Prudential, this section of the guide policy details the benefits available through the STD plan. To learn more about job protection through FMLA, including eligibility rules [click here](#).

Who's Eligible

If you work 20 or more hours per week, you are covered by the STD plan automatically on your first day of work at Broadridge and if actively at work. Broadridge provides this benefit at no cost to the associate.

For STD

To qualify for an STD benefit, you must submit a claim to Prudential and that claim must be approved.

STD Benefits

STD benefits allow for up to 26 weeks of time off with 25 weeks being payable according to the following schedule:

Week of Disability	Salary Continuation
Days 1 – 7	Elimination period*
Week 2 – 10	STD Benefit – 100% of pay
Week 11 – 18	STD Benefit – 80% of pay
Week 19 – 26	STD Benefit – 60% of pay

** There is a seven calendar day elimination period before STD benefits begin. After your elimination period, you will be eligible for up to 25 weeks of paid STD benefits as indicated in the chart above.*

STD benefits are only payable when you have a disability as certified by a physician and are receiving treatment, as determined by Prudential. STD cannot be used for an intermittent leave or to care for a family member. If deemed disabled by a physician, the STD benefit allows for up to 26 weeks of disability, with 25 weeks being payable after the elimination period has been met.

Elimination Period

STD benefits begin on the eighth consecutive calendar day after you have been disabled and absent from work. The first seven calendar days are called the elimination period. You can use the following time to satisfy the elimination period to ensure there is no gap in pay:

- If you are a non-exempt associate, your first seven calendar days of leave should be recorded and reflect your normal work week of leave as “sick” in EeTime. This time must be entered on the timecard in advance, or as soon as possible to prevent any gaps in pay. If sick days are exhausted, you may use accrued and available personal holidays or vacation days, or the period may be unpaid. Leave the timecard blank in EeTime for the remainder of the leave
- If you are an exempt associate, you can use FPTO for your first even calendar days. Exempt associates will have FPTO applied toward their pay by the Leave of Absence team. If possible, block FPTO on your Outlook Calendar

Important

If on approved disability leave, non-exempt associates may only use sick days, personal holidays, or vacation days for the elimination period. Sick, personal holidays, or vacation days cannot be used to supplement salary continuation when STD benefits drop to less than 100% of pay. Exempt associates may use FPTO only for the elimination period. FPTO cannot be used to supplement salary continuation when STD benefits drop to less than 100% of pay.

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Applying for STD

To apply for STD, contact Prudential at +1 844 950 1377 or log on to www.prudential.com/mybenefits, click on *Claim Submission* and enter the company control number (45034). Prudential will determine eligibility for the requested leave and provide further instructions on how to proceed. You can apply for a leave up to 60 days before your expected leave date. Documentation may be required for the leave to be approved.

Holiday Pay While on STD

If a company holiday falls within an approved period of disability, you will receive your STD benefit according to the STD pay schedule, not holiday pay unless you are still in your elimination period. A holiday that falls in your elimination period can be paid out however, a company holiday that falls while you are receiving disability pay is not payable nor does it extend the period of the disability or the period of available STD benefits.

If you are scheduled to return to work on a holiday, you will receive pay for that holiday at your regular rate of pay and will begin working the next scheduled workday.

Visit **HR Connect** to view the *Understanding Your Pay* document for more information on how your pay is impacted during a leave of absence.

Note: Maine is implementing state Paid Leave for 2026. Delaware is also implementing state Paid Leave for 2026 however, Broadridge does not meet the requirements to offer the state benefit so any paid leave available will be offered through the Broadridge policies for associates who work in Delaware.

State Disability Plans

You may also be eligible for state disability or Family and Medical Leave pay if you work in one of the states listed below. If so, the Broadridge STD benefit will run concurrently not separately with your state Paid Leave Program. Prudential will offset your STD salary continuation by what you are entitled to receive under your specific statutory state benefits. Prudential currently manages the statutory leave programs for our New York and Massachusetts associates only. If you work in any other statutory state, Prudential will advise you to file for your respective statutory benefits directly with the state as Prudential does not manage those leaves however, you must contact Prudential first to initiate the leave.

- **Massachusetts** – When you apply for STD with Prudential, your application for paid family and medical leave will happen automatically. For more information visit <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-overview-and-benefits> or call +1 833 344 7365
- **New York** – When you apply for STD with Prudential, your application for New York Disability Benefit will happen automatically. For more information visit www.wcb.ny.gov/content/main/DisabilityBenefits/employee-disability-benefits.jsp or call +1 877 632 4996
- **California** – Visit https://www.edd.ca.gov/Disability/SDI_Online.htm or call +1 800 480 3287 or +1 866 658 8846 (en Espanol)
- **Colorado** – Visit <https://famli.colorado.gov/individuals-and-families> or call +1 866 263 2654
- **Connecticut** – Visit <https://ctpaidleave.org> or call +1 877 499 8606
- **District of Columbia** – Visit <https://does.dc.gov/page/dc-paid-family-leave/> or call +1 202 724 7000
- **Hawaii** – Visit <https://labor.hawaii.gov/dcd/home/about-tdi/> or call +1 808 586 9151
- **New Jersey** – Visit <https://myleavebenefits.nj.gov/labor/myleavebenefits/worker/fli> or call +1 609 292 7060
- **Oregon** – Visit <https://frances.oregon.gov/> or call +1 833 864 1122

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If You Have a Relapse

If your return to work is followed by an approved recurrent disability of the same condition within 60 days of your return to work, this will be considered a relapse to the earlier disability. In this case, you will not be required to satisfy the seven-calendar-day elimination period again. Also, the disability period prior to your return to work and the recurrent disability will be considered one period of disability. Recurrent periods will be added together to determine when your benefit period changes based on the schedule of benefits.

If You Are Pregnant

You are eligible for salary continuation for the birth of a child and your postpartum recovery through the Broadridge STD plan. The length of your STD eligibility depends on your type of birth, but generally provides a benefit of six weeks for a regular birth and eight weeks for a C-section, inclusive of the elimination period that must be met before STD benefits are payable. If you are put on a medical leave prior to the birth of your child, your STD benefits could be extended, however, once you deliver, you will be eligible for a benefit of six or eight weeks depending upon the type of delivery.

Important Definitions

Disabled – You are considered disabled when you are unable to perform the material and substantial duties of your regular occupation due to your sickness or injury and you have a 20% or more loss in weekly earnings due to the same sickness or injury. The loss of a professional or occupational license or certification does not, in itself, constitute disability.

Material and substantial duties – Duties that are normally required for the performance of your regular occupation and cannot be reasonably omitted or modified. If you are required to work on average in excess of 40 hours per week, you will be considered able to perform that requirement if you are working or have the capacity to work 40 hours per week.

Sickness – Any disorder of your body or mind, but not an injury; pregnancy including abortion, miscarriage or childbirth. Disability must begin while you are covered under the plan.

Injury – A bodily injury that is the direct result of an accident and not related to any other cause. Injury which occurs before you are covered under the plan will be treated as a sickness. Disability must begin while you are covered under the plan.

New Parent Pay Leave (NPP)

If you are a new parent, you may be eligible for salary continuation through the Broadridge NPP Leave and job protection through the FMLA. If you are in a state that has Paid Family Leave, then the Broadridge NPP benefit will run concurrently not separately with your state Paid Leave Program. Prudential currently manages the statutory leave programs for our New York and Massachusetts associates only. If you work in any other state, Prudential will advise you to file for your respective statutory benefits directly with the state as Prudential does not manage those leaves however, you must contact Prudential first to initiate the leave.

NPP time can be taken any time in the first 12 months following your child's birth. The NPP Leave can be taken as a consecutive period or in one-work week increments. If you are a birth parent, you may use NPP immediately following your STD or you may use it anytime as long as it is used within the first 12 months of the event. If taking NPP immediately after STD, when you apply for your STD benefit with Prudential, be sure to tell them if you plan on taking your NPP Leave right after your STD Leave and they will initiate the claim. Otherwise, you will need to initiate a new claim with Prudential when you are ready to take NPP Leave.

Who's Eligible

You are eligible for NPP Leave if you are a full-time associate or part-time associate scheduled to work 20 hours or more per week. NPP Leave is for all associates welcoming a child through the following:

- A child through you or your partner's pregnancy
- Adoption
- Surrogacy
- Foster care placement

Qualifying for a Leave

To qualify for NPP Leave, you must be the parent of a newborn child either through natural birth or surrogacy, adopted child, or foster child. If you are the birth mother and are receiving **STD benefits**, your STD Leave must end before you begin taking NPP Leave.

Applying for a Leave

To apply for a NPP leave or FMLA leave, contact Prudential at **+1 844 950 1377** or log on to www.prudential.com/mybenefits, click on *Claim Submission* and enter the company control number (45034).

Certification

To support a request for NPP Leave, you must provide birth, adoption or foster care certification documentation.

- If possible, certification must be provided prior to the start of the leave
- If not possible, certification must be provided to Prudential as soon as possible, but no later than 30 calendar days after it is requested

Your Pay While on NPP leave

NPP Leave provides 100% of your full daily pay rate for up to nine weeks.

- This pay is provided per event, not per child
- NPP is not considered working time for the calculation of overtime
- You may not receive pay in lieu of time off
- If taken intermittently, must be taken in work week increments

Upon exhaustion of NPP, any remainder of the leave period will be unpaid, however, exempt associates leave can be extended with FPTO for up to a maximum of 10 working days. For non-exempt associates, leave can be extended with available PTO, sick or holiday pay up to a maximum of 10 working days.

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Applying for NPP Leave

If you work in a state that provides paid Family Leave benefits, you may take the state Paid Family Leave as defined by the State mandated regulations. However, unless prohibited by law, in order to receive the additional pay from Broadridge for the NPP leave, you must take the State Paid Family Leave and NPP concurrently and in one-work week increments, and within 12 months of the event. If taking NPP intermittently, the time must be taken in one-work week increments.

To apply for NPP Leave, contact Prudential at **+1 844 950 1377** or log on to www.prudential.com/mybenefits, click on *Claim Submission* and enter the company control number (45034). Prudential will determine eligibility for the requested leave and provide further instructions on how to proceed. You can apply for a leave up to 60 days before your expected leave date. Documentation may be required for the leave to be approved.

Holiday Pay While on NPP Leave

If a company holiday falls within an approved period of NPP Leave, you will receive your NPP Leave only, you will not receive holiday pay. A company holiday that falls within this period does not extend the period of NPP Leave.

If you are scheduled to return to work on a holiday, you will receive pay for that holiday at your regular rate of pay and will begin working the next scheduled workday.

Job Protection While on NPP Leave

If you are eligible, FMLA may provide job protection during your NPP Leave. For more information about FMLA, including eligibility requirements [click here](#).

Visit [HR Connect](#) to view the *Understanding Your Pay* document for more information on how your pay is impacted during a leave of absence.

Note: Maine is implementing state Paid Leave for 2026. Delaware is also implementing state Paid Leave for 2026 however, Broadridge does not meet the requirements to offer the state benefit so any paid leave available will be offered through the Broadridge policies for associates who work in Delaware.

State Leave Plans

You may also be eligible for state Paid Family Leave if you work in one of the states listed below. If you are in a state that has Paid Family Leave, the Broadridge NPP benefit will run concurrently not separately with your state Paid Leave Program. Prudential will offset your Paid Family Leave by what you are entitled to receive under your specific statutory state benefits. Prudential currently manages the statutory leave programs for our New York and Massachusetts associates only. If you work in any other statutory state, Prudential will advise you to file for your respective statutory benefits directly with the state as Prudential does not manage those leaves however, you must contact Prudential first to initiate the leave.

- **Massachusetts** – When you apply for NPP with Prudential, your application for paid family and medical leave will happen automatically. For more information visit <https://www.mass.gov/info-details/paid-family-and-medical-leave-pfml-overview-and-benefits> or call **+1 833 344 7365**
- **New York** – When you apply for NPP with Prudential, your application for New York Disability Benefit will happen automatically. For more information visit www.wcb.ny.gov/content/main/DisabilityBenefits/employee-disability-benefits.jsp or call **+1 877 632 4996**
- **California** – Visit https://www.edd.ca.gov/Disability/SDI_Online.htm or call **+1 800 480 3287** or **+1 866 658 8846** (en Espanol)
- **Colorado** – Visit <https://famli.colorado.gov/individuals-and-families> or call **+1 866 263 2664**
- **Connecticut** – Visit <https://ctpaidleave.org> or call **+1 877 499 8606**
- **District of Columbia** – Visit <https://does.dc.gov/page/dc-paid-family-leave/> or call **+1 202 724 7000**
- **Hawaii** – Visit <https://labor.hawaii.gov/dcd/home/about-tdi/> or call **+1 808 586 9151**
- **New Jersey** – Visit <https://myleavebenefits.nj.gov/labor/myleavebenefits/worker/fli> or call **+1 609 292 7060**
- **Oregon** – Visit <https://frances.oregon.gov/> or call **+1 833 864 1122**

Return to Work Program

Prudential may direct, or you may request, a return to work with modified duty or hours if temporarily unable to perform your job because of restrictions or limitations related to an illness or non-work-related injury.

Temporary restrictions or limitations are defined as restrictions or limitations that will not last 60 days or are not considered permanent. Restrictions or limitations beyond 60 days will be reviewed to determine necessity.

In order to qualify for the Return-to-Work Program, you must contact Prudential at **+1 844 950 1377** or log on to www.prudential.com/mybenefits, and provide documentation to Prudential from a healthcare provider that describes the physical or mental restrictions that prevent you from performing the full duties of your job as well as the length of time the restrictions are necessary.

Partial Short-Term Disability Pay While You Are Disabled

If working between 20% and 80% of your normal work schedule, you may be eligible to receive partial short-term disability earnings upon return to work based on the reduced work schedule.

Your manager and HR Business Partner are to update your FTE status in Workday to indicate the percentage of your schedule you will be working. This will ensure accurate pay is received. Non-exempt associates will still need to manage hours through Eetime.

Prudential currently manages the statutory leave programs for our New York and Massachusetts associates only. If you work in any other statutory state, Prudential will advise you to also file for partial disability statutory benefits directly with the state for partial disability pay.

When Do Partial Short-term Disability Benefits End?

Partial short-term disability benefits end once the doctor:

- has deemed that you are no longer partially disabled, or
- until the partial short-term disability benefits exhaust at the end of 26 weeks, in which case long-term disability benefits may apply. Partial short-term disability benefits will be reviewed every 60 days to determine necessity

If returning to work on a full-time schedule, your manager and HR Business Partner are to revise your FTE status in Workday to indicate you are working at 100% of your schedule.

Long-Term Disability (LTD)

If you are on an approved STD Leave for 26 weeks, you may be eligible for benefits under the LTD plan if your leave extends beyond 26 weeks. Basic LTD is provided to all Broadridge associates scheduled to work at least 20 hours or more per week and provides a benefit of 40% of your covered monthly base salary, up to a monthly maximum benefit of \$15,000. Associates enrolled in the LTD Buy-up receive an additional 20% of coverage, for a benefit of 60% of your covered monthly base salary, up to a monthly maximum benefit of \$22,500.

Please refer to the LTD Certificate found in the [Bswift Library](#) for more information about LTD.

Personal Leave

At some point during your employment, you may require an extended period of time away from work and have no other type of leave available. A personal leave of absence without pay permits you to take off such time without leaving employment with Broadridge. Personal Leave is offered at the sole discretion of Broadridge unless state mandated for crime victims and/or domestic violence victims.

Who's Eligible

You are eligible for a personal leave of absence if you are a full time associate or part-time associate scheduled to work at least 20 hours or more per week.

Qualifying for a Personal Leave

Associates must apply for personal leave and receive approval from your manager before taking time off.

Approval may be based on:

- The ability of the business or department to absorb your absence for an extended period
- Your overall performance history including attendance, conduct and productivity

Period of Time Available

If approved, you can take up to 30 calendar days in a 12-month period. Broadridge defines this period as the 12 months immediately prior to the first day of the requested leave. If you are not able to return to work within 30 days, an additional 60 calendar days of personal leave may be available, but you must get approval from your department manager before requesting an extension through Prudential.

A personal leave is only available if no other type of leave is available including company paid leave like STD, NPP, FMLA, ADA or any other type of state-qualifying leave.

How You Can Use Your Leave

Personal Leave must be taken as a continuous leave (multiple workdays in a row) only. There is no option to use personal leave intermittently unless you live in a state where crime and/or domestic violence victims allow for time away.

Pay While on Leave

Personal Leave is an unpaid leave of absence for both non-exempt and exempt associates. If you are a non-exempt associate, you must exhaust all accrued and available personal holidays and vacation days prior to the start of a continuous Personal Leave. If taking Personal Leave as intermittent time for crime victim and/or domestic violence victim, you may use sick or vacation time for pay.

Exempt associates can use up to 10 days of FPTO prior to the beginning of the continuous Personal Leave or, if you live in a state where crime and/or domestic violence victims allow for time away, you may use FPTO for full day intermittent time off.

Holiday Pay While on Personal Leave

If a company holiday falls within an approved period of Personal Leave, associates are not eligible to receive holiday pay.

Applying for a Personal Leave

To apply for a Personal Leave, contact Prudential at **+1 844 950 1377** or log on to www.prudential.com/mybenefits, click on *Claim Submission* and enter the company control number (45034). Prudential will determine eligibility for the requested leave and provide further instructions on how to proceed. You can apply for a leave up to 60 days before your expected leave date. Documentation may be required for the leave to be approved.

Job Protection on Personal Leave

Personal Leave job protection is offered at the discretion of Broadridge.

Military Duty Leave

Broadridge will provide Military Duty Leave in compliance with the Uniformed Services Employment & Re-employment Rights Act (USERRA), and similar state laws. Under the USERRA, you are generally entitled to up to five years of unpaid, job-protected leave of absence.

Who's Eligible

All associates who are members of the United States or the state of California Uniformed Services (including the Armed Forces, Army National Guard, Air National Guard, fulltime National Guard duties, the commissioned corps of the Public Health Service, reservists of the United States Military Reserve called to active duty, and any other group designated by the President or applicable law) are eligible for leave under this policy.

Period of Time Available

In general, under USERRA, you are entitled to leave for up to five years of cumulative military service. However, the five-year time limit may be extended as required by applicable law.

Qualifications for Leave

You qualify for Military Leave if you are ordered to, or volunteer for, military training or active duty in the Armed Forces of the United States, the National Guard, the United States Coast Guard, or the commissioned corps of the Public Health Service.

The types of covered military absence include:

- Military Training Duty
- Initial Active Duty for Training
- Active Duty for Military Service
- Emergency Service

Job Protection While on Military Leave

You are eligible for re-employment with Broadridge, subject to the following conditions:

- You have satisfactorily completed military service (i.e., have been discharged or released from military service under honorable conditions)
- Your length of Military Leave does not exceed five years, except as required under USERRA

- You are qualified to perform the duties of the reemployed position. However, if you are no longer qualified to perform those duties because of a disability that occurred, was aggravated, or became manifested during the period of military service, you will be placed in another existing position that you are capable of performing, and which is equivalent in seniority, status and pay as the former position or, under certain circumstances, which most closely approximates the pre-service position

Applying for a Military Leave

You can apply for a Military Leave by contacting Prudential at **+1 844 950 1377** or by logging on to www.prudential.com/mybenefits and enter the company code number (45034). You can apply for a leave up to 60 days before your expected leave date.

If your leave is less than 30 days, you must provide military order documentation to Prudential when initiating your leave. If your leave is more than 30 days, then you do not need to supply the orders when initiating, but you do upon return.

Pay While on Leave

If you are on a Military Leave, you will receive base salary, less military pay, for the duration of your service for up to six months. You must provide copies of pay statements from the military to be eligible for this benefit. You can provide your pay statement by emailing bsg.leavesadministration@broadridge.com. You will not receive Broadridge pay for any military leave that extends beyond six months.

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Returning to Work

Once your military service ends, you must either return to work or request re-employment with Broadridge within the following timeframes:

- **Service of less than 31 days:** You must report to work on the first scheduled workday that occurs after the day you return home from military service, plus time required to return home safely and an eight-hour rest period
- **Service between 31 and 180 days:** You must apply for re-employment with your manager within 14 days after the completion of military service
- **Service in excess of 180 days:** You must apply for re-employment with your manager within 90 days after the completion of military service

You also must provide documentation to Prudential at the end of the period of service showing that you performed covered services during the military leave of absence, and that you have satisfactorily completed covered services.

If you are recovering due to a disability incurred or aggravated during the period of service, time limits may be extended during the time necessary for you to recover, not to exceed two years. Failure to return to work at the scheduled end of the leave or to obtain an extension of the leave in advance may be considered a voluntary resignation of employment.

Special Requirements for Members of the California National Guard and Reservists of the United States Military Reserve

A member of the California National Guard or a reservist of the United States Military Reserve who was called into active duty is eligible for re-employment if they apply for re-employment within 40 days after the end of service if the individual held a full-time position with Broadridge, or within five days after the end of service if the individual held a part-time position.

Benefits While on Leave

Under most circumstances, you will remain covered by Broadridge's health plans while on approved leave.

While on Any Type of Paid Leave:

- If you are receiving pay while on leave, your benefits and any contributions for coverage will be deducted from your paycheck

While on Any Type of Unpaid Leave:

- You will be responsible for contributing your share of any applicable premiums
- You will receive a bill in the mail after your first 30 days of unpaid leave
- The following applicable premium bills will be sent through Direct Bill:
 - Medical, Dental, Vision, Group Accident, Critical Illness, Hospital Indemnity, Voluntary Life & AD&D, LTD Buy-up, Pet Discount, and ID Theft
 - Mercer Voluntary Benefit Home and Auto Insurance will be billed directly from Mercer
 - Group Legal coverage will stop while on an unpaid leave, however, if you wish to continue coverage you must contact ARAG directly by calling **+1 800 638 6854**
 - Any company-paid benefits such as Basic Life Insurance and AD&D, STD, and Basic LTD will continue to be paid by Broadridge
- If you do not pay your premiums as billed, coverage can be terminated. If you do not pay your premiums while on an unpaid leave, Broadridge reserves the right to recoup any missed premiums retroactively upon your return to work
- If you are participating in the Healthcare Flexible Spending Account (FSA), Dependent Care FSA, or Health Savings Account (HSA), contributions will stop. When you return from leave, your goal amount will be re-amortized and deducted from the remaining paychecks left in the plan year

- If you are contributing to the 401(k) plan or repaying a 401(k) loan, your contributions and loan payments will stop. You will have up to one year to pay the loan off outside of payroll deductions. If the loan is not paid back in this time, taxes and penalties may apply. If you return to work before the one-year mark, the loan payments will be re-amortized and once again deducted from your Broadridge paycheck

Keep in mind, an unpaid leave of absence is a qualifying life event, which enables you to make changes to your healthcare coverage. Changes must be made within the first 30 days of your qualifying life event.

When Moving to Long-Term Disability:

- You will be responsible for contributing your share of any applicable benefit premiums
- You will receive a bill in the mail after your first 30 – 45 days of unpaid leave
- The following applicable premium bills will be sent through Direct Bill:
 - Medical, Dental, Vision, Group Accident, Critical Illness, Hospital Indemnity, Voluntary Life, Voluntary AD&D, Pet Discount, and ID Theft
 - Mercer Voluntary Benefit Home and Auto Insurance will be billed directly from Mercer
 - Group Legal coverage will stop while on an unpaid leave, however, if you wish to continue coverage you must contact ARAG directly by calling **+1 800 638 6854**
 - Any company-paid benefits such as Basic Life Insurance and AD&D, STD and Basic LTD will continue to be covered by Broadridge
 - If approved for LTD, you will receive Waiver of Premium for Voluntary Life and Buy-up LTD. Under Waiver of Premium these benefits will continue but you will not be responsible for the premiums for the duration of your LTD. However, if over the age of 60 at the time of disability, you will be responsible for the LTD Buy-up premiums

Leave of Absence – Your Responsibilities

If you have a planned or unplanned leave of absence, you have certain responsibilities to comply with company policies and associated laws. There are things you must do before your leave, during your leave, and as part of your return to work.

Before Your Leave

- If you have a planned leave, discuss your leave plans with your manager, including your expected first day of leave and your return-to-work date
- If your leave is unexpected, contact your manager as soon as possible, no later than your normal starting time that day, and make every effort to reach your manager personally
- Initiate and apply for a leave with our claims administrator, Prudential, by calling **+1 844 950 1377** or logging on to www.prudential.com/mybenefits and enter the company control number (45034). You can apply for a leave up to 60 days before a planned leave or within two days after the start of an unplanned leave, absent extenuating circumstances. If incapacitated, an immediate family member may initiate a claim on your behalf
- Apply to the state for disability benefits if you work in a state that provides statutory leave or disability; or medical leave pay. Your Broadridge salary continuation will be offset by the expected state-provided benefits
- If your injury is work related, report the injury, illness or accident immediately to your immediate manager and the Workers' Compensation Administrator, Travelers, via **HR Connect**. FMLA is job protection and may run concurrently with Workers' Compensation. Contact Prudential by calling **+1 844 950 1377** or logging on to www.prudential.com/mybenefits and enter the company control number (45034) to apply for FMLA

Visit **HR Connect** to view the *Understanding Your Pay* document for more information on how your pay is impacted during a leave of absence.

During Your Leave

During your leave, you must comply with company policies and associated laws. Responsibilities also involve interacting with Broadridge and Prudential (Broadridge's leave administrator) in a timely manner.

- Non-exempt associates are to work with your manager to update your EeTime timecard. Your timecard should be left blank for the duration of your leave unless you are using accrued time off in lieu of unpaid time off or during the seven calendar day elimination period for STD
- Exempt associates will have FPTO applied to your pay for the STD elimination period by the Leave of Absence team
- **Please Note** – For personal leaves of absence for non-exempt associates, all accrued and available exception time must be used prior to beginning a personal leave of absence. Exempt associates can use up to 10 days of FPTO prior to the start of the personal leave
- The leave team will update your status in Workday. Your manager may be asked to assign a delegate in Workday to manage administrative tasks on your behalf while on leave
- Continue to pay your share of the elected benefit premiums while on any unpaid leave of absence for those benefits that may be continued while on leave
- Remain in contact with your manager throughout your leave
- If your leave is due to your own illness or injury, follow up with your doctor and Prudential for updates on your claim and to ensure all required documentation has been submitted. Late or incomplete documentation may result in delays in disability pay
- Understand how your benefits will be affected, if you can make changes as a result of your type of leave and the timeframe for taking action

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Returning to Work

- Confirm your return-to-work date with Prudential approximately one week prior to your intended return date. On the day you return to work, notify Prudential of your return
- If you do not intend to return to work as planned, inform Broadridge and Prudential (if applicable) no later than two days prior to the end of the approved leave period
- For all associates in production roles, your department will require you to submit a Medical Release Return to Work Form signed by your health care provider certifying your ability to return to work. This completed form should be submitted to your HR Business Partner and your supervisor/manager prior to your first day back to active work. You will not be allowed to return to active work without this completed form
- If your Medical Release Return to Work Form indicates any restrictions, you must contact your HR Business Partner and Prudential to begin the Accommodation process by calling **+1 844 950 1377** or by logging on to www.prudential.com/mybenefits and enter the company control number (45034)
- Assist Broadridge in identifying any work and/or accommodation options that may allow you to return to work or stay at work with restrictions and limitations as determined by your healthcare provider
- If unable to return on a full-time basis, notify Prudential and evaluate the Return-to-Work Program which allows associates to return to work with modified duty or hours if temporarily unable to perform your job because of restrictions or limitations related to an illness or non-work-related injury
- Keep Broadridge advised of any changes in your physical, mental, or environmental capacities that might impact your need for leave or other accommodations (if applicable)
- Report to work at the end of the approved leave. Failure to return to work at the scheduled end of the leave or to obtain an extension of the leave in advance may be considered a voluntary resignation of employment
- Visit [HR Connect](#) for more information

Leave of Absence – Manager Responsibilities

If you are the manager of an associate who is going on a leave of absence, you have the following responsibilities:

Before the Leave

- For planned or unplanned leaves, discuss the associate's expected leave dates and provide Prudential's contact information for the associate to initiate the claim filing process for their leave
- Managers will receive a Prudential login ID and temporary password via email the first time a direct report goes on leave. The manager must review and respond (if necessary) through the Prudential system to all Prudential email notices regarding the associate's leave
- If your associate is in a production role and will be on a leave due to their own serious health condition, you must notify the associate that they must submit a Medical Release Return to Work form signed by their health care provider prior to their return, certifying their ability to return to work

During the Leave

- For non-exempt associates, update the associates EeTime timecard to reflect any sick or vacation time used for the STD elimination period, if appropriate. The timecard will remain blank for the remainder of the leave:
 - **Please Note** – Any exception time must be entered prior to the end of the pay period in which the associate went out. If you need to make a correction to Eetime while the associate is on leave, please contact your HR Business Partner
 - Also note that no more than 40 hours should be entered for the elimination period unless the associate is scheduled for more than 40 hours
- Exempt associates will have FPTO applied to the associates pay by the leave of absence team for the elimination period
- For personal leaves of absence, timecards should be blank as all accrued exception time must be used prior to taking a personal leave of absence

- For associate leaves that require claim initiation and management through our claims administrator, Prudential, you can keep track of your associate's leave status by visiting Prudential online at www.prudential.com/mybenefits or by calling **+1 844 950 1377** and enter the company control number (45034)
- Stay in touch with the associate as often as appropriate

Returning to Work

- A manager is responsible for ensuring their direct reports have a smooth transition from leave back to work
- If your associate is in a production role and will be on a leave due to their own serious health condition, you must notify the associate that they must submit a Medical Release Return to Work form signed by their health care provider prior to their return, certifying their ability to return to work
- If your associate's Medical Release to Return to Work form indicates a restriction or accommodation that includes any amount of time away from work, this is considered to be Leave as an Accommodation. You must tell your associate to contact Prudential to begin the accommodation process by calling **+1 844 950 1377** or by logging on to www.prudential.com/mybenefits and enter the company control number (45034) to begin the accommodation process immediately. Also, contact your Human Resources Business Partner and the Leave of Absence team at bsg.leavesadministration@broadridge.com for awareness
- If your associate's Medical Release to Return to Work form indicates a restriction or accommodation that is an at-work accommodation, meaning no time away from work, you must contact your HR Business Partner so they can contact the associate and determine if the accommodation needs to be filed with Prudential or if it can be managed in-house

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Returning to Work continued

- If the associate is requesting a reasonable accommodation for work restrictions greater than 60 days after return (modified duty), you should contact your HR Business Partner for assistance with the Prudential ADA Accommodation process

Managers will receive an email from Prudential on the day the associate is to return to work requesting verification the associate returned to work. Reply all, include bsg.leavesadministration@broadridge.com in your reply and state the date the associate returned. This is the only way the leave team will know the associate has returned so it is imperative the leave team is notified on the day of return or pay may be impacted. Also:

- At the bottom of the Prudential email requesting confirmation of an associate's return is a link to the Prudential site, where the manager is to update the return directly to the associate's claim. Managers should have this access and can see all direct reports that are on leave
- If a manager is not aware of their login information, then select 'Forgot password' from the Prudential login page. Any further issues with signing on can be directed to the bsg.leavesadministration@broadridge.com inbox for resolution
- **The return cannot be processed in Workday by the Broadridge Leaves Administration team until it has been confirmed that the associate actually returned to work and they are provided with the verified return date. Once that occurs, the Broadridge Leaves Administration team will process the associate's return in Workday. When the associate is returned in Workday, there are backend configurations that will reactivate the SSO systems**
- Access to SSO systems (Workday, EeTIME, HR Connect, Markview, Oracle) take a minimum of 48-72 hours to be restored after the return is processed in Workday
- The associate should reset their SSO password **after** the 48-72 hours period to access SSO
- If the associate is having trouble accessing their SSO account after 72 hours or resetting their SSO password, please submit a case to HR Solutions: **Password Resets for HR Systems**
- For VPN and Outlook access, upon the managers confirmation of the associate's return from leave, the internal Broadridge Leaves Administration team will submit a remedy ticket to IT to restore access
- Managers looking to expedite access for VPN and Outlook, can contact Global IT and request access to be expedited using the REQ ticket number provided by the internal Broadridge Leaves Administration team. The internal Broadridge Leaves Administration team is not responsible for contacting IT to expedite access
- Visit **HR Connect** for more information