

210 - Paid Family Leave

Company Policy – HR (United States)

As a services organization, Avnet's strength comes from our people, so we strive to provide a fulfilling work experience that allows employees to thrive professionally and personally. This philosophy is reflected in our commitment to employee well-being and our robust benefit programs.

We recognize that employees occasionally need additional paid time away from work to care for family members. Avnet offers Paid Family Leave (PFL) to allow employees time to bond with a new child or care for a family member with a serious health condition.

Purpose

The purpose of this policy is to provide **paid** leave to employees when they need to take time off to care for a family member with a serious health condition or bond with a new child within 12 months of birth, adoption or foster care placement of a child.

Scope/Eligibility

This policy applies to all U.S. based employees.

Policy

Avnet provides Paid Family Leave (PFL) to both exempt and non-exempt employees in conjunction with their respective Flexible Time Away (FTA) or Paid Time Off (PTO) benefits. The minimum eligible benefit is five consecutive business days.

Non-exempt employees can receive up to two weeks of PFL in a rolling 12 month period. PFL may be used in conjunction with PTO benefits.

Exempt employees can receive up to four weeks of PFL in a rolling 12 month period. PFL may not be used in conjunction with FTA benefits.

PFL is provided under the following circumstances:

- For the care of a newborn child of the employee;
- For placement with the employee of a child for adoption or foster care;
- To care for a family member with a serious health condition;
- To care for a covered service member or veteran who has a serious injury or illness (spouse, son, daughter, parent or next of kin of a covered service member); or
- Due to a qualifying exigency arising from the fact that employee's spouse, child or parent on covered active duty as a service member is notified of an impending call or order to active duty in support of a contingency operation requiring deployment to a foreign country.

Procedure

- Employees seeking to use PFL are required to provide a 30-day advance notice to their manager of the need to take PFL. If a 30-day notice is not possible, such as in the case of an unexpected medical emergency, the employee must give notice as soon as practical.
- Avnet uses a third party administrator to administer PFL. Employees must contact the Plan Administrator to apply for PFL. The Plan Administrator will require the employee to provide medical documentation to support the need for PFL.

Definitions

- For the purposes of this policy, **family member** includes the employee's spouse, parent, and son or daughter.
 - **Spouse** means the person to whom you are legally married
 - **Parent** means a biological parent, adoptive parent, foster parent, or any person who assumed the responsibilities of parenthood for the employee when the employee was a child (i.e., provided day-to-day care or primary financial support to the employee)
 - **Son or daughter** means an employee's biological child, adopted child, foster child, or any child for whom the employee has assumed parental responsibility (i.e., day-to-day care or primary financial support).
- Except as otherwise defined within this policy, **serious health condition** means an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
- Valid reasons for a **qualifying exigency leave** are: 1) short notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (15 day limit); 7) post deployment activities; 8) care for the parent of the military members' parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities.
- A **covered service member** is a current member of the Armed Forces, including the National Guard and Reserve members.
- A **covered veteran** is defined as an individual who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran. However, the period from October 28, 2009, to March 8, 2013, cannot be included in that 5-year calculation.
- **Serious injury or illness of a covered service member** is one that was incurred in the line of duty on active duty or that existed before the beginning of the service member's active duty but was aggravated by service in the line of duty on active duty and that render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.
- **Serious injury or illness of a covered veteran** is one that was incurred by the veteran in the line of duty on active duty or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty and that is one of the following: 1) a continuation of a serious injury or illness that was incurred or aggravated while on active duty and rendered the service member unable to perform the duties of his or her office, grade, rank or rating; 2) a physical or mental condition for which the veteran has received a VA Service-Related Disability Rating (VASRD) of 50% or greater; 3) a physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service or would do so absent treatment; 4) an injury that is the basis for the veteran's enrollment in the Dept. of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers. Any *one* of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.
- **Leave** is any absence of more than five consecutive business days for any reason other than vacation.

Administration and Review

Avnet's Human Resources Vice Presidents (EM/TS/CSG/Logistics/Services) are responsible for the continuous administration of this policy.

Effective January 9, 2017

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