



## **Leave of Absence Policy**

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## Leave of Absence Policy

### I. Purpose / Overview

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A leave of absence is approved unpaid time off, with the exception of maternity leave which is paid time off. **Employees must notify Matrix Absence Management, Inc. ("Matrix") by calling 1-877-202-0055, and their manager as soon as possible, but no later than three (3) days from the date of the leave event. For a leave request to be effective, the employee must notify Matrix.** Matrix will advise the employee of their FMLA rights and responsibilities, as well as answer questions regarding Personal Leave. For questions regarding Company-paid time off (e.g., sick time, floating holidays, vacation time, PTO, etc.), email [LOA\\_Specialist@rollins.com](mailto:LOA_Specialist@rollins.com). For questions pertaining to short-term disability (STD) and long-term disability (LTD), or state-issued disability and/or paid family leave questions, please contact Voya at 1-866-228-8742.

#### The types of leaves of absence are:

1. Medical FMLA
  2. Military Caregiver FMLA
  3. Intermittent or Reduced Schedule FMLA
  4. Workers' Compensation FMLA
  5. Personal Leave of Absence
- Leaves of Absence are classified as either FMLA or Personal, based on the employee's length of employment and the reason for the leave
  - This policy may be subject to applicable state and / or local statute. Contact Matrix at 1-877-202-0055 or email [LOA\\_Specialist@rollins.com](mailto:LOA_Specialist@rollins.com) for information regarding your state guidelines
  - If the leave was not anticipated and will extend beyond 3 workdays, the Supervisor or Manager should consult with Matrix who will obtain the required paperwork
  - All leaves of absence are unpaid, except leave taken due to the employee giving birth

#### Use of Leave and Paid Benefit Time

Employees may use unpaid FMLA leave entitlement in one block of time (continuously), intermittently, or on a reduced leave schedule when medically necessary. Unpaid Personal leave must be taken in one block of time. **Intermittent or reduced hours are not permitted** under Personal leave. Refer to Intermittent or Reduced Schedule FMLA Leave section for more information regarding intermittent FMLA leaves. Personal leaves of absence are managed by Matrix and must be approved by the employee's Brand / Division HR Leader if the leave is 30 days or less. If the Personal Leave request is more than 30 days, the leave must be reviewed and approved by Corporate HR Leadership.

**If employee does not have Short-term Disability Coverage**

When on an **unpaid** leave of absence (FMLA or Personal), employees are required to use all available Company-paid benefit time (paid time off (PTO) or sick leave, floating / personal holiday(s), accrued and unused vacation time), and / or other leave available.

**If employee has Short-term Disability Coverage**

If the employee is enrolled in **short-term disability (STD) coverage**, a seven (7) calendar day elimination / waiting period must be satisfied. During the elimination / waiting period, the employee will be required to use any available Company-paid benefit time (PTO, or sick time, floating / personal holiday(s), accrued and unused vacation time, etc.).

Employees enrolled in STD coverage:

- Are responsible for initiating the disability claim by contacting Voya at 1-866-228-8743, who will determine eligibility;
- Are eligible to be paid at 50% of the employee's weekly earnings up to 7 weeks and up to a maximum weekly benefit amount;
- May be paid concurrently with Company-paid benefit time off (e.g., PTO, or sick, vacation), but the payment will be offset by any amount the employee receives through the Voya STD benefit;
- Will be required to use Company-paid accrued and unused benefit time (PTO or accrued and unused vacation and floating / personal holiday time) while on leave, in the event the STD claim is denied by Voya

**Maternity Leave Exception:** Employees on a maternity leave of absence are **not** required to use Company paid benefit time during their leave of absence or during the customary 7-day waiting period of a short-term disability claim as maternity leave pay begins when the child is born.

**Accruing Benefit Time While on Unpaid Leave (Medical, Personal or Military Caregiver)**

- **Service Time** will continue to accrue while on an approved leave of absence for retirement vesting purposes, if applicable.
- **Paid Time Off (PTO) or Vacation** time does not accrue during a continuous unpaid leave
- **Fixed Holidays** are not paid while on unpaid leave
- Upon return to an active employment status, the employee's accrued benefit time available (PTO or sick, floating/personal holiday(s) and vacation) will be adjusted in MyRollins Time & Attendance and will be available for the employee to use

## II. Scope / Applicability

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This policy is applicable to employees of Rollins and its family of brands who work in the United States and are covered by the Rollins Benefits plans. Please note the following brands do not participant in the Rollins Leave of Absence plans: OPC, Fox Pest Control and Orkin Canada.

## III. Definitions

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**Matrix Absence Management , Inc. (Matrix)** is contracted by Rollins, Inc. to manage the leave of absence and accommodation (disability and religious) process.

**Leave of Absence** is time off from work or duty for a specific reason and for a specified amount of time.

**Family and Medical Leave Act (FMLA)** is a labor law that allows eligible employees to take up to 12 weeks of unpaid, job protected leave per year (as defined by the Company) for certain family or medical reasons. Reasons may include adoption, pregnancy, foster care placement, family or personal illness or military leave.

**Serious Health Condition** as defined by FMLA Medical Leave is an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider.

**Workers' Compensation** is a government mandated program that provides benefits to workers who become injured or ill on the job or as a result of the job. State laws determine when a benefit is due and the amount allowed by an employer to compensate an employee.

## IV. Policy Statement / Standards

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### A. Family and Medical Leave Act (FMLA) Leave of Absence

#### Description

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks (26 work weeks of Military Caregiver) of unpaid, job-protected leave to eligible employees for the following reasons:

#### FMLA Leave

- For a non-occupational serious health condition that renders the employee unable to perform their job duties
- For incapacity due to pregnancy, prenatal medical care, or childbirth
- To care for the employee's child after delivery or placement for adoption or foster care; or
- To care for an immediate family member (employee's spouse, child or parent) who has a serious health condition; or
- For a Qualifying Exigency leave arising out of the fact that the employee's spouse, child or parent is on covered active duty or called to covered active duty status with the Armed Forces

#### Workers' Compensation Leave

- For a work-related health illness or injury that renders the employee unable to perform their job duties
- Contact Rollins Workers' Compensation Claims Management Services immediately or within 24 hours of the illness or injury at 1-866-384-4222 to report a claim
- For additional information, refer to the Rollins Workers' Compensation policy located on the Company intranet website

#### Military Caregiver FMLA Leave

- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a covered service member with a serious injury or illness
  - A covered service member is either:
    - A **current service member** of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list; for a serious injury; or
    - A **veteran** of the of the Armed Forces (including a member of the National Guard or Reserves) discharged within the five (5) year period before the family member first takes military caregiver leave to care for the veteran who is undergoing medical treatment,

recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of covered service member

- Definition of a serious health condition:
  - For a **current service member**, a serious injury or illness is one that was incurred while on active duty and has rendered the service member medically unfit to perform their military duties
  - For a **veteran**, a serious injury or illness is one that renders the veteran medically unfit to perform their military duties; or an injury or illness that qualifies the veteran for certain benefits from the Department of Veteran Affairs (DVA); or substantially impairs the veteran's ability to work including injuries or illnesses that were incurred or aggravated during military service but did not manifest until after the veteran left active duty

## Eligibility for FMLA Leave

- Twelve months of employment with Rollins or one of its affiliated Brands;
- 1,250 hours worked in the 12 months preceding the request;
- Submission of a Leave Request form; and
- Submission of the applicable Leave Certification form

**NOTE:** Rollins calculates unpaid FMLA leave eligibility within a backward rolling 12-month period.

## Notification of Leave Request

An employee must provide at least 30 calendar days' notice if the leave is foreseeable. **Employees must notify Matrix at 1-877-202-0055 and their manager as soon as possible**, but no later than three (3) days from the date of the leave event. Under all Leave of Absence policies, for a leave request to be effective, the employee must notify Matrix. Where the leave is not foreseeable, the employee must provide as much notice as is practical.

## Leave of Absence Duration

Employees must periodically report their leave status, or the status of their immediate family member, including providing supporting documentation, upon request. The employee must advise Matrix of their intention to return to work, or the need for additional leave. Requests for additional leave will be reviewed on a case-by-case basis in accordance with Federal and State Law.



## **Reinstatement of Position**

An employee who returns to work from an approved **FMLA Leave** before their FMLA time exhausts, will be reinstated to their same or equivalent position with the same earnings potential and benefits as prior to leave.

Should an employee take leave for their own serious health condition, the employee must provide a doctor's certification that they are fit to resume work.

If the employee fails to return to work within 6 months from their leave start date, inclusive of any FMLA-qualifying time (i.e., 12 weeks for medical or personal leave, or 26 weeks for military caregiver leave), employment may be administratively terminated subject to applicable laws and Rollins policy. The employee may continue your benefits coverage under the provisions of COBRA. Contact Billing Services at 1-833-874-1600 for additional information regarding COBRA.

## B. Intermittent or Reduced Schedule Leaves of Absence

### Overview

A leave under the Family and Medical Leave Act (FMLA) provisions may be taken on an intermittent basis or on a reduced leave basis by working fewer days a week or fewer hours in the day when “medically necessary” for the employee or qualified family member (spouse, child, parent, next of kin for Military Caregiver) to whom they are attending.

- An employee in this category may take the hourly or daily equivalent of up to 12 weeks (26 weeks for Military Caregiver) within a backward rolling 12-month period, based on the number of hours or days in the employee’s regular work week

**For example**, if an employee is scheduled to work 40 hours within a 5 day work week, they are eligible to take up to 480 hours (12 weeks x 40 hours) or 60 days (12 weeks x 5 days) of Intermittent or Reduced Schedule FMLA leave (1040 hours or 130 days for Military Caregiver). In this example, if they need to receive medical treatment one day per week, 8 hours each week would be recorded as FMLA leave

- When the total hours taken reach the hourly or daily equivalent of 12 weeks (26 weeks for Military Caregiver), within a backward rolling 12-month period, the employee will have exhausted all FMLA leave due them for that 12-month period
- Per Company policy, an employee is required to use available Company-paid benefit time off (PTO, or sick time, floating / personal holiday(s), accrued and unused vacation hours, and / or other leave available) during an unpaid FMLA leave of absence. This means the employee will receive paid leave and the leave will also be considered protected under FMLA and counted against the employee’s FMLA leave entitlement
- The employee must also follow the Company’s normal call-in procedure
- The employee will remain in an active status and will not be administratively placed on leave. As the employee will remain active, premiums for benefit coverage will continue to be deducted from the employee’s pay
- The employee will, however, be required to complete the Leave of Absence Request form and the applicable Certification form and send to Matrix

## Notification of Leave Request

An employee must provide at least 30 calendar days' notice if the leave is foreseeable. **Employees must notify Matrix at 1-877-202-0055 and their manager as soon as possible**, but no later than three (3) days from the date of the leave event. Under all Leave of Absence policies, for a leave request to be effective, the employee must notify Matrix. Where the leave is not foreseeable, the employee must provide as much notice as is practical.

## Leave of Absence Duration

Employees must periodically report their leave status, or the status of their immediate family member, including providing supporting documentation, upon request. The employee must advise Matrix of their intention to return to work, or the need for additional leave. Requests for additional leave will be reviewed on a case-by-case basis in accordance with Federal and State Law.

**NOTE:** *Contact Matrix at 1-877-202-0055 with all requests submitted for intermittent or reduced schedule leave.*

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## C. Personal Leave of Absence

### Description

An employee who has worked a minimum of three months and does not meet the eligibility requirements under the Family and Medical Leave Act (FMLA) leave provision is eligible to take unpaid Personal Leave for the following reasons:

#### Medical Personal Leave

- For a non-occupational serious health condition that renders the employee unable to perform their job duties;
- For incapacity due to pregnancy, prenatal medical care, or childbirth

#### Personal Leave

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for an immediate family member (spouse, child, parent) who has a serious health condition;
- To care for other personal, non-work related matters

#### Workers' Compensation Personal Leave

- For a work-related illness or injury that renders the employee unable to perform their duties
- Contact Rollins Workers' Compensation Claim Management Services immediately or within 24 hours of the illness / injury at 1-866-384-4222 to report a claim
- For additional information, refer to the Rollins Workers Compensation policy located on the Company intranet site

#### Military Caregiver Personal Leave

- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a covered service member with a serious injury or illness
  - A covered service member is either:
    - A **current service member** of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list; for a serious injury; or
    - A **veteran** of the of the Armed Forces (including a member of the National Guard or Reserves) discharged within the five year period before the family member first takes military caregiver leave to care for the veteran who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of covered service member

- Definition of a serious injury or illness:
  - For a **current service member**, a serious injury or illness is one that was incurred while on active duty and has rendered the service member medically unfit to perform his or her military duties
  - For a **veteran**, a serious injury or illness is one that renders the veteran medically unfit to perform their military duties; or an injury or illness that qualifies the veteran for certain benefits from the Department of Veteran Affairs (DVA); or substantially impairs the veteran's ability to work including injuries or illnesses that were incurred or aggravated during military service but did not manifest until after the veteran left active duty

### Eligibility for Personal Leave

- Employees who have been employed for a minimum of 90 days are eligible to apply for a Personal Leave of Absence
- Submission of a Leave of Absence Request Form

The Company reserves the right to require additional documentation.

### Notification of Leave Request

An employee must provide at least 30 calendar days' notice if the leave is foreseeable. **Employees must notify Matrix at 1-877-202-0055 and their manager as soon as possible**, but no later than three (3) days from the date of the leave event. Under all Leave of Absence policies, for a leave request to be effective, the employee must notify Matrix. Where the leave is not foreseeable, the employee must provide as much notice as is practical.

### Leave of Absence Duration

Employees may be entitled to 30 days of Personal Leave. If additional leave is required, it will be evaluated on a case-by-case basis.

### Reinstatement of Position

When an employee returns to work from an approved, unpaid Personal Leave, the employee may be reinstated to their previous position if available. If the previous position is no longer available, the employee may be considered for open available positions for which the employee is qualified.

If the employee fails to return to work within 6 months from their leave start date, inclusive of any FMLA-qualifying time (i.e., 12 weeks for medical or personal leave, or 26 weeks for military caregiver leave), employment may be administratively terminated subject to applicable laws and Rollins policy. The employee may continue your benefits coverage under the provisions of COBRA. Contact Billing Services at 1-833-874-1600 for additional information regarding COBRA.

## D. Maternity Leave of Absence

### Overview

- Effective 1/1/2024, Rollins began offering 100% paid maternity leave to full-time female employees for 12 weeks of maternity leave. This benefit is not available for adoptions or for the non-birthing parent as a benefit
- In order to be eligible for paid maternity leave, the employee must work a minimum of 90 days, be full-time **and** eligible for (but does not need to be enrolled in) group insurance benefits
- Maternity Leave will run concurrent with a medical leave of absence (FMLA or Personal). The employee will be paid based on their current PTO rate or sick time rate. **Maternity Leave pay will be effective from the date of birth.** If the leave begins prior to the date of birth, other accrued Company-paid benefit time (i.e., PTO, or sick time, floating / personal holidays, and earned and unused vacation time), must be utilized. . If the leave extends beyond the 12 weeks allotted, any remaining accrued time can then be used. **Note:** *Accrued benefit time cannot be used at the same time as maternity leave pay*
- Employees enrolled in short-term disability (STD) supplemental coverage must use their STD benefit due to their maternity leave before, during, and / or after the birth. If the employee's maternity leave qualifies for STD, they will receive 50% payment from Voya (up to 7 weeks) with Rollins providing the remaining 50% to provide a whole paycheck for the duration the employee is on STD. After STD exhausts, employees will receive the remaining maternity leave pay at 100% from Rollins.

Example: An employee has a natural birth which is typically 6 weeks of STD paid by Voya (less the 7-day elimination period). The employee receives 50% of pay from Voya for 6 weeks and 50% of pay from Rollins for 6 weeks. Rollins will begin paying at 100% of pay after STD ends for the remaining time (6 weeks paid at 50% by Voya, 6 weeks paid at 50% by Rollins, 6 weeks paid at 100% by Rollins for a total of 12 weeks).

- Applications to enroll in the STD benefit while pregnant will not be approved.

### Notification of Leave Request

An employee must provide at least 30 calendar days' notice if the leave is foreseeable. **Employees must notify Matrix at 1-877-202-0055 and their manager as soon as possible**, but no later than three (3) days from the date of the leave event. Under all Leave of Absence policies, for a leave request to be effective, the employee must notify Matrix. Where the leave is not foreseeable, the employee must provide as much notice as is practical.

## E. Military Leaves of Absence

### Temporary Military vs Active Military Leave

#### Temporary Military Leave

- An employee who is required to serve partial weeks on temporary military duty (e.g., weekend reserve duty) will receive regular pay. An employee who is required to serve temporary duty, (e.g., two-week National Guard obligation) each year is allowed to attend such duty without pay. However, if an employee takes PTO or vacation simultaneously with the military duty, they will receive full pay equal to PTO or vacation time for which the employee is eligible, up to two weeks
- Employees going on temporary military duty for two weeks or more should complete a Military Leave of Absence Request and attach a copy of their orders

#### Active Military Leave

- Employees entering active military service as inductees, enlistees, re-enlistees, reservists, or members of the National Guard are excused without pay to take the physical examination and related tests
- If an employee is accepted for service, they may continue working and receiving compensation until they begin to enter into service. Any benefit plans in which the employee is enrolled will terminate 30 days after the leave begins. Coverage for any terminated benefit plans may be extended through Consolidated Omnibus Budget Reconciliation Act (COBRA) or the plan's individual continuation policy
- Under the Uniformed Services Employment and Reemployment Rights Act (USERRA), the employee does not have to select COBRA coverage to have benefits reinstated after returning from a military leave. If the employee returns to work after 1 year but within 5 years, their benefits will be reinstated. In most cases, if the employee returns after 5 years, they will be treated as a new hire

### Resigning to Enter Military Service

If an employee resigns to enter military service, and then is not accepted for service or is released from training after entering active duty, they are entitled to reemployment.

- The employee has 30 days following rejection or release to apply for reinstatement
- An employee whose term of military service exceeds five (5) years, in most circumstances, or who decides to further their education following military service, loses all rights to reinstatement

## Reinstatement after Military Leave

- If the employee has completed their military service satisfactorily, the employee is entitled to reemployment in a position equal in status, salary, and seniority to that of their prior position (or to what the prior position would have become during the period of military service)
- The employee will be hired back in an equivalent position at equivalent current salary for that position—for example, at the appropriate percentage of midpoint for an employee with their experience
- When an employee has completed up to a four-year tour of duty, they should apply for reinstatement with the Company within 90 days of their release from active service (unless a shorter reemployment period applies under USERRA)
- To apply for reinstatement, the employee must submit to the Payroll Department a notarized statement from a qualified witness who has seen the employee's certificate of satisfactory completion ("honorable," "general," or "under honorable conditions") of military service

***Note:** By Federal law, the employee is not required to show the certificate to the employer; however, the employee must furnish proof that the certificate is in their possession.*

- The employee must be qualified to perform the duties of their former position
- If the employee is not qualified to perform in the position they left, then the employee must be offered a position comparable in seniority, pay, and status
- If the employee fulfills the reinstatement requirements, Rollins is required to retain the employee for one year, unless there is "just cause"
- The Company must allow accrued seniority rights for the purpose of awards, PTO or vacation, and retirement vesting. Insurance coverage (if desired) begins the first day the employee is actively at work

## Notification of Leave Request

An employee must provide at least 30 calendar days' notice if the leave is foreseeable. **Employees must notify Matrix at 1-877-202-0055 and their manager as soon as possible**, but no later than three (3) days from the date of the leave event. Under all Leave of Absence policies, for a leave request to be effective, the employee must notify Matrix. Where the leave is not foreseeable, the employee must provide as much notice as is practical.



## F. Benefits while on Leave of Absence (Medical, Personal or Military Caregiver)

### FMLA Leave – Group Insurance Benefits

While in FMLA (job protected) status, all elected group insurance benefits will remain active. The rates charged will be the same as when the employee was actively working. Any missed benefits' premiums will be collected through back deductions upon the employee's return to work. Employees have the option to cancel their benefits within the first 30 days of their leave of absence by contacting the Rollins Benefits Enrollment Center at 888-659-2586. **Note:** *In accordance with IRS regulations, enrollment in the dependent care FSA (for daycare expenses) will be cancelled until the employee returns to work and re-enrolls.*

### Personal Leave and Offer of Consolidated Omnibus Budget Reconciliation Act (COBRA)

Employees who do not meet the eligibility requirements for an FMLA leave or have not returned to work when their FMLA leave entitlement has exhausted, will be changed to a Personal Leave.

#### While in Personal Leave Status

- Life insurance coverage will remain active and will be paid by Rollins;
- If enrolled in medical, dental, vision coverage, or the healthcare FSA, employees will be offered the option to continue their coverage through COBRA;
- COBRA premium payments are the sole responsibility of the employee;
- Medical premiums will be subsidized by Rollins for up to six (6) months (**NOTE:** The subsidy will equal the employer portion of the medical coverage);
- Disability premiums (if enrolled) will be waived if the employee is receiving a disability benefit from Voya;
- Health Savings Account deductions will be automatically reinstated upon returning to payroll; however, missed contributions will **not** be taken;
- All other coverages will be cancelled

**Note:** If coverage is cancelled and the employee returns to work within 30 days, any cancelled coverage will be automatically reinstated.

#### COBRA Process

Once in Personal status, medical, dental, and vision coverage will be terminated. Billing Services will send the employee a COBRA packet, which must be completed and returned if coverage is desired while on leave of absence. All coverages will remain terminated until Billing Services receives and processes the COBRA enrollment form and full payment. Employees should allow 10 days from the date Billing Services receives payment for coverage to be reinstated.

## Life Insurance while on Leave (FMLA and Personal)

Life insurance (including company-paid basic life, AD&D, employee voluntary term life, spouse life, child life) will continue while the employee is on a leave of absence for up to six (6) months with the premium(s) being paid by the Company. At the end of the six month period, all life insurance coverage will be cancelled and the employee will be sent a conversion package for their basic life. If the employee is enrolled in voluntary term life, a portability package will also be sent.

**Waiver of Life Insurance Premium:** Employees who are determined to be totally disabled by Voya before the age of 60, may be eligible for a waiver of premium of their life insurance coverage. This means the employee's life insurance coverage (basic life and employee voluntary term life) will be provided at no charge, even if their employment with the Company is terminated. At age 65, or in accordance with the Voya Certificate of Coverage provisions, the employee's company life insurance will be automatically terminated. **Employees are encouraged to complete the Waiver of Premium application immediately, even if they do not anticipate being on leave for over 12 weeks.**

## Disability Insurance while on Leave (FMLA and Personal)

Employees who are receiving a disability benefit from Voya will have their disability premiums waived until they return to work.

## Re-enrolling in Benefits

Employees have 30 days from their return to work date to re-enroll in any benefits that were cancelled during the leave. Employees may contact the Rollins Benefits Enrollment Center (888-659-2586) to re-enroll within 30 days of their return to work date.

## Missed Benefits Deductions while on Leave

Upon returning to work from a leave of absence, back deductions will be taken for any missed premiums while on leave. The Rollins Benefits Department will make every effort to spread back deductions over multiple pay periods (four maximum) in order to relieve financial hardship.

## 401(k) Retirement Loan

If the employee has a 401(k) loan and the term of the loan does not end while they are on leave, the loan will be re-amortized to the end of the original term upon the employee's return to work, if they return within one year from the start of the FMLA (or Personal) leave. If the term of the loan ends before the employee returns to work, or the employee does not return to work, Prudential will send them information regarding their loan.

## **V. Conduct / Responsibilities / Enforcement**

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### **A. Employee Responsibilities**

The employee responsible for providing at least 30 calendar days' notice if the leave is foreseeable. When the leave is not foreseeable, the employee must provide as much notice as practical.

### **B. Matrix Responsibilities**

Matrix is responsible for reviewing with the employee their Rights and Responsibilities under FMLA to include providing the employee with a Leave of Absence packet.

### **C. Leadership Responsibilities**

Leaders are responsible for responding for corresponding with Matrix regarding all Leave of Absence requests.

## **VI. Procedures**

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The employee must notify Matrix at 1-877-202-0055 and their manager as soon as possible, but no later than three (3) days from the date of the leave event. Under all Leave of Absence policies, for a leave request to be effective, the employee must notify Matrix.

The employee must periodically report their leave status, or the status of their immediate family member, including providing supporting documentation, upon request. The employee must advise Matrix of their intention to return to work, or the need for additional leave.