



## Personal Leave Policy

### Policy Summary

Newell Brands, Inc. and its subsidiaries (the "Company") recognizes that employees may require time off in addition to vacation for personal and other reasons not covered by the Family and Medical Leave Act, Short-Term Disability, or other leaves, including leaves provided by state law. This policy explains when and how employees may request unpaid Personal Leave.

### Eligibility

All U.S. employees

### Policy Specifics

#### **Leave Entitlements**

Requests for Personal Leave are granted at the Company's discretion. In deciding on a Personal Leave request, the Company may consider, in addition to your personal situation and the necessity for leave: your job performance, attendance, the current level of business activity, the need for properly trained personnel, and/or the availability of replacements. Occasionally this will mean that different conclusions are reached on similar requests for Personal Leave.

All vacation and other paid time off must be used prior to a request for Personal Leave being granted.

Personal Leave under this Policy will not be granted for single days off. The requested Personal Leave must be a minimum of 1 week (40 hours) or more in duration. Personal Leave typically will not be approved for a period of time that exceeds 30 calendar days. If hardship circumstances arise and subject to controlling law, you may request a Personal Leave up to a maximum of 180 calendar days.

Not more than one Personal Leave will be granted per 12-month period. The 12-month period is determined on a "rolling" basis. At the time you request Personal Leave, we will look back over the preceding 12 months to see how much Personal Leave you have already used to determine how much remaining leave you have.

Based on your local Attendance Policy, use of Personal Leave may incur an occurrence or attendance point and/or may affect your eligibility for any benefits associated with perfect attendance. Consult with your Human Resources representative for more details.

#### **Reasonable Accommodations**

A Personal Leave may be granted when you need additional leave not available under other Company policies as a reasonable accommodation for a disability under the Americans with Disabilities Act or similar state laws. The eligibility criteria and length of maximum leave set forth in this Policy are subject to applicable law and do not necessarily apply to individuals with disabilities who may need Personal Leave as an accommodation.

#### **Limitations on Use of Personal Leave.**

Requesting Personal Leave to work for another company or for a personal business is not an acceptable reason for requesting leave. Any employee found doing so while on leave or who otherwise fraudulently requests or obtains Personal leave, is subject to disciplinary action, up to and including termination.

Personal Leave will not be granted for recreational reasons, i.e., hunting, fishing, participating in sporting events, etc.

#### **Personal Leave and Bonus, Increases and Benefits**



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If your request for Personal Leave is granted, your time off will be unpaid. If you are bonus eligible, you will receive any bonus due to you upon your return to work on a full-time basis, under the terms of the applicable bonus plan. Likewise, if you are eligible for a merit increase while on Personal Leave, the increase will go into effect once you return from leave and will be applicable on a go-forward basis.

You will cease to accrue vacation time after 60 days of continuous leave.

You may elect to continue coverage under the Company's group health plan during your Personal Leave for a maximum of 180 days. If you elect to continue coverage, you will be responsible for paying all of the applicable premium.

### **Requesting a Personal Leave**

The following procedures are required when requesting Personal Leave:

- You must submit a request in writing to your supervisor.
- You also must report your requested Personal Leave to the Company's Leave Administrator by phone or online.
- You must submit your request at least 14 calendar days in advance of the requested leave date unless it is impracticable for you to do so. Failure to timely submit a written request may result in denial of your request or delay in approval.
- The Company reserves the right to request additional information/documentation if necessary to approve a request for Personal Leave.

The Company reserves the right to delay approving or denying requests for Personal Leave until adequate information is available regarding anticipated production demands and work load during the requested Personal Leave.

### **Returning from a Personal Leave**

Subject to applicable law, your job is not protected when on Personal Leave.

If you do not return to work when your Personal Leave ends, you will be deemed to have voluntarily resigned your employment with the Company. Subject to controlling law, your employment will be terminated by the Company if you are unable to return to active service with or without any applicable reasonable accommodation or if a job is not available at that time.

You may be required to undergo a drug test prior to returning to work from a Personal Leave of 30 or more calendar days.

### **Process for Exceptions**

The Company expects no exceptions will be needed to the Personal Leave Policy. Exceptions to this Policy will only be considered in extreme and exceptional cases. A request for an exception should be documented in writing and state a reasonable, justifiable and legitimate business need. Such request for an exception should be made to your Vice President of Human Resources. Routine exception requests are discouraged.

### **Corrective Action for Non-Compliance**

Failure to comply may result in corrective action and enforcement subject to local legal requirements.

Questions about this Policy should be directed to your HR Representative.



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The Company's intent is to comply with all controlling federal, state, and local laws, rules, regulations and ordinances. If any portion of this Policy conflicts with any such law, the controlling law applies. The Company may modify, revise, amend or delete its policies and procedures in whole or in part, with or without notice, as it deems necessary or appropriate and/or to comply with changes in the law. This Policy is not intended, nor should it be construed, as a guarantee or promise of employment for any specific length of time, or to create a contract of employment or other contractual rights.

**Effective Date:** January 1, 2021; previous effective date January 1, 2018

**Policy Owner:** Total Rewards

**Executive Sponsor:** Chief Human Resources Officer