

Policy number:	SL-POL-003.034	Revision number:	N/A
Original effective date:	June 5, 2025	Pages:	4
Revised effective date:	N/A	Reviewed date:	June 5, 2025

SOLENIS POLICY

Global Leave and Well-being Offerings

1.0 Summary

At Solenis, we recognize that supporting our employees' well-being and personal responsibilities is fundamental to our culture. Our global leave policy provides paid and unpaid time off for rest, recovery and for qualifying personal, family and medical needs. It reflects our commitment to:

- Physical, emotional, social and financial well-being
- Inclusion and equity across all life stages and identities
- Supporting employees as they navigate rest, vacation, caregiving, health recovery and family-building

2.0 Leave overview

2.1 Maternity leave (see global policy)

Solenis offers up to 18 weeks of paid maternity leave for the biological mother, to be taken continuously starting immediately after childbirth.

2.2 Parental leave (see global policy)

Solenis offers up to 8 weeks of paid parental leave for:

- The spouse or partner of someone who has given birth
- Parents welcoming a child through adoption or foster care (child must be age 17 or younger)

Both maternity and parental leave:

- Are paid at 100 percent of base salary
- Must be taken continuously
- Must be used within 12 months of the child's birth, adoption, or placement

These provisions apply to all eligible full-time and part-time employees globally. Local statutory leave, where more generous, will take precedence.

2.3 U.S.-specific provisions for U.S. maternity and parental leaves

For U.S.-based full-time employees (≥30 hours/week):

- Parental leave is capped at 8 weeks in a rolling 12-month period

- Leave must be taken continuously and within 12 months of the qualifying event
- Leave runs concurrently with Family Medical Leave Act
- Maternity leave may be coordinated with short-term disability benefits
- Documentation of birth, adoption, or placement may be required

Refer to [U.S. Maternity and Parental Leave](#) for full provisions.

3.0 Family and medical leave (U.S. Only)

Under the Family and Medical Leave Act (FMLA), eligible U.S. employees may take:

- Up to 12 weeks unpaid leave for:
 - Childbirth, adoption, or foster placement
 - Care of a seriously ill spouse, partner, parent, or child
 - The employee's own serious health condition
 - Military-related exigencies
- Up to 26 weeks to care for a covered servicemember with a serious illness/injury

Eligibility:

- 12 months of service
- 1,250 hours worked in the past 12 months
- Worksite with ≥50 employees within 75 miles

Leave may be intermittent where applicable and includes job protection and continued benefits. Documentation and 30-day advance notice are generally required.

3.1 Family and medical leave global – refer to individual country provisions

4.0 Military leave (U.S. only)

Eligible U.S. employees are entitled to military leave for voluntary or involuntary service in the U.S. armed forces, including:

- Up to 5 years of active duty
- 2 years of recovery leave for service-related injury or illness
- 80 hours of paid military leave per year (for regular full-time employees)
- Reinstatement and benefit continuation rights apply in accordance with [USERRA](#).

5.0 Vacation leave

Solenis provides eligible employees with paid vacation each calendar year to support rest, recovery, and personal time. Vacation entitlements are determined based on job level, completed years of service, and employment classification (full-time or eligible part-time).

5.1 Vacation leave – refer to individual country provisions

6.0 Flexible work arrangements and well-being integration

Each of us has many different facets to our lives, and as a result there are many different variables that impact our happiness and overall health. At Solenis, we have created a well-being strategy focused on four elements wellness that are physical, emotional, social and financial. We have implemented numerous programs aimed at providing our employees with the tools they need to take care of all four “selves.”

Solenis’ well-being strategy is embedded in our approach to leave and flexibility. We promote work-life balance through:

- Flexible work schedules (remote work, part-time hours, adjusted shifts)
- Paid breaks and access to lactation rooms, where available
- Childcare support or allowances, when applicable
- BeYou Global Employee Assistance Program (EAP) for mental, legal, financial and emotional support
- Country-specific tuition reimbursement for continued learning and growth
- Retirement/pension programs fully or partially funded by Solenis LLC
- Gym benefit

Overall, our global well-being strategy is based on four components:

- **Physical:** In addition to offering market-competitive health plans and annual physicals, Solenis encourages employees to participate in sports and wellness programs. For example, in the U.S., our wellness partner, Personify Health, provides a desktop and phone-based wellness center that allows employees and spouses/domestic partners to participate in physical challenges and other activities to be awarded points, which can be redeemed for sweepstakes entries or credit toward their medical insurance premiums. In addition, employees get extra points/credit for undergoing annual checkups, preventive testing and adherence to chronic care regimen.
- **Emotional:** To support the emotional and mental well-being of our employees, we held focus groups with employees to learn about their day-to-day stressors and how the company could help preserve their well-being and prevent burnout. Resulting from these focus groups were a number of initiatives, including:
 - Manager Well-Being Toolkit and specialized training sessions for managers to support their teams’ emotional and mental well-being.
 - a “No Meetings Fridays” policy to preserve employees’ blocked time for productivity. This program was so well-received that the company has carried it into 2025.
 - a global holiday calendar published to all employees’ digital calendars to bring awareness to other countries’ and cultures’ holidays
 - psychological support sessions for employees directly or indirectly affected by conflict, war and conflict
- **Social:** Various programs throughout Solenis provide employees a place to share their passion or common interests. SolenisGives, our corporate philanthropic platform, offers global and regional opportunities and our Employee Business Resource Groups offer employees an opportunity to work in common interest areas outside work functions while growing their professional networks.

- Financial: In addition to pensions, 401(k)s and other retirement benefits and insurances, Solenis provides a series of financial education tools that enable employees to plan for college, retirement and other life goals. Solenis offers global workshops about financial well-being.

Leave policies are designed to operate in coordination with our well-being efforts, encouraging employees to prioritize health, family, and resilience.

See Flexible Work Arrangements policy for more information.

7.0 Policy and Governance and Changes

This policy will be reviewed periodically and is subject to amendment based on legal changes or organizational needs. Solenis reserves the right to interpret and apply this policy in its sole discretion.

8.0 References

- [Family Medical Leave Act and Military Leave](#)
- [Maternity and Parental Leave](#)
- [U.S. Maternity and Parental Leave](#)
- [Flexible Work Schedule](#)
- [Part-Time Work](#)
- [Remote Work Guidelines](#)
- [Vacation](#)

9.0 Legal and Compliance

All leave must comply with applicable local, state, and federal laws. In regions with stricter or more expansive legislation, local law prevails.

10.0 Scope

All Solenis employees.

11.0 Owner

Senior Vice President and Chief Human Resources and Communications Officer