

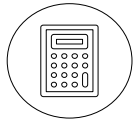


May 2021

Employee Update – Leave of Absence

What is changing?

As part of Dover's project to standardize leave benefits across operating companies, we are transitioning to one vendor for leave administration. Beginning on July 1, 2021, ESG will no longer use Guardian or Sedgwick for leave administration. We are partnering with a new provider called Matrix to administer FMLA and Short-Term Disability leaves. This will result in several changes to your benefits.



Policy Changes

- Short-Term Disability policy changes
- Paid Parental leave will be offered for eligible employees
- Bereavement, Military Leave, and Personal Unpaid Leaves policies



Pay Changes

- The amount of pay may change depending on the type of leave
- Payment for paid leaves will be paid through payroll



Administration Changes

- Matrix will be the plan administrator for FMLA, state mandated leaves, STD, and Parental Leave for any leaves
- You can contact Matrix via phone, website, app and can submit a claim electronically or via mail. Available 24/7/365

You will receive a policy document from HR in May outlining ESG's new FMLA, Paid Parental, and other leave policies. Please review carefully as it will have important details on your updated benefits.



Policy Changes

Pay
Changes

Short-Term Disability (STD) Policy Changes

Topic	Description	Current Policy	New Policy
Eligibility	Which employees are eligible for Short-Term Disability benefits?	All employees who work more than 30 hours a week are eligible	All employees who work more than 30 hours a week are eligible
Cost	How much will employees be charged to participate in the Short-Term Disability plan?	No cost for standard; \$312 annually for supplemental	There is no cost to employees
Elimination Period	The elimination period is a period of time an employee must be not working before benefits are paid.	0 Days for accidents/hospital stays 7 calendar days for all others	7 calendar days
Usage of Sick/Vacation time	During the elimination period, does an employee have to use sick or vacation time?	40 Hours of Vacation Time	An employee must exhaust all hours of paid time off, except 40 hours of available vacation time.
Accrual of Sick/Vacation time	Will an employee accrue sick and vacation time while out on short-term disability?	Yes	Yes
Amount Paid	How much will an employee be paid while out on short-term disability (after the elimination period)?	\$250 per week Standard \$150 per week Supplemental	100% for up to 5 weeks and 60% for up to 20 weeks (while eligible)
Payment	How will employees be paid?	Guardian	Employees will be paid through payroll

You will receive a STD summary plan document in May. Please review it carefully because it will have important details on your updated benefits.

Paid Parental Leave Policy Changes

Topic	Description	Current Policy	New Policy
Eligibility	Which employees are eligible for Parental Leave?	All employees in the event of a childbirth	All employees who have had newborn, an adoption, or a foster child within the past year
Approval	What approval is needed for Parental leave?	Notification to Manager and HR	Manager approval with 30 days notice
Cost	How much will employees be charged to participate in the Parental Leave plan?	There is no cost to employees	There is no cost to employees
Elimination Period	The elimination period is a period of time an employee must be not working before benefits are paid.	No Elimination Period	No Elimination Period
Total Time Allowed	How much time are employees allowed for paid parental leave?	5 Days	4 weeks within 1 year of qualifying event
Increment	What increment of time can an employee take for their leave	Consecutive Days	1 week
Accrual of Sick/Vacation time	Will an employee accrue sick and vacation time while out on paid parental leave?	Yes	Yes
Amount Paid	How much will an employee be paid while out on parental leave?	100% of normal rate of pay	100% of normal rate of pay
Payment	How will employees be paid?	Employees will be paid through payroll	Employees will be paid through payroll

All team members will be eligible to receive up to 4 weeks of paid parental leave for the birth, adoption or fostering a child.

FMLA (Unpaid) Changes

The Family Medical Leave Act (FMLA) provides employees with up to 12 weeks of job protection for specific family and medical reasons.

Topic	Description	Current Policy	New Policy
Eligibility	Which employees are eligible for FMLA?	1 year of service + 1,250 hours	1 year of service + 1,250 hours
Spousal Limitation	If a spouse (includes domestic partner) also works at Dover, will each spouse be able to receive up to 12 weeks of FMLA?	Yes, each spouse will be able to take up to 12 weeks of FMLA	Yes, each spouse will be able to take up to 12 weeks of FMLA
Usage of Sick/Vacation time	During any portion of FMLA that is unpaid, how much sick and vacation time must the employee use?	Employees must use 40 hours of vacation time	An employee must exhaust all hours of paid time off, except 40 hours of available vacation time.



Additional Leave Policy Changes

Military Leave

Topic	Description	Leave Type	Current Policy	New Policy
Eligibility	Which employees are eligible?	Military Leave	Employee is called on short-term military leave for National Guard or Reserves Training	Employee is called on short-term military leave for National Guard or Reserves Training
Total Time Allowed	How much time are employees allowed?	Military Leave	None	10 days
Cost	How much will employees be charged to participate?	Military Leave	There is no cost to employees	There is no cost to employees
Elimination Period	The elimination period is a period of time an employee must be not working before benefits are paid.	Military Leave	No Elimination Period	No Elimination Period
Accrual of Sick/Vacation time	Will an employee accrue sick and vacation time while out?	Military Leave	Yes	Yes
Amount Paid	How much will an employee be paid while out on military leave?	Military Leave	100% of normal rate of pay	100% of normal rate of pay
Payment	How will employees be paid?	Military Leave	No payment currently	Employees will be paid through payroll



Additional Leave Policy Changes

Bereavement Leave

Topic	Description	Leave Type	Current Policy	New Policy
Eligibility	Which employees are eligible?	Bereavement	Up to 5 consecutive days for: Spouse or domestic partner, child (or person for whom the team member is a legal guardian), parent (or the team member's legal guardian) Up to 3 consecutive days for: Stepfather or stepmother, brother, sister, stepbrother or stepsister, grandfather, grandmother or grandchild, spouse's parents, siblings or grandparents (in-laws)	Death occurs in an employee's immediate family: spouse or domestic partner, child or stepchild, parent (including stepparent or parent-in-law), sibling, grandparent or grandchild.
Total Time Allowed	How much time are employees allowed?	Bereavement	5 or 3 Days	5 days
Cost	How much will employees be charged to participate?	Bereavement	There is no cost to employees	There is no cost to employees
Elimination Period	The elimination period is a period of time an employee must be not working before benefits are paid.	Bereavement	No Elimination Period	No Elimination Period
Accrual of Sick/Vacation time	Will an employee accrue sick and vacation time while out?	Bereavement	Yes	Yes
Amount Paid	How much will an employee be paid while out on bereavement leave?	Bereavement	100% of normal rate of pay	100% of normal rate of pay
Payment	How will employees be paid?	Bereavement	Employees paid through payroll	Employees will be paid through payroll

Leave Administration Changes

Type of Leave	Policy Overview	Currently Administering	Administering as of July 1, 2021
FMLA	According to Federal and State Guidelines	Sedgwick	Matrix
Short-Term Disability	1 Week Elimination 5 weeks at 100% 20 weeks at 60%	Guardian	Matrix (for claims opened after 06/30/2021)
Parental Leave	Up to 4 Weeks	Local HR and Manager	Matrix
Military Leave	10 days for Training	Local HR and Manager	Local HR and Manager
Bereavement	5 days	Local HR and Manager	Local HR and Manager

Please see policy details for full information. Appendix to handbook will be on our HR Helpline Zendesk website. Further communication on the contact information for Matrix will be distributed prior to switchover date.

Questions?