

What Happens to PTO/FTO, Bonus/Commission, and Benefits when I am on a Leave of Absence?

Use of FTO/PTO during a Leave of Absence

Exempt Employees

Flexible time off is not intended to be used in place of a leave of absence or to extend a leave of absence. During an approved leave of absence, only five days of Flexible Time off (FTO) can be used, typically at the beginning of the leave to offset the Short-Term Disability (STD) waiting period. FTO will automatically be applied to the waiting period at the beginning of the leave unless otherwise specified by emailing hr@8x8.com.

Non-Exempt Employees

Employees on the Paid Time off (PTO) plan can use PTO for any approved leave that is unpaid. **PTO requests must be submitted in ADP and approved by your manager** to be processed and paid following normal payroll cutoff dates.

PTO can also be used to “top up” California Paid Family leave when 8x8 parental leave pay is exhausted or not available. If you wish to do this, please work with Larkin to notify the benefits team for processing.

PTO Accrual during a Leave of Absence (applicable to non-exempt employees only)

PTO accrual will pause during a leave of absence.

Bonus and Commission

All pay you receive from 8x8 while on a leave of absence is based on On-Target Earnings. This means your target bonus/commission amount is included in your leave payments.

Upon return to work, any bonus or commission payouts will be prorated based on wages earned while actively at work. The leave of absence period will not be considered for calculation of bonus or commission.

Benefits During a Leave of Absence

If you take an approved leave of absence, your benefits will be handled as described below.

- Your health plan coverages will continue for up to 6 months, and employee contributions will be deducted from any pay you receive from 8x8 during your leave. Any missed deductions will be made up upon your return as outlined below.
- After 6 months, continuation of coverage will be available through COBRA. corresponding enrollment and payment materials will be mailed to your home address.
- **Personal leaves of absence:** If you are on an unpaid personal leave of absence which shall not exceed eight (8) weeks, your benefits coverages will continue until the end of the month in which the leave began.

After this, you may continue the coverage through COBRA and corresponding enrollment and payment materials will be mailed to your home address.

Medical/Pregnancy/Family & Military Leave

Deductions will be taken for the following items when there is sufficient pay:

- Medical
- Dental
- Vision
- Supplemental Life
- HSA Contributions
- Health Care FSA

8x8 Paid Parental Leave

Deductions will be taken for the following items when there is sufficient pay:

- Medical
- Dental
- Vision
- Supplemental Life
- HSA Contributions
- Health Care FSA
- 401(k)
- ESPP

Missed Deductions

When there isn't sufficient pay to cover deductions, any missed Medical, Dental, Vision, Health Care FSA and Supplemental Life Insurance deductions will be deducted from the first **two** paychecks upon your return. If the benefit deductions owed total more than \$1,000, the amount will be spread over **four** paychecks.

401(k) Loan Repayments

If you have an open 401(k), loan payments will be discontinued during your leave of absence and your loan will be reamortized and payments will resume upon your return.

Dependent Care Flexible Spending Account (Dependent Care FSA)

When you begin a leave of absence, your coverage in the Dependent Care FSA will be discontinued and any expenses you incur after your participation ends will not be eligible for reimbursement. Upon return from a leave of absence, you may re-enroll in Dependent Care FSA coverage.

Life and Accidental Death & Dismemberment (AD&D) Coverage

- If you are on a medical leave your basic life and AD&D coverage, which is paid by 8x8, as well as any supplemental coverage will continue during your leave for up to 6 months.
- If you are on a family care or parental leave and are eligible for the Family Medical Care and Leave Act

(FMLA), your basic life and AD&D coverage as well as any supplemental coverage will continue for up to 12 weeks.

- If you are on an unpaid leave, your coverage will continue until the end of the month in which the leave began.
- When your life and AD&D coverage ends during an approved leave of absence, you will be offered portability or conversion options.

Employee Stock Purchase Plan (ESPP)

- With the exception of 8x8 Paid Parental Leave, you will not be eligible to participate in the ESPP while on leave of absence and your contributions will stop.
- You will still be able to exercise your ESPP shares while on a leave of absence. Blackout periods will still be in force.

Restricted Stock Units

Restricted Stock Units will continue to vest. Blackout periods will still be in force.

Life Event during/after a Leave of Absence

You may be eligible to change your benefit plan elections if you experience a life event. Examples of life events include birth or adoption of a child, starting an unpaid leave of absence, or returning from an unpaid leave of absence. The following sections will walk you through the process.

How to Re-enroll or Make Changes to Your Health Plan Coverage

If you want to re-enroll or make a change to your benefits elections due to **a life event, like adding your newborn, removing a deceased family member, etc.**, you must request the change within 30 days of your return to work or the event. Request the change by logging on to **Okta> MyWellness> Update my Benefits**. Make necessary changes to your benefits elections and submit the transaction. Changes will not be accepted after 30 days from the date of your life event.

If you need any assistance, you may call the PlanSource Service Line at 866-775-4169.

How to Discontinue Health Plan Coverage During a Leave of Absence

To discontinue your coverage during a leave of absence, you may call the PlanSource service line at 866-775-4169. You have 30 days from the date your leave of absence begins to discontinue your coverage during the leave. For re-enrollment, please follow the process outlined above.

Other Benefits to Support You

Employee Assistance Program (EAP)

We all need a little help sometimes. Our Employee Assistance Program (EAP) is available to you and your family members when you need extra support. The SupportLinc program provides you and your household members access to up to six no cost, confidential, face to face or virtual counseling sessions in your local language for a variety of concerns including stress, relationship problems and mental health concerns.

Phone: 1-888-881-5462

Website: <https://8x8.mysupportportal.com/>

(Group # 8x8)

Cleo for Families

Parenting is a non-stop adventure! Cleo is a program that helps working parents be their best at home and work.

With Cleo, you will get the support and resources you need from expecting all the way through age 12. Use Cleo Baby from expecting through baby's first birthday and Cleo Kids for early childhood support from ages 1-12. When you enroll in Cleo you are assigned a Cleo Guide, an actual real person, who will be there to support you along the way. You'll have access to parenting and programming support in areas such as birth prep, sleep coaching, newborn care, potty training, positive discipline, transition to adolescence and more!

Support is delivered through the Cleo mobile app, personalized content, a specialist network and online workshops. Cleo is inclusive of all paths to parenthood, including adoption, surrogacy, same-sex and solo parents.

Getting Started is Easy!

Simply visit <https://hicleo.com/activate/> and enroll with your work email. Cleo is offered at no cost to 8x8 employees and their spouses/partners.

Other Leave of Absence related Questions? Email us at hr@8x8.com anytime.