

Motorola Solutions, Inc. U.S. Leave Policies

Family Medical Leave (FMLA) - Non-FMLA Medical Leave Parental Leave - Family Illness Leave

Statement of Policy

Motorola Solutions provides its employees family and medical leave to assist employees in their efforts to manage the demands of the workplace with personal obligations. Motorola Solutions Policy is intended to complement leaves guaranteed by applicable federal and state law¹. Time off is available for personal serious illness; births and adoptions; the care of a child, parent, spouse or domestic partner with a serious health condition; or to care for injured or ill servicemembers.

When an employee's leave qualifies under more than one of these policies (a Motorola Solutions leave policy, the FMLA, and/or a state leave law), the leave will count toward the employee's leave entitlement under each of the applicable policies concurrently, and the employee will receive the benefits under the most favorable applicable policy or law.

Scope

All Motorola Solutions employees based at locations within the United States

Guidelines

Eligibility

FMLA: Employees are eligible for leave under FMLA if they: (1) have worked for the Company for 12 months (need not be consecutive) and 2) have worked at least 1,250 hours in the 12 months preceding the start date of the leave. Motorola will use a rolling 12-month period to measure an employee's entitlement for the requested leave under the FMLA or state leave law. The rolling 12-month period is measured from the date the requested leave is scheduled to begin.

Parental: Employees are eligible beginning on the first day of employment

MSI (Non-FMLA) Medical: Employees are eligible beginning on the first day of employment

Family Illness: Employees are eligible beginning on the first day of employment

¹ State laws may provide additional leave rights. Click here for further information. For details regarding employee rights under California or New Jersey law, please see the Notice to California Employees of Rights Under State Leave Laws or New Jersey Department of Labor and Workforce Development notice, respectively

Duration of Leave

- FMLA: Up to twelve (12) weeks
- Parental: Up to thirteen (13) weeks
- Non-FMLA Medical: Up to six (6) months
- Family Illness: Up to twelve(12) weeks

Pay Continuation

- FMLA: Unpaid
- Parental: Up to thirteen (13) weeks
- MSI (Non-FMLA) Medical: Up to six (6) months (paid under disability benefits²)
- Family Illness: Up to twelve (12) weeks

See below for specific details

FMLA

In compliance with the Family Medical and Leave Act (FMLA) and applicable state law, this policy generally provides for up to 12 weeks of unpaid FMLA leave within a 12-month period. Leave because of the birth, adoption or foster care placement of a child must be completed within the 12-month period beginning on the date of birth or placement.

To qualify for FMLA leave, the employee must be taking leave for one or more of the reasons listed below:

- Because of the employee's own serious health condition which makes the employee unable to perform the essential functions of the employee's job;
- Birth of the employee's child, or to care for the employee's newborn child;
- Placement of a child with the employee for adoption or foster care;
- To care for a covered family member with a serious health condition;
- To care for a U.S. service member or veteran with a serious injury or illness incurred or aggravated in the line of duty while on active military duty if the employee is the spouse, son, daughter, parent or next of kin of the service member or veteran;
- A qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a member of a regular component of the U.S. Armed Forces who is deployed on active duty to a foreign country or is a member of the National Guard or Reserves who is deployed to a foreign country on active duty pursuant to Section 101(a)(13)(B) of Title 10 of the United States Code.

Service Member Family Leave

The Service Member Family Leave provision provides up to 26 weeks of unpaid leave within a single 12-month period to care for a covered Service member who is the employee's covered

² Eligibility for short term or long term disability benefits is subject to the terms and conditions of the applicable disability plan document(s).

family member or nearest blood relative. A single 12-month period for purposes of Service Member Family Leave begins on the first day that an employee takes Service Member Family Leave and ends twelve months after that date, regardless of the rolling 12-month period that Motorola Solutions uses for determining available leave for FMLA.

Spouse Leave Sharing Rules under FMLA

Spouses employed by Motorola Solutions who request leave because of the birth, adoption or foster care placement of a child, to care for a parent with a serious health condition, or because of any qualifying exigency, may take a combined aggregate total of 12 weeks of leave for such purposes during the calendar year. Other leave policies may also apply.

Spouses employed by Motorola Solutions who request leave to care for an injured Service Member may take a combined aggregate total of 26 weeks of leave for such purposes during a single 12-month period.

Spouses employed by Motorola Solutions are also limited to a combined aggregate total of 26 weeks of leave if the leave taken includes leave for the birth, adoption or foster care placement of a child, or to care for a sick parent, in addition to caring for an injured Service Member, except that no more than 12 of the 26 weeks may be taken for purposes other than caring for an injured Service Member.

Combined Leave Total under FMLA

An eligible employee can take a combined total of 26 weeks of leave in a single 12-month period for all types of FMLA leave, where no more than 12 of the 26 weeks may be taken for purposes other than caring for an injured Service member. Taking 26 weeks of leave will not limit the availability of leave for other FMLA purposes during any other 12-month period.

Intermittent/Reduced Work Schedule Leave

For leaves due to a serious health condition of the employee or a covered family member, or to care for an injured Service Member, leave may be taken as intermittent leave, or on a reduced schedule when medically necessary. Leave taken because of any qualifying exigency may also be taken on an intermittent or reduced work schedule basis. If an employee requests an intermittent or reduced leave schedule for reasons that are foreseeable based upon planned medical treatment, Motorola Solutions may, at its discretion, temporarily reassign the employee to another position that will better meet the needs of both the employee and Motorola Solutions. Employees taking FMLA leave as intermittent leave or on a reduced schedule will be required to use accrued paid time off to cover the absences, pursuant to the provisions of the applicable Paid Time Off Policy and to the extent permitted by applicable law.

Salary Reduction due to Intermittent or Reduced Work Schedule

If the leave qualifies under this policy and an exempt employee's reduced schedule leave under this policy exceeds two calendar weeks in duration, the employee will be considered a part-time employee for the period the reduced schedule continues beyond the initial two week period, to

the extent permitted by applicable law. The employee's salary will be reduced by an amount proportionate to the reduced schedule for the duration of the leave. When the employee's reduced schedule leave ends, his or her salary will be adjusted to reflect the return to the employee's regular schedule.

MSI (Non-FMLA) Medical Leave

Leaves due to the employee's own illness (where the leave does not qualify for protection under FMLA or those lasting longer than the twelve (12) weeks allowed by FMLA) may be requested in accordance with the guidelines set forth below. Leaves extended beyond the FMLA requirements must meet eligibility under the Motorola Solutions Disability Income Plan.

Medical leaves with job restoration will generally be granted for a maximum of six (6) months for incapacity caused by a Serious Health Condition or workplace injury. For purposes of determining the duration of a medical leave, a return to work of less than thirty (30) calendar days or on less than a full time basis does not restart the counting of the six (6) month period. Actual time at work, on a full or part time basis, will not count toward the six (6) month limit. Employment may be terminated once an employee's medical leave of absence has reached or exceeded six (6) months.

Employees on leave may be able to return to work with a reasonable accommodation. By way of example, a reasonable accommodation may include a reasonable extension of the employee's leave period and/or use of an assistive device. Requests for reasonable accommodation will be considered on a case-by-case basis in accordance with Motorola Solutions policy, the Americans with Disabilities Act (the "ADA"), and/or applicable state law.

This six (6) month limit does not impact eligibility under the Motorola Solutions Disability Income Plan.

Pay Continuation

If an employee qualifies under the Motorola Solutions Disability Income Plan or Motorola Solutions workers' compensation coverage, they will be paid by that plan. In addition, an employee may elect to use accrued paid time off to receive pay during a medical leave. Employees on medical leave may elect to receive a lump sum payout of accrued paid time off equivalent to, but not to exceed, the period of their leave. Payout may be requested on a monthly basis or for the period of the leave, whichever is less.

Please refer to the U.S. Benefits Book for more information about disability benefits under the Disability Income Plan. Please contact Human Resources or Occupational Health for more information on Workers' Compensation coverage.

Parental Leave

In order to assist and support new parents with managing work and family responsibilities, Motorola Solutions provides paid parental leave. Parental leaves will be granted for a maximum of thirteen (13) weeks per rolling twelve (12) month period. The leave must be completed within

the twelve 12 months following the birth, adoption or placement in foster care of a child (the period of medical disability due to the birth of a child does not count toward the thirteen 13 weeks of parental leave).

Pay Continuation

Motorola Solutions will provide paid parental leave for up to thirteen (13) consecutive weeks at regular (base salary) compensation for leave taken within one year of the birth, adoption or placement of the child. Paid parental leave must be taken in consecutive periods of no less than three (3) full weeks. Unpaid parental leave may be taken consistent with FMLA.

Family Illness Leave

Motorola Solutions provides employees with time off from work to attend to matters associated with the illness of an immediate family member (spouse, domestic partner, child or parent).

Family illness leave will be granted for a maximum of twelve (12) consecutive weeks per rolling 12-month period. Absences less than seven (7) consecutive days do not qualify as family illness leave under this policy. If a leave qualifies under FMLA or applicable state leave law, leave taken pursuant to this policy will also count toward the employee's annual FMLA and applicable state law entitlement.

Pay Continuation

Motorola Solutions will provide paid family illness leave for up to twelve (12) weeks at regular compensation.

Procedure

Requesting a Leave

When the need for the leave is foreseeable, the employee must provide Motorola Solutions with at least thirty (30) days advance written notice. For absences that are not foreseeable or unexpected, an employee must provide notice within three (3) business days from the time the employee is aware the absence would occur. Failure to provide such notice may result in denial or delay of the leave request.

An employee must contact Motorola Solutions' leave administration partner to request the leave or to report an intermittent absence. The leave administration partner will then determine whether or not such leave request qualifies pursuant to the terms of this policy and will designate it as such in writing.

Employees must also follow, where applicable, the attendance policy call-in procedures for reporting an absence.

Certification by Health Care Provider

Motorola Solutions requires certification for an employee's serious health condition or a family member's serious health condition. The employee has **fifteen (15) calendar days** after the certification is requested to submit the completed certification of the health care provider form to the leave administration partner. In accordance with applicable law, the leave administration partner may seek authentication or clarification from the employee's health care provider of any information included in the certification, or may require a second and/or third opinion by another health care provider.

Employees may also be required to provide subsequent recertification once every thirty (30) days, except where the minimum duration of the serious health condition is longer than thirty (30) days or where certain changed circumstances warrant recertification in less than thirty (30) days. Employees taking intermittent or reduced schedule leave for periods in excess of six (6) months may be required to provide recertification every six (6) months. Failure to comply with certification or recertification requirements may result in denial of leave.

Certifications for Serious Injury or Illness of Covered Service Member

For Service Member leave, the employee must provide certification that the Service Member's serious illness or injury was "incurred in the line of duty on active duty in the Armed Forces." Such a request may be supported by certification from 1) a Department of Defense (DOD) health care provider; 2) a Department of Veterans' Affairs health care provider; 3) a DOD TRICARE network authorized private health care provider; or 4) a DOD non-network TRICARE authorized private health care provider.

Certification Related to Qualifying Exigency Due to Active Duty or Call to Active Duty

Motorola Solutions may require any request for leave for a qualifying exigency arising out of a covered family member serving on active duty or being called to active duty be accompanied by active duty orders or other documentation issued by the military that 1) indicates the covered family member is on active duty or has been called to active duty status and 2) provides the dates for such active duty status.

Other Pay Considerations

- Employees are not eligible for pay for hours not worked such as holiday pay, jury duty pay, military pay or additional pay not outlined in this policy while on a leave of absence.
- Any pay received while on an approved Motorola Solutions leave of absence is not considered eligible earnings for purposes of calculating incentive entitlements under Motorola Solutions' Annual Incentive Plan.
- Non-exempt employees may use accrued paid time off (PTO) to supplement unpaid leave hours including the elimination period.
- Exempt employees will automatically receive up to three (3) weeks of flex time off (FTO) to supplement short term disability (STD) claims, including the elimination period.
 - Maternity STD leaves will automatically receive one week of flex time off (FTO) to offset the elimination period.

An employee on a leave of absence of any kind is not permitted to borrow or use paid time off in advance of accruing the time. The use of paid time off, flex time off, or disability benefits will not lengthen the duration of the leave.

Employee Benefits While on Leave

While an employee is on leave, Motorola Solutions will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work, as long as the employee pays his or her portion of the premium. Missed health care and other applicable premium deductions will be taken from leave pay or PTO paid while on leave; disability payments do not have benefit premiums deducted. Any remaining premium deductions will be deducted from future payrolls upon the employee's return to work. If the employee does not return, the employee will be billed for missed premium deductions. Failure to make required payments on a timely basis will result in termination of coverage retroactive to the end of the month in which the last premium deduction was paid.

Continuous Service Credit

Employees will receive service credit for the time spent on an approved leave of absence. Upon reinstatement, service dates will remain the same as they were at the start of the leave.

Returning to Work

An employee who takes leave under this policy will normally return to the same position or a position with equivalent status, pay, benefits and other employment terms, unless the employee would have been subject to a layoff, reduction in force, reorganization or job elimination, or other situations in which an employee would not have been employed or would have been employed in a different position if the leave had not occurred.

In some cases, job restoration may not be possible because of a medical restriction preventing an employee from performing one or more essential job functions. In such instances, a reasonable accommodation may be considered in accordance with legal requirements. In those situations, consult Human Resources or Occupational Health as necessary.

Employees must keep Motorola Solutions updated about their intent to, and timing of, their return to work. If an employee fails to return to work pursuant to the agreed upon schedule or does not comply with the provisions of this policy in any other manner, the employee will be separated from employment.

The employee may be required to provide a release to return to work if the leave is for the employees' own serious health condition, which confirms that the employee is able to resume the essential functions of his or her job. The release to return to work should be completed by the employee's Health Care Provider and submitted to the leave administration partner prior to return to work.

Employees who engage in other employment while on a leave will be terminated, unless the employee's manager and Human Resources Representative approve such other employment in advance in writing.

If an employee is unable to return to work at the end of their leave and the employee has not been granted any additional leave, employment ends as “unable to return from leave”: effective the last day of the approved leave, unless a continuation of leave has been granted as an accommodation under the Americans with Disabilities Act as amended, or for other reasons.

Applicable Law

This policy is subject to all federal, state, and local laws, including but not limited to the Americans with Disabilities Act ("ADA"). Nothing in this policy is intended to or does limit Motorola Solutions' obligations under the FMLA, the ADA or any other law. Motorola Solutions will make exceptions to this policy, if necessary, to meet its duty of reasonable accommodation under the ADA. This policy may also be altered by more generous state law requirements. This policy is also subject to the applicable regulations under the FMLA promulgated by the Secretary of Labor.

Responsibilities

Management

Management is responsible for timely communication with the leave administration partner. Management is also responsible for ensuring that an employee is returned to the same or an equivalent position upon return from leave, pursuant to the terms of this policy and applicable legal requirements.

Employee

An employee who requests and/or takes a leave has the responsibility to submit all required documentation on a timely basis, to keep his or her manager updated as to the status of the leave and to comply with the provisions of this policy.

Motorola Solutions Leave Administration Partner

Motorola's leave administration partner is responsible for determining whether any requested leave qualifies under the terms of this policy, informing employees of their rights and obligations pursuant to this policy, processing any paid leave and addressing questions that employees may have related to their leave. In addition, the leave administration partner is responsible for ensuring that all applicable certifications and release to return to work forms are submitted, for monitoring the employee's leave status, and for ensuring that all procedures are followed pursuant to the terms of this policy.

Cross Reference

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