



MolDev – US Vacation Donation Policy – 2020

Scope

This Policy applies to all U.S. associates of Molecular Devices (the “Company”). This Policy is effective July 1st, 2020.

Policy Overview

This document outlines the process for Vacation Donation for both Donors and Recipients.

VACATION DONATION

The Company recognizes the importance of our associates balancing work and their personal lives. We also know that associates need to take time off to take care of everyday concerns that occasionally happen. To accomplish this the Vacation donation program provides a means for associates to help one another through difficult times. This program is intended to help associates who have approved unpaid time off to assist with their own or other family members medical situations, a family crisis or personal traumas/natural disasters.

Eligibility

All active regular full-time and part-time associates who are regularly scheduled to work at least 20 hours per week are eligible for vacation in accordance with this policy. This includes all levels within the organization up to Directors, Vice Presidents and other Executive level positions.

Vacation Donation Guidelines

- Vacation Donation is a voluntary and confidential program for donors. Participation is not solicited by Human Resources or management and should not be solicited by fellow associates. Each associate’s decision to participate will be regarded as a personal matter.
- Vacation donations are not considered to be taxable income or tax-deductible.
- Associates who wish to donate vacation time must complete and submit a Donation Request form online located on the Pulse SharePoint HR North America site under Quick Links. A request can be made for a specific associate or can be donated to the vacation donation pool to be applied to associates with most urgent need.
 - Associates can donate time off in a minimum of 8 hour increments.
 - Associates can donate multiple times throughout the year as long as a minimum balance of 40 hours will remain in the associate’s vacation balance after each submission.



- Associates will receive confirmation of submittal as the Donation Request Form will be routed to Human Resources Operations for review and processing.
- Vacation Donation time will be deducted from the associates vacation balance when used by a designate recipient. Donations to the most immediate need will be deducted from the donor's balance as soon as administratively possible.

Vacation Recipient Guidelines

The following guidelines apply to vacation benefits under this policy:

- The associate's manager will need to be aware of any time off needs
 - If donated time is approved, associate and manager will submit time off through ADP
 - If donated time is unapproved or unavailable, associate can request personal unpaid time off through the unpaid time off policy and the request will be reviewed by management.
- Vacation Donation is a voluntary and confidential program for recipients. Participation is not solicited by Human Resources or management and should not be solicited by fellow associates. Each associate's decision to participate will be regarded as a personal matter.
- Associates can only receive vacation donation if:
 - They have exhausted or will have exhausted all accrued or unused vacation time before being eligible to receive donated vacation time.
 - Have a need that falls into one of the following categories
 - Medical need for associate or family member no longer covered or covered by the medical leave of absence policy
 - Self or Family crisis or trauma
 - Pandemic
- Associates who wish to receive vacation time must complete and submit a Recipient Request form online located on the Pulse SharePoint HR North America site under Quick Links.
 - Associates requesting need for vacation donations will need to detail dates and hours needed to cover time needed.
 - Exempt, salary associates may request time off in full day increments
 - Non-exempt, hourly associates may use accrued vacation time in hourly increments.
- Associates will receive confirmation of submittal as the Recipient Request Form will be routed to Human Resources Operations for review.



- Upon review of the request, the Recipient will receive final notification approving or denying the request.
 - If the request is approved, the associate will need to complete a timesheet in ADP noting absences
 - If the request is denied, the associate will be given specific reasons that align with the policy guidelines.

Vacation Donation Pay Guidelines

- Vacation donation recipients receiving donated vacation time will be paid at the associate's normal base pay rate: for exempt associates, at their normal base salary; and for non-exempt associates at their normal straight time hourly rate (plus shift differential if the associate is assigned to a second or third shift).
- Vacation is not considered hours worked for purposes of calculating overtime pay for non-exempt associates.
- In the event a paid holiday falls within an associate's approved vacation donation period, the day will be treated as a holiday and not a vacation day.