

## FAQ - FLEXIBLE TIME OFF

### Why now?

Leadership strongly believes in continuing to build and promote a culture where everyone is treated as responsible, trustworthy adults. Flexible time off reduces the administrative burden and the unnecessary worry about accruing time off, wondering about any rollover or accrual caps or trying to figure out your balance in UKG. It provides more flexibility to manage time, workload and results. It can be a great recruiting tool. A flexible time off policy also has financial implications that allow us to leverage financial resources in different and more impactful ways.

### Who is eligible?

Flexible Time off (FTO) is available to our regular full-time exempt and non-exempt employees based in the U.S.; Sick Leave Time is available to all U.S. employees.

### What if I have an existing PTO balance? What happens to it?

Employees will exhaust all existing PTO accruals before transitioning to Flexible Time Off, unless otherwise required by applicable law. If you leave Granicus before your accrual is exhausted, you will be paid out the balance of the accrual when you leave Granicus in accordance with our current policy. We encourage you to exhaust existing accruals as quickly as possible, consistent with your work expectations.

If your location will be treated differently with respect to existing PTO accruals, we will separately communicate that to you.

### How do I take paid time off under the plan?

- You use discretion in choosing days off to achieve appropriate work/life balance consistent with your professional obligations.
- You will still enter the request for time off in UKG with at least 30 days' advance notice.
- All time off in UKG must be designated appropriately, such as for Personal, Sick Leave, Paid Parental Leave, Bereavement Leave, Jury Duty, etc
- Your manager will review all time off requests and will approve requests based on business needs, team scheduling, and applicable law when appropriate. Managers will monitor your performance to ensure that your job responsibilities are satisfied.
- You are responsible for communicating to your team and any others that need to know about the timing and duration of your time off and to ensure that there is coverage for your responsibilities while on paid time off. We expect everyone to use time off responsibly.

### What if I am sick?

In addition to the Flexible Time Off plan, Granicus will provide an additional benefit in the form of seven (7) Sick Leave days, or 56 hours, which will be available to all employees on January 1 of each year (or a new employee's date of hire). Sick Leave does not accrue, and balances do not roll forward from year to year. If you require time off for an extended illness for longer than seven (7) days, contact a member of Human Resources team.

### What are expectations on attendance and punctuality?

Regular and timely attendance are essential requirements of each position. The Flexible Time Off plan does not change Granicus' expectations as to attendance. When you are late or absent, Granicus' ability to meet the demands of the business and perform other work is affected and an unfair burden is placed on your fellow workers. If you are going to be absent or late you must contact your manager as soon as possible (but not later than the scheduled start of your work day). You must also record all time off in UKG just as you did under the prior paid time off plan. Excessive absences or tardiness may lead to discipline up to and including termination of employment.

If you fail to report to work and fail to notify your manager of the reason for such absence from work for three consecutive workdays it will be considered that you have abandoned your job and voluntarily resigned.

### Is there a minimum or maximum number of days I am allowed to take off?

No, there is no minimum or maximum number of days that can be taken in a given year. No employee at Granicus is authorized to make any representations or commitments to an employee that is contrary to this policy. Generally, Granicus will not allow an employee to use Flexible Time Off in increments of more than two weeks. Requests for extended periods of time off must be addressed through Human Resources and approved by the appropriate C-level Exec.

Please note, this policy and general guidelines for the Flexible Time Off increments do not apply to Leaves of Absence (including FMLA, Paid Parental leaves, etc.). All Leaves of Absence must continue to be addressed through Human Resources.

**What is considered inappropriate use of this policy?**

There are several potential abuses of this policy. One is if you take too much time off and it impacts your performance and that of your team. Another is that you take time off without properly notifying your supervisor and team of the time you will be away. Another is when you don't take enough time off and you aren't getting the time to renew and recharge. We realize it may take some time to adjust to this plan, but Granicus leadership is dedicated to making this plan work within our culture.

**What are my responsibilities under this plan?**

The success of this policy requires a great deal of trust, responsibility, accountability and communication.

*There are a couple of things to understand when requesting time off as an **individual contributor**:*

- Your manager's expectations for your performance. You may not be allowed to take time off when there are key deadlines or projects due and your work is critical.
- Your manager may not be able to accommodate every request for time off or may ask you to check in from time-to-time while you are on FTO.
- You are accountable for managing your own performance. It is your responsibility to have an open discussion with your manager about your time off and its impact on your performance.
- It is your responsibility to communicate with those that need to know when you are going to be out and to make sure that you have coverage in place while you are out on FTO.

*These are a couple of things to consider if you are a **manager**:*

- You will need to set and manage clear expectations for yourself and your employees.
- You will need to plan ahead for projects that may be impacted by team members taking time off.
- You may need to have tough conversations and to let your employees know when they can't take time off because it will impede their team's efforts and ability to complete critical work and/or the employee's ability to perform their job successfully.
- You should ensure your employees are taking time off appropriately and encourage them to take time off.
- You should try to limit requiring an employee to "check in" while taking time off to let them recharge.
- You will need to monitor outcomes on a regular basis to ensure your team is performing in line with business expectations.

**If I am a non-exempt (hourly) employee, how will overtime be calculated when I take time off?**

You will be paid overtime when you work more than 40 hours in a work week (or otherwise meet the thresholds for overtime under applicable law). You must continue to record your time off in UKG, so we can appropriately determine whether you are eligible for overtime.

**Could I be denied a FTO request if I am on a Performance Plan?**

Being on a Performance Plan does not in and of itself prevent you from taking time off. You will need to work with your manager to understand how taking time off while on a plan will potentially impact your ability to meet your professional obligations.

**How does this policy impact Paid Parental Leave?**

Under the paid parental leave plan, eligible employees will be eligible for 8 weeks of leave for birth parents or 4 weeks of leave for non-birth parents. You will not be entitled to use FTO to extend paid parental leave. Additional details of the paid parental leave plan can be found on Confluence or from Human Resources.

**What about other leaves of absence?**

The FTO benefit is not available while an employee is on a Leave of Absence. You must coordinate any Leave of Absence through Human Resources. Additional details of benefits available during a Leave of Absence will be provided.