

DXC/AMERICAS: U.S. SICK LEAVE POLICY

Effective Date: 01/01/2018

1. POLICY

- 1.1. It is DXC's policy to provide paid Sick Leave to eligible employees for their own medical visits, temporary illness, or injury. Employees may also use paid Sick Leave when a member of the employee's immediate family for whom the employee has responsibility requires a medical visit, or has an illness or injury that requires care.

2. APPLICABILITY

- 2.1. This Policy applies to all U.S.-based employees of DXC Technology Company and its subsidiaries and affiliates, including but not limited to Enterprise Services LLC and Computer Sciences Corporation (collectively "DXC" or the "Company"). However, if any specific provision directly conflicts with applicable country, state, or local law, regulation and/or labor agreement, the relevant law, regulation and/or labor agreement will supersede that section or provision, and the remainder of this Policy will remain in effect.
- 2.2. All Full-time and Part-time Regular, and Limited-Term employees of DXC as defined in the DXC Employment Classifications Policy are eligible to receive paid Sick Leave.
- 2.3. Temporary employees are not eligible for paid Sick Leave. However, if Temporary full-time or Temporary part-time employees are converted to regular status without interruption, Sick Leave hours will be credited retroactively for the period since the most recent date of hire; not to exceed six months.
- 2.4. Casual employees are not eligible for paid Sick Leave.
- 2.5. Exceptions to this Policy require the prior written approval of the Chief Human Resources Officer.

3. REQUIREMENTS

- 3.1. **Accrual Rate** –Regular full-time and Limited-term full-time employees who are continuously employed with a standard work week schedule equivalent to forty (40) hours will accrue up to 80 hours of Sick Leave annually. Regular part-time, full-time, and Limited-term employees whose regularly scheduled work week is fewer than forty (40) hours per week will accrue Sick Leave on a pro-rated basis. Unused Sick Leave may be accrued without limit. Accrued Sick Leave is credited to the employee account at the completion of each standard pay period.
- 3.2. **Use of Sick Leave** – Employees are expected to notify their manager of the need to be absent due to temporary illness or injury at the beginning of the workday, or as soon as practicable, to obtain approval for the absence. Accrued Sick Leave is not convertible into cash and is forfeited upon employee separation.
- 3.3. **Timekeeping** – Sick Leave must be coded in the following manner:
 - 3.3.1. **Exempt employees:**

- 3.3.2. May use accrued paid Sick Leave in full workday increments, or partial workday increments when absent for less than a full workday;
- 3.3.3. Must exhaust all accrued paid Sick Leave hours before being granted a Leave of Absence Without Pay;
- 3.3.4. May record work hours along with paid Sick Leave hours on the same day when absent for less than a full workday; however, for absences covered by the Family Medical Leave Act (FMLA), employees must record the number of hours worked during a partial workday and record the balance of the hours to a paid Leave account, or to an Unpaid Leave account if paid Leave hours are unavailable.
- 3.3.5. **Non-exempt employees** should record hours to the appropriate authorized paid or unpaid Leave category for every hour not worked during the scheduled workday. Accrued Sick Leave must be exhausted before an employee may be granted Leave of Absence Without Pay.
- 3.4. **Disability Benefits** – Employees covered by DXC Short-term Disability (STD) or Long-term Disability (LTD) and receiving disability benefits will retain all unused Sick Leave accrued as of the date disability benefits commence. Employees are not entitled to use Sick Leave in conjunction with vendor Disability once a claim has been approved for payment. However, employees may use Sick Leave in conjunction with state Disability pay, if applicable.
- 3.5. **Workers' Compensation** – An employee who receives lost time benefits through an approved workers' compensation claim will retain all unused paid Sick Leave accrued as of the date the workers' compensation benefits commence. Employees may integrate unused paid Sick Leave with the appropriate workers' compensation benefits not to exceed 100% of base pay.
- 3.6. **Temporary Removal from Position** – An employee may be placed on Sick Leave if the supervisor or manager believes the employee is not physically or mentally capable of performing duties of the position with or without reasonable accommodation, or without endangering the health and safety of the employee or others. If the employee does not have Sick Leave, and paid Vacation Leave is also unavailable, the employee may be placed on a Leave of Absence Without Pay. The supervisor or manager, when practicable, shall secure the advance approval of the one-over-one manager and the supporting Human Resources department before taking such action. When it is not practicable to secure the necessary approvals in advance, such approvals must be secured as soon as possible after the action is taken. In addition, the supporting Human Resources department may contact the DXC LifeManagement Program and require medical examination to determine whether the employee is physically and mentally capable of performing the duties of the position with or without reasonable accommodation, or without endangering the health and safety of the employee or others.
- 3.7. **Verification of Illness** – As condition to approving payment of sick leave, paid or unpaid absence, or return to work, the supporting Human Resources department may require the employee to present documentation, which may include but is not limited to a signed statement from a physician, on DXC's Verification of Illness or Injury form, detailing the reasons for employee absence and whether the employee is physically and mentally fit to return to work.

4. KEY DEFINITIONS

- 4.1. A **standard workweek schedule** is a pre-arranged schedule specifying the times during a week when an employee is required to be at work or provide a reason for absence.

- 4.2. A **standard full-time workweek schedule** is forty (40) hours consisting of five (5) consecutive eight (8) hour days.
- 4.3. A **standard workweek** is a period of seven consecutive days whose start is dependent on the legacy payroll system.
- 4.4. For purposes of this policy, the term **immediate family**, includes an employee's spouse, parent, child, brother, sister, grandparent, grandchild, or any of these in a step or in-law relationship, legal guardian, or legal ward. Immediate family also includes a foster child who is placed with you by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction. Should FMLA leave be involved, the term "family member" will be interpreted as defined in the FMLA.

5. VIOLATIONS

- 5.1. Any employee who knowingly violates or attempts to violate this Policy shall be subject to disciplinary action, up to and including termination of employment, subject to applicable local employment laws and regulations.

6. RELATED POLICY

- 6.1. Employment Classifications
- 6.2. U.S. Flexible Vacation
- 6.3. U.S. Leaves of Absence Without Pay
- 6.4. U.S. Leaves of Absence With Pay