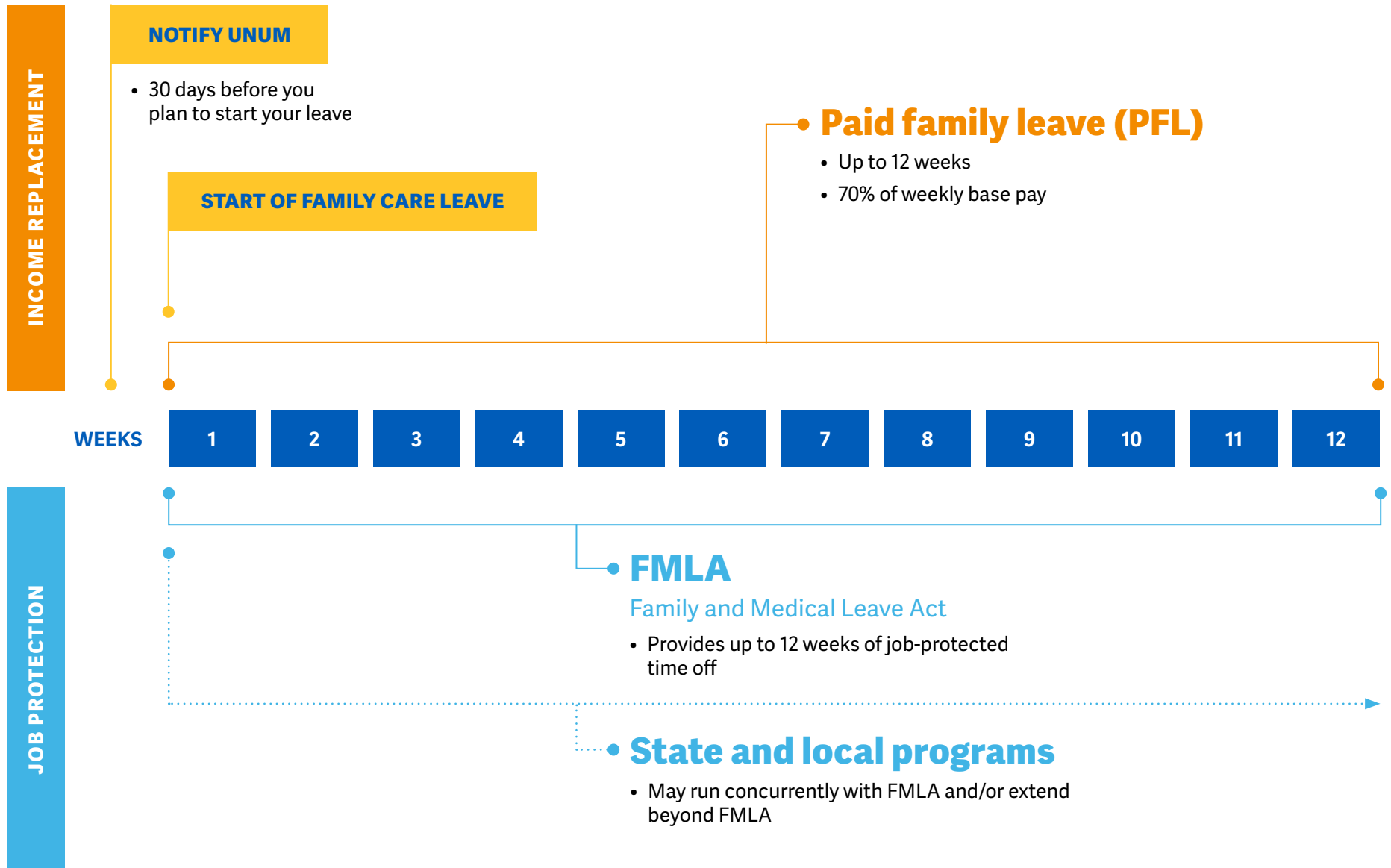


Family Care Leave



INCOME REPLACEMENT

Paid family leave (PFL)

- Weeks 1–12: 70% of weekly base pay, up to a weekly maximum of \$5,385.
- Taxes are not withheld from PFL payments, so the amount you receive may be close to your regular take-home pay.
- **California:** PFL payments are treated by the IRS as a form of unemployment compensation, which is taxable and reportable for federal income tax purposes (but not California income tax purposes). Unum will send you a 1099-MISC form at the end of the year.
- **Other states:** The PFL payments you receive are tax-free. Workday pays the cost of this coverage and reports that cost as taxable income on your W-2 (which is what allows you to receive tax-free benefit payments).
- Your period of PFL may require a statement of your family member's disability from a health care provider.
- Your PFL benefits are administered by Unum.

JOB PROTECTION

FMLA

Family and Medical Leave Act

- You get up to 12 weeks of job-protected leave (reduced by any FMLA time used within the prior 12 months).
- To be eligible, you must have worked for Workday for more than 12 months and for at least 1,250 hours in the 12 months before your leave begins.
- You can still take a leave from Workday, even if you do not qualify for FMLA job protection.

State and local programs

- You may be eligible for income replacement or job protection through state or local programs.
- Workday complies with all state and local requirements.
- Any payments you receive through Workday or Unum may be reduced by the amount of any payments you receive from a government program.

BENEFITS

During paid family leave

- Your health and voluntary benefits will continue during PFL.
- When you return to work, you will repay any missed contributions via double payroll deductions until the amounts are repaid.
- Payroll contributions to your HSA or FSAs will stop during PFL, but you can continue to use your HSA and FSA funds.
- Deductions for your 401(k) and ESPP contributions generally stop but will be made from any eligible earnings you receive from Workday (e.g., bonus or commission). You can update your 401(k) contribution amounts through Fidelity and waive ESPP deductions through E*TRADE to stop those deductions from occurring during your leave.

