

Employees may apply for a leave of absence under the Federal Family and Medical Leave Act (FMLA), applicable state/local leave laws and/or Company policy. This document provides an overview of Jabil Inc. Leave of Absence processes and answers to many common questions about leave of absence and disability claims.

All leaves taken under a state or local law, workers' compensation, or our short and long-term disability plans will run concurrently with FMLA leave where permitted. FMLA and state or local leave laws and Jabil Inc. Short and Long-Term Disability Plan (STD/LTD) claims for eligible employees are administered in partnership with MetLife.

- All leaves must be reported to MetLife - FMLA, medical short-term disability (STD), and parental leave.
- MetLife will determine FMLA and STD eligibility.
- MetLife will review parental leave documentation and make approval determination.
- A Return to Work/Fitness for Duty Form must be provided to Human Resources before employees return to work with Jabil.

What types of Leaves must be reported?

- **Employees:** You must report all absences due to your own illness, accident, medical disability including maternity, and parental leave to MetLife, your manager, and Human Resources.
- **Family:** To request FMLA leave for a family member's serious illness, care of a child, bonding, placement of a child for adoption or foster care within 12 months, workers' compensation, military leave, care for an injured Armed Forces member, and for intermittent leave, you must inform MetLife, your manager, and Human Resources.
- **Work-related Injury:** First report to your manager, Human Resources and then report the leave to MetLife. Follow your local workers' compensation procedures and file your workers' compensation claim with the workers' compensation carrier.
- **State Leaves: Employees working in New York will have their state leave and/or disability managed by MetLife.** Employees living in other states with Paid Family Leave should contact state websites directly. MetLife will coordinate and offset with any approved state leaves.
- **Military Service:** All leaves must be reported to MetLife, your manager, and Human Resources.

How do I report a Leave?

- Call MetLife at 855-522-4565 to speak with an Intake Specialist, Monday - Friday 8:00am to 11:00pm ET or report your leave online at metlife.com/mybenefits.
- MetLife brochures and information flyers are located on <https://jabilbenefits.bswift.com/>.
- MetLife leave specialists determine if you are eligible for FMLA and/or STD and will setup your claim. Employees must be prepared to answer a series of detailed questions, for example: medical condition, name of provider, last day worked, estimated time off, and estimated return to work.
- All claims must be reported to MetLife by you or Human Resources. As soon as you are aware that you will be disabled due to illness, a surgery, or an injury, you must contact MetLife.
- You are required to keep your manager and Human Resources informed of a request for a

leave and provide periodic updates throughout an approved leave. You are not required to provide any personal medical diagnosis information.

How is FMLA calculated?

- If you are eligible and your leave qualifies, you have the right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period. The leave year is the rolling 12-month period beginning on the date immediately preceding the first date of leave, measured backwards.
- If you have an intermittent leave, you must notify MetLife within 7 calendar days each time you need to take intermittent leave. Please also notify your manager and Human Resources. Otherwise, your leave under the FMLA and/or State leave law, where applicable, may be delayed/denied.

How is Human Resources and my Manager notified of my leave?

- You must first notify MetLife of your leave. MetLife will determine eligibility for FMLA, short-term disability, and parental leave.
- Complete Jabil Request for Leave Form and return to Human Resources.
- Following FMLA and STD approval, MetLife will notify Jabil Human Resources via email and Human Resources will update your status to Leave of Absence (LOA) in WorkDay. Following parental leave approval, MetLife will notify Jabil Human Resources via email.
- Jabil may also communicate with you during your leave. Interactive discussions may take place with your manager and Human Resources.

What forms or documentation will I be required to complete?

- The forms required will vary depending on the type of leave. All requests for information must be completed and returned within the dates specified.
- MetLife mails an Initial Eligibility Notice packet. Examples of forms you and your provider(s) may be asked to complete include a Medical Certification and Authorization to release information. Employees can request an emailed copy of this information if they wish.
- New claims for FMLA and short-term disability: Provide requested information to MetLife timely. Failure to provide MetLife with the necessary claim information by its indicated due date could result in a delayed decision or denial.
- States with Paid Family Leave: In addition to calling MetLife, contact the State directly to file your claim. MetLife will coordinate to offset benefits with the State.
- For parental leave: you must provide birth certificate or adoption paperwork.
- If you do not comply with all requests for information or complete required forms by its indicated due date, your claim could be delayed or denied.
- In addition to documents sent to you by MetLife, Jabil also requires that you complete certain forms. You must complete the Jabil Request for Leave Form which must be provided to Jabil Human Resources. Upon your planned return to work date, you must complete the Return to Work/Fitness for Duty form and provide it to Jabil Human Resources.

How are short-term disability benefits paid?

- The first seven (7) calendar days of a STD claim is considered a waiting period. Eligible employees may use any accrued PTO while on unpaid STD or unpaid FMLA pursuant to Jabil's PTO policies. If approved, STD claim payments will begin after 7 days.
- MetLife will issue short-term disability payments. Contact MetLife for direct deposit option or if you want to change your W4 withholding.

Do my Jabil benefits continue while on approved leave?

- Insurance coverage for you and any covered eligible dependent(s) will continue during an approved leave. Benefit deductions are not withheld from MetLife disability payments.
- Once your leave is approved, you will be contacted by bswift, Jabil's Leave of Absence direct bill administration. bswift will contact you to setup payments for your insurance coverage. You will be billed for the plans you are enrolled in on your last day worked, your premium payments will be due on the first day of each month of your leave, and you will have a 30-day grace period of remit your required premium payments.
- Failure to make timely payments may result in the termination of your benefit plan enrollment(s). Please review the communication sent to you from bswift for additional details about ways to make payments, loss of coverage, returning to work, and other information.

How do I return to work from a Leave?

- Provide an expected return date to MetLife, Human Resources, and your manager. Inform all parties if you can return to work sooner than the expected date.
- Provide Jabil Human Resources with your completed Return to Work/Fitness for Duty form.
- Submit the Return to Work/Fitness for Duty form as soon as possible to ensure Human Resources can adjust your status to active in Workday.
- Be sure your Return to Work/Fitness for Duty form indicates if you can return with or without restrictions. Any restrictions or limitations should be specific and include a duration end date. If you need to discuss an accommodation, contact Human Resources.