



Zoetis Short-Term Disability Policy and the Family and Medical Leave Act

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If you cannot work due to illness, injury, or pregnancy, you may be eligible for benefits under Zoetis Short-Term Disability.

The Family and Medical Leave Act can provide help when you need time off from work because you or an eligible family member is ill or injured, because you have a new child due to childbirth, adoption or foster care placement, for care of a service member, or to address other military-related commitments.

This booklet provides an overview of the current Zoetis Short-Term Disability policy and Family and Medical Leave Act procedures for eligible employees. As you review the information provided, keep in mind that it only represents a summary. In all cases, your benefits at Zoetis are subject to the terms and conditions of plan documents and related Zoetis Human Resources policies. In the event there is a conflict between the information you read in this booklet and the official plan and policy documents, the official documents will control. While Zoetis expects to continue the benefits described in this booklet, it reserves the right to amend, suspend, or terminate one or more of the Zoetis benefits or policies at any time for any reason, subject to, where applicable, the terms of any collective bargaining agreements that apply to employees represented by a union. Zoetis also may need to adjust any or all of the benefits and policies it offers to comply with applicable laws or regulations. Your eligibility to participate in the policies or programs described herein does not confer any rights to continued employment with Zoetis Inc. or any of its subsidiaries.

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OVERVIEW AND ELIGIBILITY

Zoetis Short-Term Disability

If you cannot work because of illness, injury, or pregnancy, you may be eligible for benefits under the Zoetis Short-Term Disability (STD) Policy. STD benefits are available to all U.S. regular full-time employees and part-time employees working 40% of the standard work week, as of their first day of employment with Zoetis. Short-term Disability apply once you have been unable to work for 7 calendar day due to illness, injury or pregnancy. Once the 7-calendar day elimination period is satisfied, benefits are paid retroactively to your first full workday missed due to disability.

You are eligible for STD benefits if you are an active U.S. employee as described above, or Global employee paid by U.S. Corporate Payroll. Temporary or standby on-call Zoetis employees are not eligible unless required under state law. The term “employee” does not include a person hired as an independent contractor, leased employee, consultant, or a person otherwise designated by Zoetis at the time of hire as not eligible to participate in or receive benefits under the Zoetis STD plan, even if such ineligible person is subsequently determined to be an “employee” by any governmental or judicial authority. In addition, you are not eligible for benefits under the STD plan if you are entitled to benefits under a comparable program maintained by any of Zoetis’ subsidiaries, or if you are a member of a group or class not eligible for benefits based on the policy in place at the subsidiary.

To initiate a request for STD benefits, you need to notify:

- your manager **and**
- New York Life, the administrator of Zoetis STD and Family and Medical Leave (FML) at 1- 888-842-4462 or online at mynylgbs.com.

DOMESTIC PARTNERS AND FAMILY AND MEDICAL LEAVE

The scope of the federal Family and Medical Leave Act does not provide for the care of a domestic partner. However, Zoetis has established a Partner/Care Leave to address care of a same or opposite sex domestic partner. The domestic partner must be considered a tax-dependent as defined by the Internal Revenue Service.

The Family and Medical Leave Act

The Family and Medical Leave Act of 1993 (FMLA) is a federal law permitting eligible employees to take a maximum of 12 weeks¹ of unpaid, job-protected leave in a 12-month period for the following reasons:

- Related to the serious health condition of an eligible family member (or domestic partner);
- Related to your own serious health condition;
- Related to the birth, adoption, or foster care placement of a child;
- Related to qualifying military-related exigencies; or
- Related to the injury or illness of a service member.

Although these 12 weeks are generally taken consecutively, they can also be taken in shorter increments for ongoing care reasons, such as to attend to your own or an eligible family member's monthly medical treatments.

To be eligible for an FMLA-designated leave, you must have been an employee of Zoetis or any of Zoetis' subsidiaries for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of your leave. Some states have enacted family leave or related laws that may provide additional leave time for one or more categories of leave based on eligibility requirements established under applicable state law. Please note, when applicable, state and/or local leave entitlements will also be applied to your leave.

For more information about how to initiate a request for family and medical leave, refer to the "How to Apply for Family and Medical Leave" section.

¹ 26 weeks of leave are provided in a single 12-month period to care for an injured or ill service member.

ZOETIS SHORT-TERM DISABILITY

The Zoetis Short-Term Disability (STD) Policy provides you with a source of income should you become seriously ill, injured, or pregnant. If you are approved for benefits under the plan, you will receive pay for a period of time that is determined by the nature of your medical impairment and the review and approval process. In order to be approved and remain eligible for benefits, you are responsible throughout the process for ensuring that all requirements are met. Failure to do so could result in delay, suspension, and/or termination of benefits or other employment consequences.

How to Apply for STD Benefits

When you know that you will be out for more than seven consecutive calendar days, you, a family member, or other representative must:

- **notify your manager** of your request for a disability leave, and
- **notify New York Life** who will
 1. review information on your request upon intake or web submission
 2. send you information and forms to your health care provider, if applicable (a direct outreach from New York Life to your health care provider is an option with your permission, eliminating the need for a paper claim process), and
 3. notify your manager and your Zoetis Human Resources Business Partner.

If the necessary information is not obtained during intake from you and from your health care provider during outreach, a completed claim form must be submitted to New York Life within the requested time frame. Your health care provider may be required to supply supporting documentation as well. It is your responsibility to comply with the process and ensure all required materials are completed properly and submitted on time. Any cost involved in the preparation or submission of requested documentation is your financial responsibility. It is your responsibility to ensure your claim for STD benefits is filed in advance of your absence as soon as practicable.

How Your STD Claim is Evaluated

Once your claim is established and required documentation has been submitted to New York Life, a Short-Term Disability Claims Manager will review it. The process includes the following:

You will be sent a notification from New York Life acknowledging your request. Based upon the professional judgment of the Claims Manager working collaboratively when needed with a New York Life nurse case manager and medical director, the health care provider who certified your claim may be contacted for information about your claim, which may include a request for additional supporting documentation. If the health care provider does not respond or sufficient additional information is not received, a determination will be made based on the information already provided. Your Claims Manager will send you a letter notifying you of the approval or denial of your STD benefits request. **Additional information in support of your claim may be submitted to your Claims Manager for consideration. Employees who take leave but are denied STD benefits will be placed on an unpaid leave. Your earned, unused vacation days must be used as part of the unpaid leave. In addition,**

STD benefits will cease for employees not approved for an extension of their disability leave.

Additional Medical Evaluations

In some cases, the Claims Manager in collaboration with a New York Life nurse case manager and/or medical director may decide that in order to evaluate your claim an independent medical exam (IME) is necessary. If required, you will be scheduled for an IME at the Company’s expense. **Your failure to participate in this medical evaluation may result in the denial of your claim.**

Administrative Review

If you feel your claim has been unfairly denied, you may request a review of the determination. A request for review must be made in writing no later than 180 days from the date of the denial letter in order to be considered. The denial of your claim for benefits will be final and binding after that date.

Pay and Benefits Under the Zoetis STD Policy

If approved, the Zoetis STD policy provides you with disability benefits based on annual base pay for a period of time while you are disabled as outlined below:

| 100% of Base Pay | 70% of Base Pay |
|-------------------------|------------------------|
| Weeks 1 - 13 | Weeks 14 – 26 |

Benefits under the Zoetis STD Policy will be reduced by the following:

- Any local, state, or federal disability program benefits, except a Veteran’s Administration Plan. When STD benefits are reduced by statutory disability benefits, those statutory benefits will be paid directly to you from New York Life based on the state plan eligibility and benefit requirements for *other than* the state of California and the commonwealth of Puerto Rico. In the case of the latter, benefits payable will be provided directly from California or from the commonwealth of Puerto Rico;
- Any local, state or federal unemployment benefits paid to employees while they are receiving Zoetis STD benefits;
- Another Zoetis group plan, except the Zoetis Long-Term Disability
- Any other employer-sponsored salary or wage continuation plan; or
- Any mandatory work-loss provision in a “no-fault” insurance policy.

The maximum duration of Zoetis STD benefits is 26 weeks per claim basis and the percentage of base pay received under the plan applies on a per claim basis. This means if you recover, return to work and then experience an unrelated illness or injury that would qualify for STD benefit, your benefit will begin at 100 percent of base pay, if approved. If it however is a related and recurrent (see below) disability, the duration of benefit at 100 percent of base pay already received will be factored into and reduce the duration of future benefits payable at 100 percent.

Base pay is the pay you receive for a regularly scheduled workweek, not to exceed a five day, 40-hour week. Full base pay for hourly/weekly paid employees is the weekly salary at the time the disability occurs. If the amounts paid by or on behalf of the STD plan exceed the amount the employee is entitled to receive Zoetis will require the return of the overpayment upon request, or may reduce by the amount of the overpayment, future benefits payable.

If you experience an illness or injury that would qualify for STD benefits while you are on vacation, and you are hospitalized or are under a doctor's care with proper documentation, you may be able to transfer to STD status. If the disability period is approved, the affected vacation days will be reinstated.

If you return to work from an approved STD leave, work less than 90 calendar days, and are then unable to perform your job, an additional request for STD benefits for the same reason as the original leave will be treated as a recurrent claim and will not begin a new payment period. Employees returning to work for 90 calendar days or more will be eligible for a new payment period.

If, while on approved STD leave you sustain a different illness/injury, you may apply for concurrent STD benefits. If approved, a new STD payment period will run concurrently with the initial claim. You may not receive more than full base pay during concurrent claims.

While you are away from work on STD, most of your benefits continue just as if you were still working. One exception is vacation accrual. While you are receiving STD benefits, you do not accrue vacation. However, when you return to active work at Zoetis, you are credited with the service, and vacation time, that would have accrued had you not taken STD leave. In addition, if a holiday(s) occurs during your STD leave, your STD benefit is not adjusted or extended to account for the holiday(s). You will be paid your STD benefit during a Company holiday and will not be eligible for holiday pay. Your Dependent Care Account contributions, if elected, will be suspended during your STD leave. Coverage under the Zoetis Commuter Benefit Program will also end. When you return to work, you'll need to re-enroll in the Commuter Benefit Program.

When It's Time to Return to Work

Before the end of your approved STD, your health care provider must complete a Fitness for Duty form. This form will be provided to you by New York Life in advance of your expected return date for completion.

- If your physician indicates you may return to work with **NO RESTRICTIONS**, you **MUST** provide the completed form to your manager on your return to work date.
- If your physician indicates **ANY RESTRICTIONS**, you **MUST** contact an Occupational Health Services nurse **PRIOR** to your return to work date.
 - o 1-855-984-7463
 - o Select Option 2 from Main Menu
 - o Then select Option 6 and listen to the prompts carefully for your location

In some cases, you may feel you are not yet able to return to work. In such a case you may apply for an extension of your STD benefits. If you anticipate that you will need to apply for an extension, notify your Claims Manager as early as possible prior to the scheduled expiration of the approved benefit. Your Claims Manager will then send your health care provider a request for additional information or will contact your provider directly with your permission. A determination will once again be made, and you will be notified of whether your STD benefits have been extended.

If your STD benefits are not extended and if you do not return to work or are not cleared to return to work, you may be placed on an unpaid leave or your employment may be terminated, as applicable.

If you are not cleared to return to work prior to the expiration of your 26 weeks of STD benefits, your employment may be terminated which may impact your benefits.

Transitional Return to Work

Zoetis offers a transitional return to work program. The program allows qualified employees to begin their return to work in a temporary transitional work assignment. Transitional work can be defined as the following:

Return to work after STD in the employee's own work area or in an alternate work area with a work schedule of at least 20 hours per week but less than 40 hours per week for up to a six-week period of time.

Return to work full time after STD to a job other than the employee's own job either in the employee's own work area or in an alternate work area for up to a six-week period of time.
Return to work full time after STD in the employee's own work area or in an alternate work area with medical restrictions that limit the employee's ability to perform all essential job functions for up to a six-week period of time.

Claims are evaluated individually, depending upon the nature of the job, the extent of the illness/injury, and the progress of rehabilitation. These arrangements are limited to a specified duration based on medical condition. Upon completion of the temporary transitional work assignment, employees are expected to return to their original position, work a full work schedule and be able to complete all essential job functions, with or without a reasonable accommodation. Employees seeking accommodation under the Americans with Disabilities Act (ADA) should consult New York Life for more information.

Participation in the transitional return to work program will reduce your remaining 26-week maximum duration of STD benefits for time not worked. The percentage of pay you are eligible to receive for time not worked is based on the pay you were receiving while on full STD, not to exceed the defined STD benefit period. For example, if prior to the transitional period your payments reduced to 70 percent of base pay, then the time not worked during the transitional period will also be paid at 70 percent of base pay, not to exceed a total of 26 weeks.

If an employee is unable to return to full work duties and responsibilities at the end of the approved transitional return to work assignment, a determination will be made regarding

further claim benefits, subject to the same case management review process for all STD claims. Employees who return to full duty from a transitional return to work assignment but subsequently go back out on STD for the same or related condition as the initial disability, must have returned to transitional or full employment for 90 calendar days to receive a new STD payment period. A transitional return to work program may impact your benefits under the Zoetis Long-Term Disability (LTD) Plan.

Long-Term Disability

After you have been on approved STD leave for at least 120 calendar days, you will receive information on how to apply for benefits under the Zoetis Long-Term Disability (LTD) Plan, for which you may be eligible after 180 consecutive days of disability (the LTD “waiting period”). Note that if you return to work during the 180-day LTD waiting period and you become disabled again for the same, or for a different unrelated reason, you may be required to meet a new 180 day waiting period. The days you work will not count toward satisfying the LTD waiting period.

If your health care provider anticipates that you will be disabled for a period of time beyond the waiting period, it is your responsibility to file a claim with New York Life, the Zoetis LTD Plan Claims Administrator. LTD claims must be submitted no later than 30 calendar days after the end of the 180-day LTD waiting period. Claims submitted beyond the allowed time frame will not be considered under the Zoetis LTD Plan.

Note that LTD is administered independently from STD and is subject to different requirements. For more information about LTD benefits, review the Zoetis Welfare Plan and Summary Plan Description or other LTD benefits information provided by New York Life.

PREGNANCY UNDER THE SHORT-TERM DISABILITY POLICY

If you are pregnant, your STD benefits for childbirth generally begin three weeks before your projected due date and continue for six weeks after the birth of your child, or eight weeks in the case of a Cesarean section. *Since pregnancy is considered and treated the same as any other disabling illness, the duration of your STD benefit will be based on the period in which your health care provider considers you disabled and for which you are approved by New York Life.* In advance of your anticipated pregnancy leave date, you should contact New York Life. If complications occur and you must begin STD sooner, the process is the same as it would be for any other STD claim: Request STD benefits by notifying New York Life and advise your manager. Any period of associated disablement will count toward the maximum 26-week STD benefit period.

If you choose not to leave work before your due date, you may not add the unused time to your approved disability leave following your child’s birth. In most cases the duration of continuing disability will be six weeks post-partum, or eight weeks in the case of a Cesarean section. If your pregnancy-related disability prevents you from working for a longer period

before or after your child's birth, this time may also be covered by the Zoetis STD plan, subject to the claim review process and provided you are considered disabled.

Under the Family and Medical Leave Act (FMLA), women are entitled to an unpaid job-protected leave of up to 12 weeks (more in some states) during pregnancy and after childbirth. This leave runs concurrently with STD leave. For more information about FMLA, which is also available to fathers and adoptive parents, see "The Family and Medical Leave Act" section.

THE FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act of 1993 (FMLA) is a federal law which permits employees to take unpaid, job-protected leave for qualifying reasons as described below:

Basic Leave Entitlements

FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees during a “rolling” 12-month period for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

IF YOU ARE PREGNANT:

FMLA leave covers any pregnancy-related absence, up to 12 weeks within a 12-month period. Your FMLA leave begins at the same time as your STD benefits and continues for up to 12 weeks. If you need to take more than three weeks leave prior to the birth (for example, if your medical provider requires that you have bed rest), or if you cannot work early in your pregnancy due to a medical condition, your disability-related FMLA leave, once approved, will begin during this time.

Military Family Leave Entitlements

Leave for Qualifying Exigency:

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the Armed Forces in support of a contingency operation in a foreign country may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Leave to Care for a Service member:

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a qualified veteran, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Intermittent Leave

Although the 12 weeks (or 26 weeks in the case of caring for an injured or ill service member) are generally taken consecutively, they can also be taken in shorter increments for ongoing care reasons, such as to attend to your own or an eligible family member's monthly medical treatments.

Eligibility

To be eligible for FMLA leave, you must have been a Zoetis employee for at least 12 months and have worked at least 1,250 hours during the 12 months prior to the start of your leave. If you are eligible for FMLA leave, and the reason for the leave qualifies, your entitlement will begin on the first day that the leave commences.

Any FMLA leave time used in the preceding 12 months will be subtracted from your total entitlement with the exception of leave taken to care for an injured or ill service member. Service member leave provides 26 weeks of leave in a single 12-month period looking forward. Right to service member leave expires 1 year from the date the leave begins. A cap of 26 weeks of leave exists in a single 12-month period for all reasons of FMLA leave, provided the employee takes no more than 12 weeks of leave for: incapacity due to pregnancy, prenatal medical care or child birth; to care for the employee's child after birth, or placement for adoption or foster care; to care for the employee's spouse, son or daughter, or parent, who has a serious health condition; for a serious health condition that makes the employee unable to perform the employee's job; or for qualifying military-related exigencies. For example, in a single 12-month period, an employee who took 16 weeks of leave to care for a service member can take 10 more weeks under FMLA to care for a child.

Some states have enacted family leave or related laws that may expand the federal provisions and/or provide additional leave time for one or more categories of leave based on eligibility requirements established under applicable state law. Please note, when applicable, state and/or local leave entitlements will also be applied to your leave. FMLA is intended for serious or chronic illness or injury, for which you or family member is under the care of a medical provider. It can also be taken upon the birth, adoption, foster care placement of a child, or for military related reasons. It may not be used to care for a child who needs to stay home for a few days with a mild illness (such as a cold) or to carry out routine family responsibilities. Unless otherwise specifically permitted (such as by state law or by an employer's extended coverage), FMLA leave may not be taken to participate in school functions, or to care for individuals other than an eligible family member (or domestic partner, if applicable).

How to Apply for Family and Medical Leave

You must notify your manager and New York Life of your need to take a leave of absence. If your need to take a leave is sudden, you must provide at least oral notice to your manager and New York Life as soon as possible (generally within two days) after learning of your need. If you fail to notify of an intended, non-emergency leave in a timely manner, approval of your

FMLA leave may be delayed. **Claims filed later than two business days upon returning to work from what may have been an FMLA qualified leave, will not be considered.**

New York Life will send you an FMLA Certification Form and notification of your rights and responsibilities.

If the reason for leave is due to a serious health condition, submit the Certification Form to your covered family member's health care provider for completion or to your health care provider if the request is for your serious health condition. You are responsible for ensuring that all required information (including information to be submitted by your health care provider) has been completed and returned to New York Life at least 30 days prior to the start of the requested leave, or as early as possible.

Family and Medical Leave That Is Related to Your Own Serious Health Condition

If you are requesting family and medical-designated leave that is related to *your own* injury, illness, or pregnancy, you may be eligible for benefits under the Zoetis STD plan *at the same time* that you may qualify for family and medical leave. In this situation, STD and the FMLA leave run concurrently, and you must apply FMLA leave in the process of applying for STD benefits. For more information about applying for STD benefits, see the "Zoetis Short-Term Disability" section.

Your Pay and Benefits While on Family and Medical Leave (FML)

For those plans and programs that may be continued during a Parental Leave, and which require employee contributions, contributions must be timely paid for coverage to continue.

An employee who is not eligible for a benefit plan or program before the leave begins will not be eligible or become eligible for the plan or program during the leave.

FML is an unpaid job-protected leave. Because FML can run concurrently with Zoetis paid leaves such as Short-term Disability and the paid portion of Parental Leave while you are receiving pay your benefit contributions and benefit eligibility remain intact. For the period of time that you are solely on unpaid FML benefits will generally continue but you will be expected to pay for those benefits which will be billed to you on a monthly basis. See the chart that follows for information on the impact to your other Zoetis benefits while on FML.

| BENEFIT PLAN/PROGRAM | STATUS DURING FAMILY AND MEDICAL LEAVE (FML) |
|---|---|
| Zoetis Health and Insurance Plans | <p>Coverage available at active employee rates</p> <p>Employee may choose to continue participating in all Zoetis health and insurance plans, except as noted. Contributions will continue at the same rate as was in effect prior to the leave but will be directly billed on a monthly basis. In the event of non-payment, coverage will cease effective with the last payment date.</p> |
| Flexible Spending Accounts (FSA): Health Care Limited-Purpose Health Care Dependent Day Care | Contributions are suspended. Upon return from unpaid leave the employee contributions will be recalculated to year end, provided the return from leave is within the same calendar year. |
| Health Savings Account | Contributions are suspended and will resume upon return, recalculated through year-end. As the Health Savings Account is a personal account, contributions can be maximized up to April 15 of the subsequent year during the personal tax return filing process. |
| Savings Plan | Participation suspended. Employee must make arrangements for continuation of repayment of any outstanding plan loans or the loans will be considered in default as specified under the applicable Plan. Upon the employee's return, contributions will resume as soon as administratively practicable at the rate in effect prior to the beginning of the leave unless the employee changes his or her contribution rate. |
| Other Benefits/Programs | |
| Adoption Assistance Program | Eligibility continues |
| Commuter Benefit Program | Employee should discontinue contributions and reactivate upon return from leave |
| Discounted Personal Benefits (e.g., auto and home insurance) | Coverage will continue and the employee will be billed directly by carrier/vendor |
| Military Leave Policy | An employee on FML who is called or recalled to active duty from a reserve status should contact New York Life at 1-888-842-4462 or go online to mynylqbs.com to establish a Military Leave in accordance with the terms of the Military Leave Policy. |
| Service Award Program | Time spent on unpaid leave will count toward Service Awards, provided the employee returns to active service with the Company following the end of the leave. |
| Tuition Reimbursement Program | Eligibility suspended. Applications will be reimbursed upon return from leave if they were approved prior to the beginning of the leave and satisfactorily completed as required by the Program. |

| | |
|--|--|
| Vacation Accrual | No vacation accrues during the leave period. Upon return to work, including a phased return, the employee will be credited with the vacation that would have accrued if the employee were actively at work during the period of absence. |
| <ul style="list-style-type: none"> • Bereavement Leave • Business Travel Accident • Company Holidays • Jury/Witness Duty • Long-Term Disability • Reserve Training Supplement • Short-Term Disability | Eligibility suspended for these benefits/programs |

Family and Medical Leave and Other Zoetis Policies

There may be situations in which FML overlaps with other Zoetis policies such as:

Short-Term Disability Benefits

If you are taking FML because of a personal injury or illness, or because of pregnancy and childbirth, you may be entitled to STD benefits. Note that federal family and medical leave (and state family leave, if applicable) runs concurrently with STD benefits. This means that both STD benefits and FML begin on the first day you are unable to work (if you will be unable to work for more than seven consecutive calendar days), and your base pay (applicable STD benefit percentage) continues for as long as STD benefits have been approved. If you take STD leave due to pregnancy and have remaining FML time after your STD benefits cease, that remaining time will run concurrently with leave taken under Zoetis' Parental Leave Policy.

Short-Term Disability & FML Example

Example: Let's say you break your leg. It is a complicated break, and the doctor tells you to stay off the leg completely for six weeks. You apply for STD benefits and continue to be paid as your approval is processed. Six weeks later you are able to return to work. Four months after your return to work, your father, who lives in another city, is told he will need surgery. He will need round-the-clock help for at least two weeks after the operation. You have been employed by Zoetis for well over a year and have worked more than 1,250 hours in the last twelve months. Although you used six weeks of STD/FML when you broke your leg, and you have no vacation time available, you may still take up to six more weeks FML within the twelve months following your father's surgery. You apply for and receive approval to spend two weeks caring for your father (FML is unpaid, however the first week may be eligible for payment under the Caregiver Paid Time Off Policy). During this time you continue to receive benefits, assuming you pay your employee contribution, and your job is protected.

Vacation

If you have any unused, earned vacation time at the start of your FML, you are required to use your vacation time. Since vacation time runs concurrently with family and medical leave, the total length of your leave is not extended. However, during the time you are on vacation, your pay and benefits will be administered in accordance with Zoetis policy.

Vacation does not run concurrently with STD benefits. Thus, if you are taking family and medical leave because of a pregnancy, you will not begin to use your unused vacation time until you have exhausted your STD benefits.

During your FMLA leave, including the time on vacation, you will not continue to earn additional vacation. However, once you have returned to active work, you will be credited with the vacation you would have earned had you not taken the leave.

Parental and Adoption Leaves

Zoetis also offers Parental Leave and Adoption Policies. Please see these policies for further information.

FREQUENTLY ASKED QUESTIONS

What if a second injury or illness occurs while I'm on disability leave?

Zoetis STD covers each injury or illness separately. If you have an accident or become ill while already on approved STD, you need to notify your supervisor and New York Life just as you would if it occurred while you were working.

If your condition is a complication **related** to your initial disability, your condition will be reviewed as part of your existing claim and you will not have to file a new disability claim.

If the subsequent illness or injury is **unrelated** to your initial disability, you will need to file a new claim, and the process of evaluating the claim will be the same as for all claims as long as your initial claim was approved by New York Life. If your new claim is approved, you will be granted STD benefits for a new payment period, part of which will run concurrently with your original leave period. If your initial claim was not approved by New York Life, a subsequent claim would not be considered.

What happens if I have multiple Short-Term Disability claims that are considered recurrent?

If you return to work from an approved STD leave, work less than 90 calendar days, and are then unable to perform your job, an additional request for STD benefits for the same or related reason as the original leave will be treated as a recurrent claim and will not begin a new benefit or payment period.

It is possible for a recurrent claim to begin at 70 percent payment. For example, if you received 15 weeks of STD benefits for your heart condition, returned to work for less than 90 days, and then needed to apply for an additional STD period for the heart condition, this second period of disability will be considered a continuation of your first disability period. Therefore, because you already received 13 weeks at full pay, payment for this second disability will begin, and remain at 70% of your base pay (offset by any statutory benefits).

What if I am also receiving Workers' Compensation benefits for an injury that is also approved for STD benefits?

You may not receive more than your maximum benefit under the Zoetis STD plan. If you are receiving certain other benefits for your disability, such as "no-fault" auto insurance or statutory benefits during the time you are receiving Zoetis STD benefits, the amount of your STD benefit will be reduced by the amounts of any other benefits you receive due to your disability. If you are entitled to Workers' Compensation benefits, the payment from the Workers' Compensation carrier will be payable to and sent directly to Zoetis while you are receiving STD benefits from the Company, unless otherwise required under state law.

Benefits under the Zoetis STD policy will be reduced by the following:

- Any local, state, or federal disability program benefits, except a Veteran's Administration Plan;
- Any local, state or federal unemployment benefits paid to employees while they are receiving Zoetis STD benefits;

- Another Zoetis group plan, except the Zoetis Long-Term Disability Plan;
- Any other employer-sponsored salary or wage continuation plan; or
Any mandatory work-loss provision in a “no-fault” insurance policy.

You are required to notify New York Life if you are receiving any benefit referenced above.

Are there injuries or illnesses not covered under STD?

You may not be eligible for disability benefits under the following circumstances:

- If you are not being actively treated by a qualified healthcare provider;
- If you are on a leave of absence for reasons other than an approved disability or leave Zoetis for any reason other than disability;
- If you become disabled during the course of employment for profit in any non-Zoetis trade, business, or occupation;
- If your disability results from conduct in violation of Zoetis company policy or applicable laws or regulations;
- If you are disabled as a result of the use of intoxicants or illegal/unauthorized drug use, unless you are undergoing rehabilitative treatment; or
- If your disability commenced prior to the start of your employment with Zoetis.

What if I become ill or injured while on vacation?

If you become ill or injured while on vacation, you may still be eligible for STD benefits and/or FMLA leave.

I’m pregnant and thinking of working right up to my due date. If I don’t use three weeks of disability benefits before my child’s birth, can I extend my STD time after the birth?

STD benefits for pregnancy generally begin three weeks prior to the projected due date of your child. You may not apply unused STD benefits you may have received when disabled prior to your child’s birth to further your disability time off after the birth.

What happens if my delivery is later than expected?

Your STD benefits extend from the time you begin (generally three weeks prior to your due date) until the actual birth of your child, regardless of the time elapsed before childbirth. Your remaining STD benefits are based on the time needed to recover from childbirth (generally six weeks, or eight weeks for Cesarean births), and are not affected by the length of your leave prior to the birth. Complications of pregnancy may require an earlier commencement of leave and will be subject to the claims review process. Complications will be treated as STD and will further reduce the 26-week STD benefit allowed.

Can I request additional STD benefits prior to birth?

If there is a medical reason that would prevent you from working prior to three weeks before birth, the request will be subject to the case management approval and review process, as with any other disability request. Some state-provided benefits may be payable for a greater period than the three weeks allowed under the STD benefit. In those cases, only the statutory benefit would be available.

Five weeks prior to my estimated due date, my physician supports me working only half days up until the date I go out on disability leave. Will the time I not work be paid under the STD Policy?

No. You must be absent for more than seven consecutive calendar days (more than seven consecutive work days if subject to a collective bargaining agreement) in order to qualify for STD benefits. If the reason to work a temporary reduced work schedule is based on medical need, your request will be reviewed as a form of a reasonable accommodation and requires approval by Zoetis. You may also be eligible for intermittent FML. During this time, you will be required to use your earned, unused vacation for the hours you are unable to work; otherwise, the time not worked will be unpaid.

If the reason for a temporary reduced schedule is not based on medical need and is not covered under FML, the request must be approved by your manager. During this time, you will be required to use your earned, unused vacation for the hours you are unable to work; otherwise, the time not worked will be unpaid if approved.

My spouse and I are both Zoetis employees, and we are expecting a baby. Can we each take a 12-week FMLA leave?

FMLA regulations state when both husband and wife work for the same employer, the amount of FMLA leave is limited to an aggregate of 12 weeks for “bonding” (the birth, adoption, or foster care placement of a child) and to care for the employee’s parent with a serious health condition. (Each spouse may take up to 12 weeks of FMLA leave in the case of a seriously ill child or spouse, or for his or her own serious health condition.) However, as it is permissible for employers to extend benefits eligibility beyond what the federal law provides, Zoetis will allow each spouse to take 12 weeks of FMLA Leave, if eligible, for “bonding” and to care for the employee’s parent with a serious health condition. Any leave taken as FMLA in the prior 12 months will reduce the 12-week allotment. Please note that this married rule does not apply to those under a collective bargaining agreement – in that case, the aggregate of the weeks taken by both spouses count toward the 12-week maximum. This is true even if the union employee is married to a Zoetis non-union employee. Please note that if the relationship is as a domestic partner, the Partner/Care Leave will instead apply offering a similar 12-week period.

I would like to take off more than the 12 weeks that I am covered by FMLA after the birth of my child. Can I do so?

You may be eligible for additional leave under Zoetis’ Parental Leave Policy. Under the Parental Leave policy, a total of up to 26 weeks of leave may be provided, of which up to six (6) continuous weeks of pay may be available. Any earned, unused vacation must be used at the start of the unpaid portion of the leave. A Parental Leave will not be job-protected once it extends beyond your FML entitlement. Parental Leave begins after the approved pregnancy disability is completed and runs concurrently with FML.

What else should I know if I am pregnant, adopting, or an expectant father?

For information on topics ranging from becoming a parent to choosing childcare, contact Zoetis’ Employee Assistance Program. Accessing the program is simple; by dialing 1-800-607-1522 you may speak with a counselor, or by logging onto EAPhelplink.com
Company Code: Zoetis.

EAP provides counseling, resources, and referrals to employees and their eligible dependents. There is no cost to use the service and access to the program is confidential with information only being released following your written consent, by court order, in the event of imminent harm to self or others, or where a vulnerable person is being victimized (child/elder abuse or neglect).

For information or support related to any of the following areas below, contact EAP today.

- Parenting Concerns
- Convenience Services
- Eldercare
- Legal & Financial Consultation
- Emotional Wellness Issues
- Educational Resources

Zoetis also offers Back Up Care through Bright Horizons providing:

- Center-based child care
- In-home well and mildly-ill child care
- In-home adult/elder care
- Priority Access Program - access to enrollment at a Bright Horizons child care and early education center

Are there injuries or illnesses not covered under FMLA²?

FMLA provides for unpaid, job-protected leave for qualifying serious health conditions. Mild illnesses (such as a cold) are not covered under FMLA.

What if I need medical care on an intermittent basis?

You may be eligible for FMLA leave if you have a medical condition that requires you to be absent intermittently (or a covered relative has a condition that requires your care intermittently).

What if I have vacation days available before going on FMLA leave?

Any earned, unused vacation days must be used during your FMLA leave. Since vacation and FMLA run concurrently, this will not extend the length of your leave. However, it will ensure that part of your leave is paid.

² The answers to family and medical leave-related questions are based generally on application of the **federal** FMLA. Additional leave time for one or more categories of leave may be available under eligibility requirements established by state law.

Am I eligible for holiday pay if a holiday occurs during my STD or FMLA leave?

No, if a holiday occurs during your unpaid leave, you will not be eligible for holiday pay. If the holiday occurs during a paid leave (e.g. short-term disability) you will not receive holiday pay; however, you will continue to be paid during your approved disability period. Holiday pay is only provided if you return to active work immediately following a paid leave period. For example, if short-term disability were to end the day before the December 25 holiday, you would be eligible for the December 25 holiday pay provided you return to work on the next scheduled business day, December 26, for example (employees on short-term disability leave must continue to be cleared prior to returning to work). If you do not return to work on December 26, but extend the leave period with vacation, holiday pay will not be provided.

Is my job protected during STD or FMLA leave?

FMLA provides job-protected leave. FMLA runs concurrently with STD benefits so that you will be reinstated to your former job, or an equivalent position, if you return to work within the 12-week FMLA job-protected period (or state family leave). Once your FMLA leave (or state family leave) expires, it may be necessary for Zoetis to fill your former position when business needs require.

Can I use FMLA to care for my mother-in-law?

According to the **federal** Family and Medical Leave Act of 1993, FMLA leave may be used to provide care for your child, your spouse, your parent, or yourself, under the conditions outlined in this booklet. It may **not** be used to care for in-laws or other relatives. Some state leave laws include additional family members such as in-laws. While not job-protected, the Zoetis Partner/Care Leave can provide leave time to care for relatives other than those permitted under FMLA.

I have a question that hasn't been answered here. Whom should I ask? Contact New York Life at 1-888-842-4462.

The utmost care has been taken to provide accurate information. However, in the event there is a conflict between the information you read in this booklet and the official policy documents, the policy documents will control. While Zoetis expects to continue the benefits described in this booklet, it reserves the right to amend, modify, suspend, or terminate one or more of the Zoetis policies at any time for any reason. Zoetis may also need to adjust any or all of its policies to comply with applicable laws or regulations.

Employees are not eligible for this policy if they are eligible for another similar policy or benefit plan or program maintained by any of Zoetis' subsidiaries or affiliates, or if they are a member of a group or class not eligible for benefits based on the policy in place at the subsidiary or the respective affiliate.