

I. TIME OFF FROM WORK

Both paid and unpaid time off may be granted to eligible employees, according to the following leave policies. Please consult your manager or the Benefits team for further information.

Paid Leaves

In the interest of maintaining a healthy balance between work and home, Fisher Investments offers paid time off to eligible regular full-time and part-time employees working a minimum of 35 hours per week on a regular basis.

Time off is paid using your base hourly rate, and overtime compensation, if your regular required workday is 9 or 10 hours.

Holidays

Regular full-time and part-time employees working a minimum of 35 hours per week on a regular basis are eligible for paid holidays.

In general, holidays at Fisher Investments are the full days the New York Stock Exchange is closed. A holiday schedule is posted on FIIRE.

Holiday Policies

To be eligible for holiday pay, a non-exempt employee must be regularly scheduled to work on the day in which the holiday is observed and must work your regularly scheduled working days immediately preceding and immediately following the holiday, unless an absence on either day is approved by your supervisor.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

You may take time off to observe your religious holidays. If available, a full day of PTO leave may be used for this purpose; otherwise you will not be paid for this time off. Please schedule the time off in advance with your manager.

Holiday pay will be calculated based on your straight-time pay rate, plus overtime for employees required to work regular 10 hour days. Holiday pay does not include incentive pay, bonuses or other special forms of compensation.

Paid Time Off

Employees may earn paid time off based upon their active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay of a full 5 consecutive days in a workweek, or termination of employment. Temporary, part-time, or employees on an approved leave of absence do not accrue paid time off unless they work more than 35 hours in a work week.

Employees are eligible for up to 20 days of paid time off. After 5 years of continuous employment, employees will accrue an additional PTO day annually, and after 10 continuous years, they will accrue an additional 2 PTO days (3 additional days total). Please reference the applicable State Addendum for further information, including paid sick leave laws.

While PTO accrues from hire date, it is pro-rated based on the number of days worked for the period. PTO can be used once the employee has accrued sufficient hours. Employees who are using PTO and being paid during a portion of a leave will continue to accrue PTO for those paid days. However, PTO does not accrue during a leave of absence after 5 consecutive days in a workweek are unpaid. Accrual resumes when the employee returns to work. If an employee terminates employment mid pay period, PTO will be pro-rated based on the number of days the employee worked during that pay period.

You are strongly encouraged to use all PTO benefits you accrue. If a holiday occurs during your PTO leave, PTO will not be deducted for the holiday. You must be on active paid status the business day before and after the holiday to receive holiday pay.

PTO is NOT accrued for Salespersons working from a home office or Executive Management.

Employees who have satisfied all eligibility requirements may submit PTO requests to their supervisor or manager in advance. Requests will be evaluated based upon various factors including anticipated operating requirements and staffing considerations during the proposed period of absence. Excluding certain leaves, employees must use their accrued and available PTO for any absences from work. Under certain circumstances, requests for unpaid time off may be granted but only after accrued and available PTO has been exhausted.

Upon termination of employment, PTO benefits that have accrued through the last day of work will be calculated at the last rate of pay and paid with the final check.

An employee may not use paid time off before its accrual.

Other Paid Leaves

Primary Caregiver Parental Leave

Fisher Investments is committed to providing you the benefits that matter most and have introduced an 8 week paid Primary Caregiver Parental Leave benefit effective September 1, 2018. This policy will allow primary caregivers to bond with their newborn, or newly adopted child while receiving full or partial payment of their normal pay for a designated period of time.

To read more on the official policy as well as policy FAQ's, please [click here](#).

Please contact the Benefits Team at ~Benefits Services or x5886 with questions, or go to myfibenefits.com.

Election Day

We encourage you to exercise your voting privileges in local, state, and national elections. If you do not have sufficient time outside of working hours to vote in an official state-sanctioned election, you may take off enough working time to vote. Such time off should be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay, if such time off is necessary. When possible, an employee requesting time off to vote must give their supervisor at least two days' advance notice.

Bereavement Leave

Fisher Investments grants a leave of absence to employees in the event of the death of the employee's current spouse, registered domestic partner, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take 3 consecutive scheduled paid workdays off for bereavement leave. The employee's manager may approve additional unpaid time off. PTO may also be used.

Unpaid Leaves

In special circumstances, Fisher Investments may grant a leave of absence for personal reasons. To be eligible, you must be a regular full-time or regular part-time employee. A personal leave of absence must not interfere with the operations of your department or Fisher Investments and must not be used to take employment elsewhere or go into business for yourself.

Requests for personal leave should be limited to unusual circumstances requiring a minimum absence of 5 consecutive unpaid days but generally no greater than 30 days. Accrued PTO if available must be used. Whether a personal leave will be granted, and for how long, is within the Company's sole discretion. You will continue to receive medical benefits for a maximum period of 30 days. Time spent on personal leave of absence will not be counted as time employed in determining eligibility for benefits that accrue on the basis of length of service, such as PTO or 401k vesting.

Failure to return to work as scheduled from an approved leave of absence or to inform your manager of an acceptable reason for not returning as scheduled will be considered a voluntary resignation.

You should request a leave of absence in advance, when foreseeable, by completing the Leave of Absence Request form and submitting it to the Benefits team. Each request should provide sufficient detail, such as the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Employees who take a personal leave are not guaranteed reinstatement unless required by law. Upon the expiration of the leave, you may be returned to your former position, if it is available. If your position is not available, you may be offered another position, if available, for which you are qualified. If no position is available when you are able to return to work, you will be terminated and may reapply for the next available position.

Jury Duty and Witness Leave

Fisher Investments encourages employees to serve on jury duty when called. All employees are eligible for jury duty and witness leave.

Employees should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. The employee will be required to provide written verification from the court clerk of your performance of jury service. Requests for jury duty and witness leave should be submitted through the PTO Request System. Relevant supporting documentation must be submitted to Payroll in a timely manner.

Hourly Employees

Hourly employees will not be paid to participate in jury duty or to appear as a witness in a court proceeding, although they may use their accrued PTO for such time.

Salary Employees

Salary employees will receive full salary unless they are absent and perform no work. Employees selected for extended jury duty should consult with a member of the Employee Relations Team. Leave for jury duty will be unpaid if no work is performed during the workweek, although employees may use their accrued PTO for such time.

Leave for Emergency Service

Fisher Investments will give time off to an Employee to perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel.

Fisher Investments also will provide eligible Employees who volunteer as firefighters, reserve peace officers, or emergency rescue personnel with an unpaid leave of absence, in accordance with state law, for the purpose of training. If you need time off on account of such training, you should notify your supervisor as soon as possible so that arrangements to accommodate your absence may be made.

Time off is unpaid, however, you may choose to use accrued PTO during this time off.

No action will be taken against any Employee in any manner for requesting or taking any time off as provided for in this policy.

Civil Air Patrol Leave

Fisher Investments will provide eligible Employees who are voluntary members of Civil Air Patrol with a leave of absence, in accordance with state law, in order for such Employees to respond to an emergency operational mission of the Civil Air Patrol. Such leave generally is limited to up to three days per single emergency operational mission. To be eligible for such leave, the Employee volunteer member must have been employed by Fisher Investments for at least 90 days immediately preceding the commencement of the leave.

Employees are required to give Fisher Investments as much notice as is possible of the intended leave dates. Additionally, Fisher Investments may require certification of the need for leave from the Civil Air Patrol Authority.

Civil air patrol leave is unpaid, although an Employee has the option to use any accrued and available PTO for the otherwise unpaid leave.

No action will be taken against any Employee in any manner for requesting or taking any time off as provided for in this policy.

Family and Medical Leave

The Family and Medical Leave Act (FMLA) provides eligible employees with up to 12 weeks of unpaid, job-protected leave for certain family and medical reasons during a 12-month period. During this leave, if eligible, you are entitled to continue group health plan coverage as if you had continued to work. At the conclusion of the leave, subject to some exceptions, you generally have a right to return to the same or to an equivalent position.

Any leave taken under this provision qualifying as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 weeks of family/medical leave in a 12-month period.

A medical leave of absence may be granted for non-work-related temporary medical disabilities (other than pregnancy, childbirth, and related medical conditions) for up to twelve weeks with a doctor's written certificate of disability. Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, you generally must use any PTO previously accrued during the waiting period, if applicable.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work or after a total of twelve weeks of leave, whichever occurs first. The Benefits team will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Fisher Investments makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

State workers' compensation laws govern work-related injuries and illnesses. State pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions.

Employee Eligibility Criteria

To be eligible for FMLA leave, you must:

1. have been employed by Fisher Investments for at least 12 months;

2. worked for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
3. be employed at a worksite that employs at least 50 employees at the location or within 75 miles of that site.

Events Which May Entitle You to FMLA Leave

FMLA leave may be taken for any one, or for a combination of, the following reasons:

- The birth of your child or to care for your newborn child.
- The placement of a child with you for adoption or foster care or to care for the newly placed child.
- To care for your spouse, registered domestic partner, child or parent (but not in-law) with a serious health condition; and/or
- Your own serious health condition that makes you unable to perform one or more of the essential functions of your job.

Military Family Leave Enhancements

Eligible employees with a spouse, son or daughter, or parent on active duty or called to active duty status in support of a contingency operation 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.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for your parent, child, spouse or individual for whom you are next of kin, who is either (1) a current member of the Armed Forces (including the National Guard or Reserves) and who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of active duty (or aggravated by service in the line of active duty) that may render the military member medically unfit to perform the duties of the member's office, grade, rank or rating; or (2) a veteran who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the five years preceding the date the veteran undergoes treatment, recuperation, or therapy, and who is undergoing medical treatment, recuperation, or therapy for a serious illness or injury incurred in the line of active duty (or aggravated by service in the line of active duty). To be considered "next of kin," you must be the nearest blood relative of the Injured Service member (other than the individual's parent, spouse or child). Such leave may be taken for up to 26 weeks in a single 12-month period, which period begins on the first day you take leave for this purpose and ends 12 months after that date. An eligible employee who takes Injured Service member Leave may not take more than a combined total of 26 weeks of FMLA Leave in a single 12-month period, including any leave taken for other FMLA-covered reasons. Under such circumstances, only a total of 12 weeks of FMLA Leave in a 12-month period may be taken for reasons other than to care for an Injured Service member.

How Much FMLA Leave May Be Taken During the 12 Month Period

If eligible, you are entitled to up to 12 workweeks of unpaid leave during a 12-month period for any FMLA qualifying reason(s), except for a service member leave as described above, which can last up to 26 weeks.

The 12-month period is a rolling 12-month period measured backward from the date you use any FMLA leave.

Limitations on FMLA Leave

Leave to care for a newborn or for a newly-placed child must conclude within 12 months after the birth or placement of the child.

When both spouses are employed by Fisher Investments, they are together entitled to a combined total of 12 workweeks of FMLA leave within the designated 12-month period for the birth, adoption or foster care placement of a child with the employees, for aftercare of the newborn or newly placed child, and to care for a parent (but not in-law) with a serious health condition to the extent permitted by law. Each spouse may be entitled to additional FMLA leave for other FMLA-qualifying reasons (i.e., the difference between the leave taken individually for any of the above reasons and 12 workweeks, but not more than a total of 12 workweeks per person).

For example, if each spouse took 6 weeks of leave to care for a newborn child, each could later use an additional 6 weeks due to his/her own serious health condition or to care for a child with a serious health condition.

Intermittent or Reduced Work Schedule Leave

Intermittent leave is leave taken in separate blocks of time. A reduced work schedule leave is a leave schedule that reduces your usual number of hours per workweek or hours per workday.

Leave to care for a newborn or for a newly-placed child generally may not be taken intermittently or on a reduced work schedule unless Fisher Investments agrees with respect to an individual leave request. Intermittent leave must be requested in blocks of more than two weeks; **however, employees may request a leave of less than two weeks' duration up to two times in the 12 months following the child's birth or placement.**

Leave because of your own serious health condition, or to care for your spouse, child or parent with a serious health condition, may be taken all at once or, where medically necessary, intermittently or on a reduced work schedule.

If you take leave intermittently or on a reduced work schedule basis, you must, when requested, attempt to schedule the leave so as not to unduly disrupt Fisher Investments' operations.

When you take intermittent or reduced work schedule leave for foreseeable planned medical treatment, Fisher Investments may temporarily transfer you to an alternative position with equivalent pay and benefits for which you are qualified and which better accommodates recurring periods of leave.

Requests for FMLA Leave

You should request FMLA leave by completing the Leave of Absence Request Form and submitting it to the Benefits team.

When leave is foreseeable for childbirth, placement of a child or planned medical treatment for the employee's or family member's serious health condition, the employee must provide Fisher Investments with at least 30 days' advance notice, or such shorter notice as is practicable (i.e., within 1 or 2 business days of learning of the need for the leave).

You must provide sufficient information for the company to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include documentation that the employee is unable to perform daily activities, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the company if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Required Documentation

When leave is taken to care for a family member, Fisher Investments may require you to provide documentation of the family relationship (e.g., birth certificate or court document).

You may be required to submit medical certification from a health care provider to support a request for FMLA leave for your or a family member's serious health condition. Medical certification forms are available from the Benefits team.

For employee medical leaves, at its own expense, Fisher Investments may require a second and third medical opinion in accordance with applicable law.

During FMLA leave, Fisher Investments may request that you provide recertification of a serious health condition at intervals in accordance with the FMLA. In addition, during FMLA leave, you must provide Fisher Investments with periodic reports regarding your status and intent to return to work.

If your anticipated return to work date changes and it becomes necessary for you to take more or less leave than originally anticipated, you must provide Fisher Investments with reasonable notice of your changed circumstances and new return to work date.

If you give Fisher Investments notice of your intent not to return to work, you will be considered to have voluntarily resigned.

Before you return to work from FMLA leave for your own serious health condition, you will be required to submit a fitness for duty certification from your health care provider, with respect to the condition for which the leave was taken, stating that you are able to resume work.

FMLA leave or return to work may be delayed or denied if the appropriate documentation is not provided in a timely manner.

Use of Paid and Unpaid Leave

FMLA provides eligible employees with up to 12 weeks of unpaid leave. If you have accrued paid leave (e.g., PTO leave), are not receiving another form of full or partial pay continuation and are not on pregnancy leave, you generally must use this paid leave during your FMLA leave of absence until it is exhausted. If you are not receiving any other form of pay continuation or if you are receiving partial pay continuation through a program such as SDI, STD or worker's compensation, you may choose to use accrued PTO to supplement this pay while you are on leave, provided that such PTO, combined with the other form of pay continuation, does not exceed 100% of your pre-leave salary.

Any paid leave used for an FMLA qualifying reason will be charged against your entitlement to FMLA leave. This includes leave for disability or workers' compensation injury or illness, provided that the leave meets FMLA requirements. The substitution of paid leave for unpaid leave does not extend the 12-workweek leave period.

Designation of Leave

Fisher Investments will notify you if your leave has been designated as FMLA leave and if so, the amount of leave to be counted against your leave entitlement. If the Company determines that your leave is not eligible under FMLA, the Company will notify you and provide a reason for the ineligibility. Fisher Investments may provisionally designate your leave as FMLA leave if it has not received medical certification or has not otherwise been able to confirm that your leave qualifies as FMLA leave.

If you have not notified Fisher Investments of the reason for the leave, and you desire that leave be counted as FMLA leave, you must notify the Benefits team within two business days of your return to work that the leave was for an FMLA reason.

Maintenance of Health Benefits

During FMLA leave, you are entitled to continued group health plan coverage under the same conditions as if you had continued to work.

Additionally, all other benefits will continue to apply to the same extent and under the same conditions as would apply to any other leave granted by Fisher Investments for any other reason.

Employees on personal leave and military leave will continue to accrue benefits and be eligible for group health coverage for a maximum period of 30 days. Employees on military leave will also continue to accrue service hours towards 401k vesting.

Employees on approved leave of absence who participate in any of the firm's voluntary benefit plans are responsible for benefit premiums while on leave. Please discuss your options with the Benefits team prior to the start of your leave of absence.

Insurance Premium Payment During Leaves of Absence

Fisher Investments will continue to pay for health insurance for FMLA, CFRA, FLA or any other type of approved unpaid disability leave of absence for a maximum of 12

weeks, unless applicable law provides otherwise. After that, you may self-pay premiums under the provisions of COBRA. The Benefits team can give you additional information.

While you are on any other type of approved unpaid leave of absence from Fisher Investments, you will be responsible for paying the total premiums for your coverage and that of your dependents for absences greater than 30 days.

Failure to do so may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated. Please consult with the Benefits team to set up a payment schedule.

Return from FMLA Leave

Upon return from FMLA leave, Fisher Investments will place you in the same position you held before the leave or an equivalent position with equivalent pay, benefits and other employment terms.

Limitations on Reinstatement

You are entitled to reinstatement only if you would have continued to be employed had FMLA leave not been taken. Thus, you are not entitled to reinstatement if, because of a layoff, reduction in force or other reason, you would not be employed at the time job restoration is sought.

Failure to Return to Work Following FMLA Leave

If you do not return to work following the conclusion of FMLA leave, you may be considered to have voluntarily resigned. Fisher Investments may recover health insurance premiums that it paid on your behalf during any unpaid FMLA leave, except that Fisher Investments' share of such premiums may not be recovered if you fail to return to work because of your or a family member's serious health condition or because of other circumstances beyond your control. In such cases, Fisher Investments may require you to provide medical certification of your or your family member's serious health condition.

Legal Compliance

This policy will be interpreted and applied in accordance with applicable federal, state and local laws, and to the extent that this policy may conflict with those laws, they are controlling over this policy. Further, the company retains all available rights and defenses under applicable law, whether or not specifically set forth in this policy.

Additional Information

Additional information regarding the FMLA is contained in the Department of Labor (WH 1420) publication. Additional information about Family/Medical Leave, including forms, also is available from your Benefits team representative.

Lactation Accommodation

Fisher Investments accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the

employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the employee shall be unpaid. However, if providing such break time would seriously disrupt the operations of our business, we may deny break time to employees who wish to express breast milk.

Employees who desire lactation accommodations should contact the Benefits team to request accommodations.

Military Leave of Absence

A military leave of absence will be granted to employees who are absent from work because of service in the US uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws. Employees who enter the uniformed services are entitled to a military leave of absence without pay for a period not to exceed five years.

If you are absent from work by reason of service in the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to the Benefits team promptly after receiving them.
2. You satisfactorily complete your active duty service.
3. You enter the military service directly from your employment with Fisher Investments.
4. You apply for and are available for re-employment within the time limits provided by applicable law.

You may, but are not required to, use PTO while on military leave.

For more information about USERRA, to request a military leave of absence, or to understand your reinstatement rights, please consult the Benefits team.

School Activities Leave

Because Fisher Investments recognizes the importance of the family obligations that many Employees bear, Employees will be granted up to forty (40) hours each year to visit their child's or grandchild's pre-school, nursery school, elementary or secondary school for the purpose of participating in school activities. The time off will be unpaid, although PTO may be used.

Compliance with Applicable Laws and Regulations

Laws and regulations in various states or localities may contain provisions that differ in certain respects from the leave policies or other policies in this Manual. Fisher Investments will comply with all applicable laws and regulations. In the event of a conflict between a policy contained herein and an applicable law, the latter will take precedence.