

United States Routine Time Off (RTO) Policy

Routine Time Off (RTO) provides you a flexible work schedule to work or take as much time off as you see fit for vacation, personal days and holidays not otherwise provided by Parexel as long as you regularly and satisfactorily complete your job responsibilities including meeting deadlines and deliverables and your RTO usage doesn't create a need to reassign your work duties. This program is based on mutual trust between you and Parexel.

You will determine for yourself, consistent with the demands and responsibilities of your job, how much RTO to take off from work. RTO is not compensation for time worked. In fact, no amount of time off is earned, promised, guaranteed, vested, or accrued. Accordingly, RTO is neither carried over from year to year nor paid out upon termination of employment. Rather, RTO is a tool designed to provide you with a flexible work schedule.

RTO, however, is not applicable to absences otherwise covered by sick time, irrespective of your sick time balance including, for example, absences related to your own serious illness, baby bonding, or to care for a sick or injured family member (see Leaves of Absence and Sick Time below). It also does not apply to absences that may be covered under other Company policies, such as Family Medical Leave or California Family Rights Act Leave, workers' compensation leaves, short-term disability, pregnancy disability leave or other non-routine time away from work. The appropriate policies should be consulted for any non-routine time-off.

Eligibility

Regular full-time and regular part-time employees that do not have any available Excess PTO balance carried forward from previous years. Employees with capped PTO balances must bring the capped PTO balance to zero prior to transitioning onto RTO.

Parexel temporary employees, agency temps, interns, and contingent workers are not eligible.

Planning RTO

Forecasting time away from work is key to maintaining successful business operations. When planning RTO, work with your line manager and provide as much advanced notice as possible. Prior to utilizing your RTO, you will be expected to communicate and collaborate with your team to limit disruptions to business operations. Be certain to use RTO and plan time away from work. If not, you won't get the flexibility RTO is intended to provide you.

Scheduling RTO

It is important to record your time off. For planning purposes and to ensure business coverage while you are away from work, you are required to enter your RTO in the designated recordkeeping system for pre-approval from your line manager. RTO requests must be submitted to your line manager as far as in advance as possible. This is important particularly for requests greater than 2 consecutive weeks away from work because those requests require second-level approval from your business unit leader. There will be times

business circumstances will not allow for you to take RTO on your preferred date(s). If you need assistance scheduling RTO talk to your line manager or Regional Human Resources Business Partner who will ensure you have opportunity to take RTO and will avoid inequities in employees' abilities to utilize RTO.

RTO cannot be used immediately upon the expiration of a leave of absence without first having returned to work.

It is the responsibility of the line manager to encourage employees to utilize RTO throughout the year. Recording RTO provides managers with the resources needed to encourage time off.

Payment

RTO will continue your pay at your base pay rate at the time it is used. RTO does not include overtime or any special forms of compensation such as incentives, commissions, and bonuses. RTO is not counted as hours worked for purposes of calculating overtime.

Termination

RTO is a tool. It is not earned and does not accrue throughout the year. There is no cash out of RTO when an employee separates from employment with Parexel.

When leaving Parexel, you will not be permitted to use RTO during your notice period or in lieu of notice.

Changes to RTO Policy

The Company reserves the right to amend or discontinue this policy at any time with or without notice.

Excess PTO (All U.S. Employees except California, Montana and Nebraska)

In calendar year 2022, you will be expected to use two (2) weeks of your available Excess PTO (or until you reach a zero balance) by June 30, 2022, otherwise your Excess PTO will be forfeited. The first two (2) weeks of time off you use for 2022 will automatically be deducted from your remaining Excess PTO balance. Effective as of Jan. 1, 2022, no additional PTO will be accrued.

By June 30, 2022, all Excess PTO will be exhausted. After this date, Excess PTO will no longer be available for use.

Excess PTO (California, Montana and Nebraska based employees)

All accrued, unused PTO (up to the maximum accrual cap of 1.5x the applicable annual accrual rate for 2021) will carry over into 2022. Effective Jan. 1, 2022, no additional PTO will be accrued. Any available Excess PTO will be required to be used until all Excess PTO is exhausted. After the Excess PTO balance has been exhausted, you will no longer accrue PTO and will be eligible to utilize RTO.

Leaves of Absence and Sick Time

There may be a time when you need to take time off from work to attend to a medical condition, bond with your new child, or take care of an ill or injured family member. Parexel provides sick leave benefits, separate from RTO, to all eligible employees for periods of

temporary absence for these reasons. Consult the [U.S. Sick Policy](#) and the [Leave of Absence Guide](#) for more information.

Time away from work greater than three days for reasons other than RTO (such as illness, caring for an ill family member, maternity leave, disability, etc.) requires an employee to take a leave of absence. If eligible for short-term disability, employees are required to use their available accrued sick time during the initial elimination period, before benefits are payable, for a period up to a maximum of seven (7) business days. If no accrued sick time is available, employees will be advanced sick time so they can receive pay during the elimination period

Any employee who requires a leave of absence should review this [Leave of Absence Overview](#) or reach out directly to a Leave of Absence administrator at Unum at 877.877.4535.

You are required to report all leave of absences that may qualify under federal, state or local laws and under Parexel's leave benefits.

Exceptions

Exceptions to this policy must be approved by the Chief Administrative Officer. Parexel reserves the right to terminate or modify this policy at any time with or without advanced notice at management's discretion.