

# Nike HR Leave Policy

## 1. Introduction and Purpose

The Nike HR Leave Policy is designed to provide comprehensive guidelines regarding the various types of leave available to eligible employees. This policy is established to ensure compliance with all applicable federal, state, and local laws, and to support the well-being and work-life balance of our employees.

This document outlines the procedures for requesting, approving, and managing employee leave, ensuring consistency and fairness across the organization. All employees are expected to understand and adhere to this policy.

This policy applies to all full-time and part-time employees of Nike, Inc., unless explicitly stated otherwise within a specific leave type section. This document is intended for internal use and may be modified by Nike HR at any time.

## 2. General Leave Provisions

### 2.1 Eligibility and Accrual

Eligibility for specific leave types may vary based on factors such as employment status (full-time or part-time), duration of employment, and relevant legal requirements. Employees must meet the statutory and company-specific criteria for each type of leave requested.

For leave types that are accrued (e.g., Paid Time Off), accrual rates are detailed in the respective section of this policy and are managed via the company's HR Information System (HRIS).

### 2.2 Leave Request Procedure

All non-emergency leave requests must be submitted to the employee's direct manager and HR using the official Leave Request Form at least 14 days in advance, or as soon as practicable. Emergency leave (e.g., unexpected illness) must be communicated to the

manager on the first day of absence, with the formal request submitted immediately upon return or as directed by HR.

The table below outlines the minimum notice period and required documentation for common leave types:

Leave Type	Minimum Notice Period	Required Documentation
Paid Time Off (PTO)	14 days	None
Family and Medical Leave (FMLA)	30 days (if foreseeable)	Medical certification
Bereavement Leave	As soon as practicable	None required; may request proof
Jury Duty	As soon as notice is received	Summons from the court

## 2.3 Coordination of Benefits

Employees may be required to use accrued paid leave (e.g., PTO, sick leave) concurrently with unpaid statutory leave (e.g., FMLA) where permitted by law and company policy. This coordination will be managed by HR. During a period of unpaid leave, employees are responsible for making arrangements to pay their portion of benefit premiums to ensure continued coverage.

## 2.4 Return to Work

Unless otherwise specified by law, an employee who returns from a protected leave of absence will be reinstated to their original job, or an equivalent job, with equivalent pay, benefits, and other terms and conditions of employment. The employee may be required to provide a fitness-for-duty certification from a healthcare provider prior to returning to work from medical leave.

## **3. Paid Time Off (PTO)**

### **3.1 Policy**

Nike provides employees with a comprehensive Paid Time Off (PTO) benefit that combines vacation, personal days, and sick leave into a single bank of hours. This integrated approach offers employees flexibility in managing their time off. PTO is designed to allow employees to rest, recharge, and attend to personal and health-related needs.

### **3.2 Accrual Rates**

PTO accrual rates are determined by an employee's classification and length of service. Full-time employees accrue PTO on a per-pay-period basis. Part-time employees accrue PTO on a prorated basis based on hours worked. Specific details on accrual rates and maximum accrual limits are available in the HRIS. Employees should consult the HRIS for their personalized PTO balance.

### **3.3 Usage and Scheduling**

PTO must be approved by the employee's direct manager prior to the requested dates. Managers are responsible for balancing employee requests with operational needs. Scheduling of PTO is subject to departmental staffing requirements, particularly during peak business periods. The company reserves the right to deny PTO requests based on business needs.

Employees are generally encouraged to use their accrued PTO throughout the year to prevent reaching the maximum carryover limit.

### **3.4 Carryover and Payout**

Employees may carry over a limited amount of unused PTO from one year to the next, as outlined in the PTO guidelines available in the HRIS. Any PTO balance exceeding the maximum carryover limit will be forfeited at the end of the year, in accordance with applicable state laws. Accrued, unused PTO will be paid out upon termination of employment, in accordance with applicable state laws.

## 4. Sick Leave and Disability

### 4.1 Sick Leave

Sick leave is intended for employee illness, injury, medical appointments, or when an employee must care for an immediate family member who is ill. Immediate family is defined as a spouse, child, or parent. For absences exceeding three (3) consecutive days, a doctor's note or medical certification may be required to verify the need for leave. Employees should communicate with their manager daily during their absence unless otherwise arranged.

### 4.2 Short-Term Disability (STD)

Nike provides a Short-Term Disability benefit to eligible full-time employees who are unable to work due to a non-work-related illness, injury, or pregnancy. This benefit is designed to provide income replacement during a period of temporary disability.

- **Duration:** STD typically provides a percentage of an employee's salary for a specified period, generally up to 26 weeks. The amount and duration of benefits are subject to the terms of the company's disability plan.
- **Process:** Employees must file a claim with the company's designated disability carrier, within 30 days of the start of the disability. The employee must also inform their manager and HR. Failure to file a timely claim may result in a denial of benefits.

### 4.3 Long-Term Disability (LTD)

Following the conclusion of STD benefits, eligible employees may apply for Long-Term Disability benefits if they remain unable to work. LTD is intended to provide continued income replacement for an extended period. Employees must meet the eligibility criteria of the LTD plan and coordinate with the disability carrier.

# 5. Family and Medical Leave Act (FMLA)

## 5.1 FMLA Eligibility

In compliance with the FMLA, eligible employees are entitled to up to 12 weeks of unpaid, job-protected leave per 12-month period for specific family and medical reasons:

- The birth of a child or placement of a child for adoption or foster care.
- To care for a spouse, child, or parent with a serious health condition.
- The employee's own serious health condition makes them unable to perform their job.

To be eligible for FMLA leave, an employee must have worked for the company for at least 12 months and have worked at least 1,250 hours during the 12 months immediately preceding the start of the leave.

## 5.2 Required Notice and Certification

Employees must provide 30 days' notice for foreseeable leave (e.g., expected birth). In cases of emergency, notice must be provided as soon as possible. HR will provide the employee with a Notice of Eligibility and Rights & Responsibilities form within five business days of the request. Employees must provide required medical or other certifications within 15 calendar days of HR's request. Failure to provide timely certification may result in a delay or denial of FMLA leave.

## 5.3 Military Family Leave

Eligible employees are entitled to FMLA protections for military-related circumstances:

- **Qualifying Exigency:** Up to 12 weeks of leave due to a qualifying exigency arising out of the fact that a spouse, child, or parent is a covered military member on active duty or called to active duty status.
- **Caregiver Leave:** Up to 26 weeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness.

## **6. Parental and Bonding Leave**

Nike is committed to supporting new parents and their families through dedicated parental leave benefits, which run concurrently with FMLA leave where applicable.

### **6.1 Birth Parent Leave**

Birth parents who are eligible full-time employees are entitled to a combination of Short-Term Disability (STD) for the period of physical recovery, followed by paid Parental Bonding Leave. The total duration of leave is determined by the combination of STD and Parental Bonding Leave, as detailed in the HR Handbook.

### **6.2 Non-Birth Parent Leave**

Non-birth parents, including fathers, partners, and adoptive parents, are eligible for paid Parental Bonding Leave following the birth or placement of a child.

### **6.3 Leave Duration**

Eligible employees are entitled to 12 weeks of fully paid Parental Bonding Leave. This leave must be completed within the first year following the child's birth or placement and can be taken continuously or intermittently, subject to manager and HR approval.

### **6.4 Documentation**

Employees must provide appropriate documentation, such as a birth certificate or adoption/placement papers, to HR. The Parental Leave Policy details are accessible in the HR Handbook.

## **7. Other Leaves of Absence**

### **7.1 Bereavement Leave**

Employees are entitled to up to five days of paid bereavement leave following the death of an immediate family member. Immediate family includes an employee's spouse/domestic partner, parent, child, sibling, grandparent, grandchild, or the corresponding relatives of the employee's spouse/domestic partner. This leave is intended to provide employees with time to grieve, attend to funeral arrangements, and manage related affairs.

## 7.2 Jury Duty

Employees who are called to serve on a jury are granted necessary time off. Employees must provide their manager with a copy of the official jury summons as soon as it is received. The company will provide up to 10 days of pay at the employee's regular rate for jury duty. Any fees received from the court for jury service must be remitted to the company. If the required jury service exceeds the paid period, the remainder of the leave will be unpaid.

## 7.3 Military Leave

Nike complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are members of the U.S. uniformed services will be granted time off for military training, service, and related activities. Employees should provide advance notice of service to their manager and HR, if possible. Reinstatement to employment will be handled in accordance with USERRA guidelines, including the prompt reemployment of the employee to the position they would have attained, with full seniority and benefits, had they not been absent.

## 7.4 Personal Leave of Absence (PLOA)

A Personal Leave of Absence (PLOA) is an unpaid, voluntary leave that may be granted for personal reasons not covered by other company leave policies, such as extended education or personal projects.

- **Approval:** PLOA is granted at the sole discretion of the company, typically for a period not exceeding three months.
- **Continuation of Benefits:** Employees are responsible for the full cost of their health and welfare benefits during a PLOA. Employees must contact the HR Benefits Specialist to arrange for premium payments to ensure continued coverage. A PLOA does not guarantee job reinstatement.

# 8. Policy Administration

## 8.1 Responsibility

The Human Resources Department is responsible for the administration and interpretation of this policy, including all legal compliance and documentation. Managers are responsible for ensuring that leave requests are processed in a timely manner and that

departmental coverage is maintained. Employees are responsible for understanding their obligations under this policy and communicating leave needs promptly.

## **8.2 Contact Information**

For questions regarding eligibility, procedures, or to submit a leave request, employees should contact the HR Benefits Specialist, or visit the HR Portal.

## **8.3 Policy Review and Updates**

This policy will be reviewed and updated periodically to ensure compliance with changing laws and business needs. The latest version of this policy is available on the internal Nike HR website.

This policy is not a contract of employment and does not guarantee employment for any specific duration. Nike reserves the right to modify or terminate this policy at any time, with or without notice.