



W. L. GORE & ASSOCIATES, INC.

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To: U.S. Associates
From: Jason Field
Date: October 22, 2018
Subject: U.S. Time Off Benefit Changes

I am pleased to announce some upcoming enhancements to our benefits program!

Earlier this year, as part of a broad project focused on improving the Associate Experience, we talked to Associates from across the organization. We learned a lot about what really matters most to Associates. "Time off" was one common theme. Through the power of small teams, a group of Associates partnered with our HR/Total Rewards team to balance external market trends and our Associate input. As a result, I'm proud to share significant changes to our paid time off programs with the intention to offer fair, inclusive, and competitive benefits for all of our Associates.

We know it can be challenging to balance the demands of work and life. We appreciate your commitment to our Enterprise success and we want you to have the time you need to take care of your family and to enjoy time away from work.

Effective on January 1, 2019, the following paid time off changes will be made:

BENEFIT	CHANGED TO
Bereavement Leave	5 days for immediate family 3 days for extended family
Caregiver Leave	4 weeks paid leave to care for a family member
Parental Leave	6 weeks paid leave for all new parents
Holiday	Annual Martin Luther King, Jr. Holiday
Core Vacation	0-4 Years: 3 weeks (new hire) 5-9 Years: 4 weeks 10+ Years: 5 weeks
Vacation Renewal Date	Annually on January 1 starting in 2019—Maximum carryover of 2 weeks beginning 2021

What paid time off benefits are not changing?

- Floating Holiday (a personal holiday to be used at the Associate's discretion)
- Sick time (for an Associate or family member's illness, or routine wellness checks)
- Short-term Disability (for the Associate's non-work-related illness or injury that results in an extended period of absence)
- Volunteer Day (to volunteer in the community for an organization of the Associate's choice)
- Vacation Buy (available for Associates to purchase during Annual Enrollment)

Our Enterprise has deep rooted values and guiding principles, and Associate well-being is at the core. We understand the importance of these benefits for you and your families and we are excited that our benefits are evolving to better support you. We continue to be committed to the ongoing evaluation of the fairness and competitiveness of our benefits programs, listening to feedback and improving our Total Rewards offering.

If you have questions about how the changes impact you, please connect with your leader or contact HR Services at 1.877.942.7547 or by creating an Ask HR Source Case. For more detailed information about these enhancements, please refer to the enclosed materials.

Thanks to all Associates who helped make this happen!

Best Regards,



Jason