



## POLICY AND PROCEDURES

|                                                               |                                      |
|---------------------------------------------------------------|--------------------------------------|
| <b>POLICY NAME:</b><br>Leave of Absence (USA and Puerto Rico) | <b>EFFECTIVE DATE:</b><br>08/01/2026 |
| <b>POLICY NUMBER:</b><br>HR- 220                              | <b>REVISED DATE:</b><br>6/1/2026     |

- **PURPOSE:**

The purpose of this Leave of Absence (LOA) policy is to provide guidelines for employees requesting time off from work for various personal, medical, or significant reasons not otherwise covered under other types of leave. This policy ensures consistent and fair treatment of all employees while maintaining operational efficiency.

- **SCOPE:**

This policy applies to all full-time and part-time employees of Pandora Jewelry, LLC located in the United States and Puerto Rico.

- **TYPES OF LEAVE:**

- **Short-Term Disability** – STD is a company sponsored benefit of up to 12 weeks of paid leave if you expect to be out of the business for more than seven (7) calendar days due to medical conditions; medical documentation is required. All full-time employees are eligible for STD and automatically enrolled effective the first of the month following date of hire. Eligible employees are able to receive 60% of weekly earnings, with a cap of \$1,500 weekly.
- **Long-Term Disability** - Long-Term Disability (LTD – LTD is a company sponsored benefit, beyond the STD 12 week maximum due to a medical condition; medical documentation is required. All full-time employees are eligible for LTD and automatically enrolled, effective the first of the month following date of hire. Eligible employees receive 60% of monthly earnings, with a cap of \$10,000 monthly.
- **Bonding Leave** - Bonding Leave – Pandora provides eligible full-time employees with eight (8) weeks of paid leave for the birth, adoption, or placement of a child. This benefit is to all parents, including birthing and non-birthing parents, to support time for bonding with their new child. The first four (4) weeks will be paid at 100% of the employees' salary, weeks five (5) and six (6) will be paid at 80% of the employees' salary, and weeks seven (7) and eight (8) will be paid at 60% of the employee's salary.
- **Military/USERRA Leave** - Military Leave is a company benefit for employees on military leave when called to active or training duty for a cumulative of up to 7 years. For additional information on your USERRA rights, please review on the [U.S Department of Labor](#) site.
- **Safe Leave** - Safe Leave can be used for all employees who are survivors of gender-based violence and harassment seeking help and support.



## POLICY AND PROCEDURES

|                                                               |                                      |
|---------------------------------------------------------------|--------------------------------------|
| <b>POLICY NAME:</b><br>Leave of Absence (USA and Puerto Rico) | <b>EFFECTIVE DATE:</b><br>08/01/2026 |
| <b>POLICY NUMBER:</b><br>HR- 220                              | <b>REVISED DATE:</b><br>6/1/2026     |

- **Personal Leave of Absence** – Full-Time employees may request a personal leave of up to four (4) weeks for situations not covered under other leave categories, such as personal matters or family evens that do not qualify under FMLA eligibility. Approval is at the discretion of the Human Resources Department and the supervisor director.
- **Family Medical Leave Act** - FMLA is a federal leave program for eligible employees to take unpaid, job-protection leave. Common reasons you can use FMLA are birth of a child or placement for adoption/foster care, caring for an immediate family member with a serious health condition, your own serious health condition that prevents you from working, and certain military-related family needs. Eligible employees must meet the requirements of working at least 1,250 hours and/or the last 12 months with the company. FMLA will run concurrently with and not in addition to all other leaves the employee is eligible for, including company sponsored leaves.
- **Part-Time Employees** – Part-Time employees who do not qualify for FMLA or any state-paid leave programs, the employee is entitled to 30 days out of the business, with an additional 30-day extension if needed. Medical documentation is required for the extension.

- **REQUEST PROCESS:**

Full-Time employees must request a Leave of Absence directly through MetLife by following the submission process. You can review the process on Pandora's Leave of Absence Comprehensive Guide and through the Crafted Care site.

Part-Time employees must request a Leave of Absence directly through Benefits ZenDesk for next steps and approval process.

Employees are responsible for submitting a disability claim themselves in a timely manner. In case of emergency or unforeseen circumstances, employees should notify their supervisor as soon as possible.

- **RETURN TO WORK:**

For all other non-medical types of leave, employees should notify their supervisor at least two (2) weeks in advance to ensure a smooth transition back to work. Failure to return from an approved leave may result in disciplinary action, up to and including termination. Employees should always communicate with their supervisors that leave is needed but should only communicate any medical or genetic reasons relating to leave with their Human Resources teams. Employees should not provide medical documentation to their supervisors.



## POLICY AND PROCEDURES

|                                                               |                                      |
|---------------------------------------------------------------|--------------------------------------|
| <b>POLICY NAME:</b><br>Leave of Absence (USA and Puerto Rico) | <b>EFFECTIVE DATE:</b><br>08/01/2026 |
| <b>POLICY NUMBER:</b><br>HR- 220                              | <b>REVISED DATE:</b><br>6/1/2026     |

- **COMPENSATION DURING LEAVE:**

While an employee is out on a leave of absence, pay coordination will look different for all leave types.

- **Short-Term Disability (STD)** – Salary continuation for STD is 60% of the employees’ weekly earnings with a cap of \$1,500 weekly. Approved STD claims will be paid out by MetLife and any additional state benefit if eligible. If an employee is on an approved STD, employees will be required to use their Sick Time Off for the remaining 40% which will be managed through Pandora. Sick time must be exhausted. Additional PTO is optional and must be coordinated through the Benefits Team.
- **Long-Term Disability (LTD)** – Salary continuation for LTD is 60% of the employees monthly earnings with a cap of \$10,000 monthly. Approved LTD claims will be paid out by MetLife. If an employee is on an approved LTD, employees will be required to use their Sick Time Off until exhaustion which will be managed through Pandora.
- **Bonding Leave** – Eligible employees may take up to eight (8) weeks of bonding leave per qualifying event. Leave must be taken within twelve (12) months of the child’s birth or placement, unless otherwise required by law. Leave may be taken continuously, and in increments of four (4) weeks. Eligible employees will receive pay during bonding leave according to the following schedule, based on the employee’s regular base rate of pay:
  - Weeks 1–4: 100% of regular pay
  - Weeks 5–6: 80% of regular pay
  - Weeks 7–8: 60% of regular pay
- **Military/USERRA** – It is optional for employees to use their Sick Paid Time Off. Employees can manage their request directly in their Plan.Dora profile.
- **Safe Leave** – It is optional for employees to use their Sick Paid Time Off. Employees can manage their request directly in their Plan.Dora profile.
- **Personal Leave of Absence** – Employees are required to use their Time Away from Work. Requests will be managed through Benefits ZenDesk.
- **FMLA**– FMLA is unpaid leave that may run concurrently with other paid leaves but does not provide additional benefit payments. Employees can use their Sick Time Off as an option and must coordinate their Time Away from Work with the Benefits Team.
- **Part-Time Employees**- It is optional for employees to use their Sick Paid Time Off. Employees can manage their request directly in their Plan.Dora profile.



## POLICY AND PROCEDURES

|                                                               |                                      |
|---------------------------------------------------------------|--------------------------------------|
| <b>POLICY NAME:</b><br>Leave of Absence (USA and Puerto Rico) | <b>EFFECTIVE DATE:</b><br>08/01/2026 |
| <b>POLICY NUMBER:</b><br>HR- 220                              | <b>REVISED DATE:</b><br>6/1/2026     |

- **CONTINUATION OF BENEFITS:**

Pandora Benefits will continue to remain fully active and available for all employees, ensuring that they can take advantage of various offerings and support provided by the company. However, it is important to note that in instances where there is no Pandora payroll processed, employees will have the responsibility to manually reimburse the company for any owed deductions for benefit elections.

- **ABUSE OF LEAVE:**

Any misuse or abuse of leave, such as providing false information or taking a non-approved leave of absence, may result in disciplinary action, including termination of employment.

- **NO RETALIATION OR DISCRIMINATION**

Pandora prohibits any form of retaliation or discrimination against an employee for using or attempting to use paid leave under this policy, and for any other reason prohibited by applicable law. Employees who believe they have been discriminated against or retaliated against should report their concerns to the Employee Relations team immediately.

- **POLICY CONTACT INFORMATION:**

Benefits Department [NAMBenefits@pandora.net](mailto:NAMBenefits@pandora.net)