

Sleep Number and UNUM Leave of Absence Important Information Guide

This is a summary document meant to assist Team Members in understanding this benefit. The full policy is available in the Team Member Handbook.

Qualifying for a Leave of Absence

Which leave you qualify for will be determined by the below:

- Eligibility for FMLA or applicable State or Local Leave
- The reason for the leave of absence

You will qualify for FMLA if you meet all the below requirements:

- 1) You have worked for Sleep Number for a total of at least 12 months **AND**
- 2) Have worked at least 1250 hours for Sleep Number in the last 12 months immediately prior to the start of the leave
- 3) Work at a location with at least 50 team members within 75 miles of your worksite.
- 4) Either you or an immediate family member have a qualifying reason

If you do not yet qualify for FMLA, you may be eligible for Sleep Number Family and Medical Leave (SNFML) when:

- 1) You have a qualifying medical illness
- 2) Or need to care for an immediate family member with a qualifying medical illness
- 3) This will run concurrently with FMLA and other State and local leaves when possible

FMLA and SNFML approval is dependent on documentation provided by either your medical provider or the medical provider of the person you are carrying for and gives up to 12 weeks of unpaid time off in a rolling 12-month period, measured backwards from the date of any FMLA or SNFML usage, which can be used continuously, intermittently or as a reduced schedule.

Pregnancy Disability Leave and Paid Parental Bonding Leaves are another leave type offered by Sleep Number:

Benefit Eligible team members (full-time and part-time team members scheduled to work 24 hours or more per week) are eligible for paid time off after the delivery, adoption, or foster placement of a child. Please see the Pregnancy Disability and Paid Parental Bonding Leave in the *Team Member Handbook* or *Pregnancy Disability and Parental Bonding Leave Checklist* for more information.

State Leaves you may qualify for:

If you live in CA, CT, HI, MA, NJ, RI, or WA you could qualify for State Paid Leave or Disability Insurance. *These are separate leaves or disability coverages that UNUM and Sleep Number DO NOT manage.*

See enclosed document for the State Leaves.

Washington Team Members: you will need to provide **Sleep Number's UBI #601502650** when applying for paid leave benefits.

If you work in San Francisco, California, and plan to apply for Sleep Number's Paid Parental Bonding Leave please reach out to Humanresources@sleepnumber.com.

Throughout your leave of absence

You will need to notify UNUM of:

- 1) A request to extend your leave
- 2) Any changes to your condition during your leave
- 3) If you plan to return to work early
- 4) All intermittent dates:
 - You must notify Unum **within 14 calendar days** each time you need to take intermittent leave. Otherwise, your leave under the FMLA and/or State leave law, where applicable, may be delayed/denied.

You will need to notify your manager or HRBP of:

- 1) Any changes to your return date
- 2) All Intermittent dates

STD Qualification and Amounts

All Benefit Eligible team members (full-time and part-time team members scheduled to work 24 hours or more per week) are eligible for Short-Term Disability (STD) the 1st of the month following 3 months of employment.

There is a 3-day timeframe before disability payments will begin called the elimination period. Team members should use Sick Time for wage replacement during the elimination period. A team member's STD benefits will begin on the 4th calendar day from when the disability began

After satisfying the elimination period, team members may receive up to 100% of their weekly eligible earnings for the first 8 weeks of qualified disability and then up to 60% of earnings for the remaining period of the qualified disability.

Amounts paid out by Sleep Number may be affected by state disability programs offered in CA, CT, HI, MA, NJ, RI & WA.

You may need to apply separately for any state funded disability program to receive your full STD amount.

Payments

Leaves are unpaid unless you are approved for state specific programs or using Paid Parental Bonding Leave and/or Short-Term Disability payments which are paid out during regular Sleep Number payrolls once UNUM approves the dates.

You will NOT accrue paid time off while on a LOA. Hourly Team members and Store Managers may use Vacation or Sick Time for wage replacement during the unpaid leave, Salary Team Members (excluding Store Managers) can only use Sick Time. Request the hours through Workday or notify you manager.

You will NOT be paid for any Holiday's that fall during your leave.

Benefits During a Leave of Absence

During Paid Parental Bonding Leave or while using Short Term Disability, your share of the premiums will continue to be paid through payroll deductions not to exceed 1 year of continued coverage.

For up to 12 weeks of an unpaid leave, your benefit premiums will go into arrears each payroll. Once you return to work you will begin to see extra benefit deductions on your paychecks to collect the benefit premiums that went into arrears during your leave of absence.

Please contact **Human Resources** for more information regarding payments for benefit continuation during your leave.

If your benefits are terminated while on leave:

- You will be eligible to continue some benefit coverage through COBRA
- Once you return from your leave, benefits will be reinstated as of your first day back with Sleep Number.

You will have **7 days** from the day you return to make any election changes to your benefits. If you do not make any changes during this 7-day window Workday will automatically reinstate the benefits you had before your leave.

Returning to Sleep Number

How Do I Notify Unum and My Supervisor of My Return-to-Work Plans?

If you can return to work sooner than your current estimated return to work date, you should notify Unum and your manager as soon as practicable.

Team members returning from a leave of absence for their own health condition will need to provide a return-to-work release certification from their provider.

Sleep Number supports lactation in the Workplace. Find our Lactation policy in the Team Member Handbook. Notify humanresources@sleepnumber.com or your HR Business Partner if you will need lactation support in your workplace.

Team members will **NOT** be allowed to return to work without a return-to-work release.

What if I Need Additional Leave?

If you need an extension of your leave, you should notify Unum and Human Resources. You may be required to provide additional certification. Sick time may be used for qualified sick reasons, per the Sick policy. If the reason for extending the leave falls outside of these reasons, sick time cannot be used.

To the extent required by law, additional leave will be granted when the leave is necessitated by a Team Member's work-related injury or illness, a pregnancy-related disability or a "disability" as defined under the Americans with Disabilities Act (ADA) and/or under any other applicable law. You must request the dates to be added through Unum. The Company will engage in an interactive process to determine whether an extension of leave would constitute a reasonable accommodation under applicable law.

What if I Need Workplace Assistance?

If your leave request is for your own serious health condition and there is need for workplace assistance upon your return, please contact humanresources@sleepnumber.com immediately for further discussion. Unum assists Sleep Number in identifying reasonable accommodations that may assist you in performing your job. You will receive any future communications about a workplace assistance request in a separate communication.

For additional details on Sleep Number Policies listed in this document, see the *Team Member Handbook* or visit sleepnumberbenefits.com.

If you have any questions, please reach out to our HR Operations Center at 1-800-676-3445 extension 7077, or email your questions to humanresources@sleepnumber.com