

## Synopsys Leaves of Absence

Synopsys offers several Leaves of Absence (LOA) programs, including but not limited to:

- Family Care and Bonding Leave
- Family and Medical Leave
- Pregnancy Disability Leave
- Personal Leave
- Bereavement Leave
- Voting Leave
- Military Leave
- Jury/Witness Duty

The Company offers additional benefits and leaves beyond the ones listed here, in compliance with applicable federal, state and local laws. Employees should consult with an HR representative or contact Synopsys Benefits for more details if they believe they may need an alternate leave.

On the next several pages you will find a leaves of absence chart with key provisions of the leaves discussed in the Policy. *This is only a summary.* For details about each type of leave, as well as definitions of key terms, please refer to the corresponding section of the Policy.

## Family Care and Bonding Leave

Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
<ul style="list-style-type: none"> <li>• New parents, stepparents, foster parents or adoptive parents</li> <li>• Begins on date of hire</li> <li>• Regular employees working at least 20 hours/week</li> </ul>	Up to 12 weeks <ul style="list-style-type: none"> <li>• Combined allowance between Family Care, Parental Bonding and STD PFL Benefits</li> <li>• Can be taken on Intermittent basis with two week minimum duration</li> <li>• Less than two weeks, must contact manager</li> </ul>	Paid	Employees providing family care: <ul style="list-style-type: none"> <li>• After the birth, adoption or foster care placement of a child</li> <li>• To certain family members with serious health conditions</li> <li>• To themselves, when suffering serious health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Notify your manager up to 2 weeks in advance</li> <li>• Report your leave in EZ Timesheet/Employee Central</li> <li>• Call The Larkin Company at <b>(866) 330-1975</b></li> </ul>	All benefits continue

Family and Medical Leave (FMLA)					
Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
<ul style="list-style-type: none"> <li>12 months of employment at Synopsis</li> <li>Worked at least 1,250 hours in the 12 months prior to leave<sup>1</sup></li> </ul>	12 weeks total in a rolling backward 12-month period <sup>1, 2</sup>	<ul style="list-style-type: none"> <li>Options for disability benefits and/or state insurance program</li> <li>Salary paid out for the first 4 weeks of family leave</li> </ul>	<ul style="list-style-type: none"> <li>Employee providing <b>Family Care</b> after the birth, adoption or foster care placement of a child, or for the serious health condition of certain family members</li> <li>OR</li> <li><b>Medical Leave</b> for employee's own serious health condition<sup>1</sup></li> <li>OR</li> <li><b>Military Family Leave</b> for certain reasons related to a family member's military service<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>Notify your manager</li> <li>Call The Larkin Company at <b>(866) 330-1975</b></li> </ul>	<p>The following benefits may be continued for up to one 1 year:</p> <ul style="list-style-type: none"> <li>Medical</li> <li>Life Insurance</li> <li>Accidental Death &amp; Dismemberment (AD&amp;D) coverage.</li> </ul> <p>Long-Term Disability (LTD) may be continued for up to 6 months.</p> <p>Contributions will be suspended for the following programs:</p> <ul style="list-style-type: none"> <li>Flexible Spending Accounts (FSAs)</li> <li>Health Savings Account (HSA)—if in the HS Medical Plan</li> <li>Synopsis 401(k) Plan</li> </ul> <p>Employee Stock Purchase Plan (ESPP) stock vesting will continue.</p>

**Notes:**

<sup>1</sup> Medical Leave is evaluated on a case-by-case basis. It may be granted when an employee does not meet all eligibility requirements and it may exceed 12 weeks.

<sup>2</sup> Total leave may last up to 26 weeks to care for a military family service member.

## Pregnancy Disability Leave

Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
Birth parent (parent who physically delivers the child)	Up to 4 months	Options for disability benefits and/or state insurance programs	<ul style="list-style-type: none"> <li>Disability due to pregnancy, childbirth or a related medical condition</li> </ul>	<ul style="list-style-type: none"> <li>Notify your manager</li> <li>Call The Larkin Company at <b>(866) 330-1975</b></li> </ul>	<p>The following benefits may be continued for up to one 1 year:</p> <ul style="list-style-type: none"> <li>Medical</li> <li>Life Insurance</li> <li>Accidental Death &amp; Dismemberment (AD&amp;D) coverage.</li> </ul> <p>Long-Term Disability (LTD) may be continued for up to 6 months.</p> <p>Contributions will be suspended for the following programs:</p> <ul style="list-style-type: none"> <li>Flexible Spending Accounts (FSAs)</li> <li>Health Savings Account (HSA)—if in the HS Medical Plan</li> <li>Synopsys 401(k) Plan</li> </ul> <p>Employee Stock Purchase Plan (ESPP) stock vesting will continue.</p>

### Personal Leave

Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
<ul style="list-style-type: none"> <li>• <i>No entitlement to leave</i></li> <li>• <i>Granted at the discretion of Synopsis</i></li> </ul>	Up to 6 months	<ul style="list-style-type: none"> <li>• Unpaid</li> <li>• Non-Exempt employees may use accrued FTO during unpaid portion of leave.</li> </ul>	Personal reasons, including personal business, family issues, emergencies, or to pursue education, travel or other interests	<ul style="list-style-type: none"> <li>• Notify your manager</li> <li>• Call The Larkin Company at <b>(866) 330-1975</b></li> </ul>	All benefits continue

### Bereavement Leave

Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
All regular employees	10 days	Paid	Death of an immediate family member (Spouse, Domestic Partner, Spouse's child, parents, grandparents, siblings (all listed include step family and in-law relations))	<ul style="list-style-type: none"> <li>• Notify your manager</li> <li>• Report leave on EZ Timesheet or Employee Central (EC)</li> </ul>	All benefits continue

### Voting Leave

Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
All employees	2 hours	Paid	Voting in an election	<ul style="list-style-type: none"> <li>• Notify your manager</li> <li>• Report leave on EZ Timesheet or Employee Central (EC)</li> </ul>	All benefits continue

## Military Leave

Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
All employees	Up to 5 years	Paid for the first 180 days	Performing duty in the military, including Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service Commissioned Corps and Reserves	<ul style="list-style-type: none"> <li>• Call The Larkin Company at <b>(866) 330-1975</b></li> </ul>	<p>The following benefits may be continued for up to 1 year:</p> <ul style="list-style-type: none"> <li>• Medical</li> <li>• Life Insurance</li> <li>• Accidental Death &amp; Dismemberment (AD&amp;D) coverage.</li> </ul> <p>Long-Term Disability (LTD) may be continued for up to 6 months.</p> <p>Contributions will be suspended for the following programs:</p> <ul style="list-style-type: none"> <li>• Flexible Spending Accounts (FSAs)</li> <li>• Health Savings Account (HSA)—if in the HS Medical Plan</li> <li>• Synopsys 401(k) Plan</li> </ul> <p>Employee Stock Purchase Plan (ESPP) stock vesting will continue.</p>

Jury/Witness Duty					
Eligibility	Length	Salary Continuation	Reasons for Leave	How to Report Leave	Impact to Benefits
All employees	As long as legally required to serve on a jury or as a witness.	If working at least part time, paid for the first 90 days.	Serving on a jury or as a witness in a legal proceeding pursuant to a subpoena, summons or other legal document.	<ul style="list-style-type: none"> <li>• Notify your manager</li> <li>• Report leave on EZ Timesheet or Employee Central (EC)</li> </ul>	All benefits continue