



Leave of Absence Guide

Taking Time Away to Be Well

Effective January 1, 2024

This guide summarizes information about benefits provided by Teva Pharmaceuticals. Complete descriptions of each plan are contained in the Plan Documents. If there is a disagreement between the Plan Documents and this guide, the Plan Documents will govern. Teva reserves the right to amend, modify, revoke or terminate these plans, in whole or in part, at any time.



teva

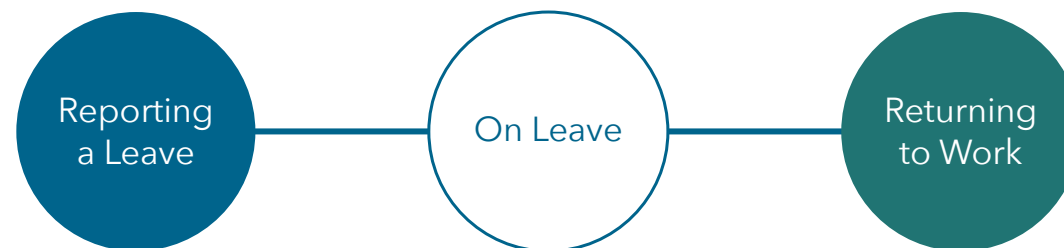
— Supporting Your Request, Recovery and Return to Work.

At Teva, we are focused on sustaining a work environment that enriches your professional and personal life and helps you live better, healthier days.

This commitment includes investing in programs and policies that protect you and your family if you need to take extended time away from work. Whether a leave of absence is expected or unexpected, our benefits are designed to support your leave request, your recovery and your return to work at Teva.

Take a look inside for more information about your leave of absence, disability and income protection benefits or visit the [My Teva Benefits Guide](#) site for additional details.





The Leave Process at Teva



Click on the menu below to jump to the section that makes the most sense for you.

Reporting a Leave

Whether your leave is planned or unexpected, here are three simple steps to report your leave of absence at Teva:

1 Notify Your Manager and Teva HR	2 File a Claim	3 Submit Required Documentation
As soon as possible	Within 30 days of your leave date	Within 15 days of filing a claim
<p>Schedule time with your manager and Teva HR to request your leave and develop a plan for transitioning your work.</p>	<p>Reporting your leave in a timely manner can ensure you don't experience any delays in your benefits and pay.</p> <p>Within 30 days of your leave date, contact Matrix Absence Management to file a claim* and have the following information handy:</p> <ul style="list-style-type: none"> • Name, address, phone and the last four digits of your Social Security number • Title and brief description of your job • Description of your leave • Contact information for each treating physician, if necessary (name, address, phone and fax) <p>Go to matrixabsence.com to create an account so you can view your claim details online. Once your account is created, Matrix makes it easy to file a claim, 24/7:</p> <div style="text-align: center;">   <p>Matrixabsence.com (877) 202-0055</p>   <p>Matrix eServices Mobile</p> </div> <p><small>*Workers in California, Puerto Rico and Rhode Island must also initiate a disability claim with the state; Matrix will provide the necessary state forms for completion.</small></p>	<p>To ensure that your claim is properly evaluated, processed and approved, you must provide required documentation to Matrix.</p> <ul style="list-style-type: none"> • Within 24 hours of reporting a Short-Term Disability (STD) claim, Matrix will send you an Absence Packet with a "Medical Authorization" form that you need to complete. • Matrix will also contact your physician to obtain medical certification. • You may also need to sign an authorization form from your provider to approve the release of your medical information. • Ask your provider to be specific when outlining the amount of time you will be away from work due to your disability. • If your provider does not send the medical documentation within 15 days of your initial claim, your leave may not be approved. Be sure to check with your provider and Matrix to confirm that the proper documentation has been sent by the deadline.

Did You Know?

The Americans with Disabilities Act (ADA) defines "disability" as a physical or mental impairment that substantially limits one or more major life activities of an individual.

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Dealing with an Illness or Injury

If an illness or injury prevents you from being able to work, Teva offers Short-Term Disability and [Long-Term Disability](#) as financial protection for you and your family.

Short-Term Disability (STD)

For a non-work-related illness or injury (e.g., pregnancy, child birth and recovery, broken limb, lengthy illness, severe health diagnosis) that causes you to miss more than seven calendar days at Teva.

Key Details

- Medical verification is required.
- Provided at no cost to non-union, benefit-eligible employees who work 30 hours or more per week.
- There is a mandatory seven-day waiting period before STD benefits begin (with the exception of Maternity Leave, which has no waiting period). After the waiting period:
 - [Matrix](#) administers coverage for up to 27 weeks (189 days) of your disability
 - The plan pays 100% of your weekly salary for up to eight weeks
 - If you continue to be unable to perform your job duties because of illness, injury or impairment, the plan will pay 66.67% of your salary during weeks 10 through 27
- Family Medical Leave of Absence (FMLA) is available to all U.S. employees with 12 months and at least 1,250 hours of service prior to desired leave date. FMLA runs concurrently with STD.
- Long-Term Disability (LTD) coverage begins at the end of STD coverage—and when the LTD claim is approved.

Getting Paid

- You will be notified in writing confirming whether you are eligible for the requested short-term leave of absence. If approved, Matrix will issue STD payments.
- If you are unable to return to work after the STD period, you must be approved for LTD to continue receiving disability payments.

Waiting Period*	WEEKS																										
	STD Begins	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	STD Ends
1	100% Salary									66.67% Salary																	
Unpaid or PTO																											

*For Maternity Leave, there is no waiting period; STD benefits begin the first day of leave.

Payroll Deductions During STD

Some benefits continue while on disability and some require you to make separate payments for continued coverage.

- **Medical, Dental and Vision:** Regular payroll deductions will be deducted from the disability payments you receive from Matrix.
- **Life and Accidental Death & Dismemberment (AD&D):** Teva pays the premium for coverage.
- **401(k):** Deductions will stop while on leave.
- **Spending Accounts:** Deductions will stop while on leave.
- **Accident, Critical Illness, Hospital Indemnity, LifeLock or Whole Life with Long-Term Care (LTC):** If enrolled, you will receive a letter from our benefits administrator, Winston, regarding payments.
- **Supplemental Individual Disability (IDI):** If enrolled, you will receive a letter from Unum regarding payments.

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Long-Term Disability (LTD)

For an illness or injury that causes you to miss more than 180 consecutive days of work at Teva.

Key Details

- Medical certification is required.
- Offered at no cost to non-union, benefit-eligible employees who work 30 hours or more per week.
- Approximately six weeks prior to the end of the STD period, Matrix will determine if there is sufficient evidence to automatically bridge your claim to LTD. You do not have to submit any additional information to Matrix to initiate this review.
- Following the exhaustion of STD benefits, and LTD claim approval:
 - The plan pays 60% of your gross base earnings
 - The maximum monthly benefit is \$15,000

Getting Paid

- You will be notified in writing to confirm whether you are eligible for the requested long-term leave of absence. If approved, Matrix will issue LTD payments.
- As long as you meet the plan requirements, LTD payments will continue until you return to work or reach Social Security retirement age.

STD Ends	LTD Begins	MONTHLY
Weeks 10-27		Paid monthly until return to work or Social Security retirement age reached
66.67% Salary		60% Salary



Common Conditions for LTD

- Cancer
- Heart attack/heart disease
- Back pain/osteoarthritis

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Having a Baby

After your pregnancy or adoption process is over, you're ready to welcome a new child into your home. Teva provides new mothers and fathers with income and job protection benefits to ensure your time away from work is focused on family first.

About Paid Maternity Leave

You must contact your manager, Teva HR and [Matrix](#) at least 30 days in advance of your expected leave.

Key Details

- Paid Maternity Leave (a combination of STD and Parental Leave) is provided to non-union, benefit-eligible birth mothers who work 30 hours or more per week and who physically deliver a child and need time to recover from childbirth.
- The STD portion of Maternity Leave pays 100% of base salary through STD for up to eight weeks beginning on the first day of leave (there is no waiting period). STD benefits then drop to 66 2/3% if you remain disabled for more than eight weeks. The actual number of weeks that your STD is approved is based on several factors, including complications or bedrest before delivery or recovery from delivery. These instances are documented in the medical certification sent to Matrix.
- Leave runs concurrently with any available state benefits.
- PTO will continue to accrue during your leave.
- The full duration of Maternity Leave will run concurrently with FMLA and/or applicable law (will not be reduced by previously used FMLA).



Financial Support for Adoption

- Up to \$20,000 in reimbursement of adoption expenses
- Expenses include: travel, background checks, counseling and temporary housing
- Reimbursement requests for pre- and post-placement must be made after adoption is finalized
- Applicable taxes and/or deductions are made at time of payment
- Reimbursement is per finalized adoption

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Paid Parental Leave

Paid Parental Leave is available to all non-union parents (birth, non-birth and adoptive) immediately after the birth or adoption and physical custody of a child. Paid Parental Leave must be taken within 12 months of the birth or adoption date. For birth mothers, Paid Parental Leave is available once STD ends.

Key Details

- Leave pays 100% of base salary for eight weeks.
- Leave must be taken in at least one-week increments and taken within 12 months of the birthdate or adoption date (the birth or adoption must occur while employed by Teva).
- Parental Leave is paid by Teva and regular payroll deductions will be withheld.
- Foster care situations are not eligible for paid Parental Leave (see [Family Medical Leave of Absence](#)).
- PTO will continue to accrue during your leave.
- Parental Leave runs concurrently with FMLA and/or applicable law (will not be reduced by previously used FMLA).
- Your leave schedule is determined by you and your manager.

Getting Paid

- See the [normal delivery](#), [complicated delivery](#) and [expecting father \(consecutive leave\)](#) and [expecting father \(intermittent leave\)](#) examples to understand how STD and Parental Leave work.



Qualifying Life Event

- Birth and/or adoption are considered a “qualifying life event”
- You can change medical, dental, life insurance and Flexible Spending Account (FSA) elections within 30 days of the birthdate or adoption date
- Medical, dental and vision benefits will continue during your leave and regular deductions will be made from your leave payments

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Meet Barbara

Barbara is a Teva employee who is pregnant with her first child. To begin the leave process, she notifies her manager and Teva HR about her upcoming leave as soon as possible. She also files a Short-Term Disability (STD) claim with [Matrix](#) within 30 days of her due date.

The baby is born by natural childbirth on her due date. Barbara can remain on leave for up to 14 weeks to recover from the birth and bond with her child. Her leave is covered under several Teva policies:

- **STD:** Barbara is eligible for STD benefits following the birth of her child (typically six weeks for a normal delivery). When the six-week STD period ends, Barbara is eligible for baby bonding time until she reaches her 14 weeks of leave.
- **Parental Leave:** Once STD ends, Barbara takes the additional eight weeks of Parental Leave provided by Teva to reach 14 weeks of leave.
- **Family Medical Leave of Absence (FMLA):** From the beginning of Barbara’s leave, FMLA runs concurrently with her STD leave for up to 12 weeks. Barbara chooses to use all 14 weeks to recover from the birth and bond with her baby. During her leave, Barbara should have a conversation with her manager and Teva HR about a potential return to work. Unless other applicable law mandates otherwise, after her 12 weeks of FMLA are exhausted, Barbara’s job is no longer protected and her continued time away and employment can be decided by her manager and Teva.

Leave Begins		WEEKS												Leave Ends
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
STD: 100% paid														
						Parental Leave: 100% paid								
Maternity Leave: STD and Parental Leave combined														
FMLA runs concurrently and is exhausted after 12 weeks														

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Example: Complicated Delivery



Meet Ellen

Ellen is a Teva employee who is pregnant with her third child. Based on complications during her previous pregnancy, she contacts [Matrix](#) to file a leave claim 60 days before her due date.

When her doctor recommends Ellen go on bedrest one month before her scheduled delivery date, Ellen contacts Matrix to share that her leave will begin sooner than expected.

The baby is born by Cesarean section on her due date. Ellen is out on leave for 20 weeks from bedrest through recovery. Her leave is covered under several Teva policies:

- **STD:** Ellen is on bedrest for four weeks and has a Cesarean section birth; she is paid through STD at 100% for eight weeks. Her next four weeks of recovery are paid at 66 2/3%.
- **Parental Leave:** Once disability ends, Ellen takes eight weeks of fully paid Parental Leave.
- **Family Medical Leave of Absence (FMLA):** From the beginning of Ellen's leave, FMLA benefits run concurrently with the rest of her benefits for 12 weeks. During her leave, Ellen should have a conversation with her manager and Teva HR about a potential return to work. Unless other applicable law mandates otherwise, after her 12 weeks of FMLA are exhausted, Ellen's job is no longer protected under FMLA and her continued time away and employment can be decided by her manager and Teva. Ellen informs her manager that after 20 weeks she will be able to return to work. Her manager makes arrangements for a smooth transition back to Teva.

Leave Begins												WEEKS								Leave Ends	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Bedrest				Birth of Baby	Recovery from Birth																
STD: 100% paid								STD: 66 2/3% paid													
												Parental Leave: 100% paid									
Maternity Leave: STD and Parental Leave combined																					
FMLA runs concurrently and is exhausted after 12 weeks																					

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Example: Expecting Father (Consecutive Leave)



Meet Ken

Ken is a Teva employee and a soon-to-be dad. After his baby arrives, Ken chooses to take eight weeks of paid Parental Leave all at once to bond with his newborn child.

He notifies his manager and Teva HR 30 days before his expected Parental Leave begins. He also contacts [Matrix](#) to file a claim. Ken's leave is covered under several Teva policies:

- **Parental Leave:** Ken's Parental Leave begins on the first day he elects to be away from work to care for his child.
- **Family Medical Leave of Absence (FMLA):** From the beginning of Ken's leave, FMLA benefits run concurrently with the rest of his benefits for up to 12 weeks. Ken returns to work after eight weeks.

WEEKS							
1	2	3	4	5	6	7	8
Parental Leave: 100% paid							
FMLA runs concurrently during weeks 1-8*							

*Ken will have four weeks of unpaid FMLA remaining during the rolling 12-month period that began with his Parental Leave.

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Example: Expecting Father (Intermittent Leave)



Meet Ronald

Ronald is a Teva employee and a soon-to-be dad. After his baby arrives, Ronald chooses to take two, four-week periods of paid Parental Leave to bond with his newborn child.

He notifies his manager and Teva HR 30 days before his expected Parental Leave begins.

- **Parental Leave:** Ronald's Parental Leave begins on the first day he elects to be away from work to care for his child. Following his first four weeks of leave, Ronald returns to work for a two-week period. After that brief return to work, Ronald then takes his final four weeks of Parental Leave.
- **Family Medical Leave of Absence (FMLA):** From the beginning of Ronald's leave, FMLA benefits run concurrently with the rest of his leave for up to 12 weeks in a rolling 12-month period. Ronald used a combined eight weeks of FMLA in a 10-week period.

WEEKS									
1	2	3	4	5	6	7	8	9	10
Parental Leave: 100% paid				Return to Work		Parental Leave: 100% paid			
FMLA runs concurrently during weeks 1-4*						FMLA runs concurrently during weeks 7-10*			

*Ronald will have four weeks of unpaid FMLA remaining during the rolling 12-month period that began with his first use of Parental Leave.

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Sometimes circumstances require you to adapt your work and personal schedules to support loved ones in need. When you must balance workplace responsibilities with family wellbeing and military obligations, Teva provides options to help you care for your family.

Family Medical Leave of Absence (FMLA)

Job protection is provided when you need to care for family members and/or military members or veterans in need of assistance. This includes care for family members during active duty military service.

Key Details

- Medical certification is required for health conditions.
- FMLA is available to all U.S. employees with 12 months and at least 1,250 hours of service prior to desired leave date.
- Up to 12 weeks of leave is offered during any rolling 12-month period for most types of FMLA (military caregivers can take up to 26 weeks in a 12-month period).

Getting Paid

- Generally, FMLA is an unpaid leave of absence.
- Use of Paid Time Off (PTO) to receive pay during FMLA can be required by Teva.

Note: Some U.S. states provide different benefits to employees on FMLA and Short-Term Disability (STD). Contact Matrix for more information. Teva complies with all applicable leave laws.



Reasons for Taking FMLA

- Serious health condition of the employee (see [Short-Term Disability](#))
- Birth and care of a newborn child (see [Having a Baby](#))
- Placement or care of an adopted or foster child
- Care of a spouse, child or parent with a serious health condition
- Family care during active military duty of a family member
- Care for an injured or ill military member or veteran (spouse, son, daughter, parent or next of kin)

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Intermittent or Reduced Schedule Leave

Key Details

- Leave may be taken on an intermittent or reduced workday or workweek schedule basis.
- This type of leave is available to all U.S. employees with 12 months and at least 1,250 hours of service prior to desired leave date.
- This type of leave is based on your work arrangement, and certain situations may be counted against your leave amount:
 - If you are required to work overtime but cannot do so because of your leave, the overtime hours will be counted as leave
 - If you can't use intermittent leave or a reduced schedule to begin or end the workday (e.g., employees required to stay within sterile environments during an entire shift), the entire period you're forced to be absent will count against your leave amount
 - Notification must be provided to your manager and Teva HR
- If an employee is taking intermittent or reduced schedule leave and attending planned medical treatment (for him/herself, a family member or a covered servicemember), Teva reserves the right to transfer the employee to a different position which better accommodates the type of leave being used. Such positions will have equivalent pay and benefits but may not have equivalent duties.

Getting Paid

- Your pay will be impacted by your type of leave (intermittent v. reduced schedule).
- Talk with your manager or HR representative about the effect on your paycheck.



Reasons for Taking Intermittent or Reduced Leave

- Birth of a child
- Adoption of a child
- Placement of a child for foster care
- A serious health condition (employee or family member)

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Returning to Work

Getting back to work after a leave of absence can seem daunting – both physically and emotionally. Teva and Matrix Absence Management, our leave vendor, will work with you to ensure a smooth transition.

Here's what you need to know when returning to work:

Matrix will...

- Contact you five days before your expected work date to verify your intent to return to work
- Work with you, your health care provider(s) and Teva to determine a return to work plan specific to your needs and abilities
- Contact Teva to confirm your return to work date

You will...

- Keep in touch with your manager as he/she prepares for your return to work
- Discuss potential work schedule changes or work re-entry issues with your manager
- If you are out of work for your own medical condition, provide Matrix with the medical release from your health care provider to return to work (maternity leave excluded)
- Call Matrix at **(877) 202-0055** with any questions or concerns about returning to work

Teva will...

- Verify that all services, equipment and work access are reinstated
- Carry out any specific onboarding activities
- Discuss any pay adjustments (if eligible)

For Managers

As a manager at Teva, you're a critical part of the leave of absence process. Here's a useful checklist to help you support your employee(s) going out on leave and returning to work (for more detailed information, see the [Manager Resource Document](#)).

1 Initiate the Leave

- Discuss the details of the leave with your employee, including the start date and the anticipated return to work date
- **Make sure your employee knows to call Matrix at (877) 202-0055 to initiate their claim**
- **Input Leave** in Employee Central (EC) for Short-Term Disability (STD), Worker's Compensation or unpaid FMLA leave. Parental Leave does not need to be entered in EC; it should be entered in eTime.
- Enter appropriate PTO in ADP eTime for your employee's waiting period, if applicable
- If your employee has direct reports, remind them to set a vacation rule in iExpense to route expense reports to the interim manager

2 Maintain Contact

- Clearly communicate the leave process to your employee and maintain contact throughout his/her leave
- Check in with your employee without interfering with their recovery
- Encourage the employee to return to work as soon as they're medically cleared by a health care provider



3 Ensure an Easy Return to Work

- **Create a Return from Leave event** in EC once you confirm your employee returned to work
- You must enter your employee's return to work date in EC when the employee returns to work (even if the employee will take PTO and don't return directly to work). This ensures payroll is notified.
- Verify that all services, equipment and work assets are ready prior to your employee's return date
- Carry out relevant onboarding activities for the employee's specific position



Contacts/Resources

Whether you are dealing with an illness or injury or caring for others, Teva provides you with resources to help you navigate every step of your leave request, recovery and return to work.

Benefit	Info	Reasons to Contact
Employee Assistance Program (EAP)	MyLifeValues.com (Login: Teva; Password: EAP) (866) 513-7249	<ul style="list-style-type: none"> • Coping with stress, relationships, grief or depression • Finding child or eldercare • Parenting and adoption help • Budgeting, debt management, estate planning and wills • Handling change at work
Matrix Absence Management	matrixabsence.com (877) 202-0055   Search "Matrix eServices Mobile"	<ul style="list-style-type: none"> • File a claim • Check claim status • Questions or concerns about your leave
My Teva Benefits Guide	mytevabenefitsguide.com	<ul style="list-style-type: none"> • Information about Teva benefits, including disability • Links to useful resources
Service Now	teva.service-now.com/support	<ul style="list-style-type: none"> • Understand the formal leave administration process • Create a ticket for transactional/policy questions