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| Policy Name: | HP Inc. – Paid Time Off Policy | Created: | Effective 1/1/2021 |
| Applicable to: | All W-2 Full Time (hourly) Consultants of Kforce Working for HP Inc. (HPI) | Customer Solutions Center Information | 1-866-807-5074 corphelpdesk@kforce.com |

Kforce has established a Paid Time Off (PTO) Policy for full time HPI consultants to promote choice and flexibility in taking time off when needed. Consultants begin to accrue PTO on first day of employment. The accrual is based on hours worked and does not accrue while a consultant is on short-term disability or any unpaid absence or leave.

Full time Consultants may accrue up to 12 days (96 hours) per year depending upon their years of service and location.

| Full Time Hourly W-2 Consultants | | Accrual Rate |
|----------------------------------|---------------------|--------------|
| Months of Service | Annual Maximum | Per 1 hour |
| 0 – 24 months | 7 days or 56 hours | .026923 |
| 0 – 24 months CA, MI, TX, WA | 10 days or 80 hours | .038462 |
| 25 months + | 10 days or 80 hours | .038462 |
| 25 months + CA, MI, TX, WA | 12 days or 96 hours | .046154 |

Use and Scheduling of PTO

PTO can be taken, at a minimum, in one (1) hour increments starting after 3 months of employment. Negative PTO is allowed up to 2 days or 16 hours. PTO may be used for periods of unpaid leave as requested by the consultant unless otherwise stated that it is required. Under no circumstances will a consultant receive pay for a day not worked unless covered by another paid leave benefit. PTO should be scheduled in advance when possible and must be approved in advance by Kforce management and HPI management. Negative balances must be made up during the course of the year in which taken. Compensation paid for negative hours is considered an advance of unearned wages subject to deduction. Employees with a negative PTO balance who terminate employment either voluntarily or involuntarily will have any remaining balance of the pay advance deducted from their final paycheck, to the extent permitted by applicable law. If the final paycheck is not sufficient to cover the advance balance, the employee must repay the remaining balance in some other manner.

PTO taken due to an illness that exceeds three (3) consecutive days may be designated as a leave of absence and will require documentation by a licensed health care provider establishing the need for, duration of, and release to return to work, except where prohibited by law. For more information on types of leaves available, please review the Firm’s Time Off and Leave Policy.

Coordination with Paid Sick Leave (PSL)

Certain states and local jurisdictions require Kforce to provide PSL benefits for consultants who work in those areas. HPI consultants who work in these jurisdictions with PSL laws will not receive a separate bank of paid sick leave because our PTO policy meets or exceeds the minimum requirements of those laws. Our PTO policy is designed and intended to comply with all PSL laws and consultants may use accrued and available PTO for any reason covered under a PSL law and in accordance with the term of the applicable law. For more information on PSL, please review the Firm’s Paid Sick Leave Policy located under the Time Off and Leave Policy.

Carryover

HPI consultants may carryover up to 10 days (80 hours) of accrued but unused PTO into the next calendar year. Consultants working in California will be allowed to rollover any unused PTO into the next calendar year up to a maximum cap of 1.5 times their annual accrual amount. Once the maximum cap of 1.5 times the annual accrual cap is reached, consultants working in California will not accrue any additional PTO until their usage of PTO drops them below the 1.5 maximum cap. Consultants will not be given retroactive PTO amounts for periods in which they did not

accrue PTO because they were at the maximum cap. Consultants working in Washington State may carryover 13.5 days (108 hours) accrued unused PTO balance into the next calendar year.

Transfers or Termination

Consultants transferring to another client will be paid out of any accrued but unused PTO upon transfer except if the employee is transferring between PSL locations, PTO will be available to the employee following the transfer. Consultants moving out of California will be paid out accrued but unused PTO not exceeding the regular HPI accrual rate noted in this policy.

Terminating consultants will be paid for any accrued but unused PTO up to their last day worked and will be paid out after 9 days.

Consultants cannot use PTO to extend their termination date. The last day of active employment is the last day worked.

Accrued time will be paid out if another assignment has not been entered/booked within 9 days of the termination date. There will be no exceptions allowed.

Rehires

Any consultant that is rehired and their accrued unused PTO was paid out, will begin accruing PTO upon rehire date. Consultants will not be able to use any PTO until 90 days of their rehire date.

Paid Holidays

Full-time W2 consultants receive 8 paid holidays. Whenever a holiday falls on a weekend, the holiday will be observed on the workday closest to the holiday. Holiday pay is calculated at an employee's base rate of pay and is not considered as time worked for the purpose of overtime. Holidays will not be paid to employees who are on an unpaid leave of absence. Kforce holidays include:

- New Year's Day
- Martin Luther King Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

If a consultant works four days at 10 hours per day and the Holiday falls on a working day, the consultant will be paid 10 hours of Holiday pay. If the Holiday falls on a non-working day, the consultant will not be paid for that day.

For assistance with this policy or identifying eligibility, please contact the Customer Solutions Center at 1-866-807-5074 or via email at corporatehelpdesk@kforce.com.