

MAKING SENSE OF LEAVES OF ABSENCES

The following sections explain a variety of different forms of leave. The interplay between federal and state laws regarding leave can be complex. There are differing eligibility requirements and benefits. Your circumstances may qualify for unpaid leave under one law but qualify you for pay from a state agency under a different law. Some leaves and benefits must be taken concurrently; others may be taken in sequence. Where federal and state law covers the same subject in different ways, you are generally entitled to the most favorable benefit under either law. Consult with Talent to determine what leaves and benefits apply to you.

Leave Procedures

The following procedures shall apply when an employee requests Family Medical Leave:

- Consult the leave of absence process document on One Sunrun to contact Prudential. Proper call out procedure should be followed along with notifying Prudential of your absences. Employees are responsible for communicating their time away with their manager and entering PTO for days missed due to leave.
- If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Company at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.
- If the employee cannot provide 30 days' notice, the Company must be informed as soon as is practical.
- If the Family and Medical Leave Act ("FMLA")/California Family Rights Act ("CFRA") request is made because of the employee's own serious health condition, the Company may require, at its expense, a second opinion from a health care provider that the Company chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.
- If the second opinion differs from the first opinion, the Company may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Company and the employee.

Certification

Sunrun requires the employee to provide certification which will be coordinated through the Company's third party leave administrator. You will have 15 calendar days from the Company's

request for certification to provide it to the Company, unless it is not practicable to do so. The Company may require recertification from the health care provider if the employee requests additional leave upon expiration of the time period in the original certification. *(For example, if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.)* If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Company may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or to perform any one or more of the essential functions of his/her position because of the serious health condition.

If an employee is absent because of his/her own serious health condition, the Company will also require a medical release to return to work form or certification from the employee's health care provider that the employee is able to resume work.

Failure to provide a return to work certificate from the employee's health care provider will result in denial of reinstatement for the employee until the certificate is obtained.

Certification for a Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider or other certification

allowed by law. Special certification requirements apply to leaves related to military service.

Health and Benefit Plans

An employee taking a leave of absence will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave.

For the first 6 months of the employee's leave of absence, the Company will continue to make the same premium contributions as if the employee had continued working, subject to reimbursement by the employee. The continued participation in health coverage begins on the date leave first begins. After 6 months, if the employee needs additional time away from work, they will be eligible to maintain their same level of coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) for the remainder of their leave at their own expense. The Company's third party administrator, Discovery Benefits, will automatically send COBRA forms to the employee's address of record at the end of the 6 month period if the employee does not return to work.

When the employee returns to work, the Company will recover all premiums paid to maintain the employee's health coverage during their leave of absence.

Upon the employee's return from their leave of absence, reimbursement to the Company by the employee for premiums paid on their behalf is made by doubling the employee's health coverage deductions from their bi-weekly paycheck until the full amount has been repaid.

If the employee does not return from leave, payment for all premiums paid to maintain the employee's health coverage during their leave of absence is payable to the Company on the employee's last day of employment.

***CA employees only** – Employees taking Pregnancy Disability Leave (PDL) will be allowed to continue to participate in group health coverage for up to a maximum of four months of pregnancy disability leave (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. The right to continued group health coverage during pregnancy disability leave is a separate and distinct entitlement from the CFRA entitlement.

Substitution of Paid Leave

Generally, FMLA/CFRA leave is unpaid. The Company may require, or employees may choose, to use accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the company's normal paid leave policies. For more information on those specific circumstances requiring or allowing the substitution of paid leave contact your Talent Business Partner.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family/medical leave will not result in the loss of any employment benefit that the employee earned before using family/medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the worksite at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Company's operations;
- The employee is notified of the Company's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Company gives the employee a reasonable opportunity to return to work following the notice described previously.

Time Accrual

Employee's do not accrue other company benefits such as PTO or holiday pay while on a leave of absence, paid or unpaid.

Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement (26-workweek entitlement if leave is to care for a service member) in any rolling 12-month period. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

FAMILY AND MEDICAL LEAVE

California and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has been employed with the Company for a total of at least 12 months prior to the commencement of leave. The 12 months of employment must have

accumulated within the previous seven years (certain exceptions apply);

- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave

Leave may be taken for one or more of the following reasons:

- The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
- For incapacity due to pregnancy, prenatal medical care or child birth (FMLA only);
- For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
- To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
- To care for the employee's registered domestic partner (CFRA only).

For additional information about eligibility for family/medical leave, contact your Talent Business Partner.

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of FMLA or qualifying exigency leaves may be taken, Sunrun uses rolling 12 month calendar year.

Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions

Leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). However, time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, or once the employee has exhausted PDL and has given birth she may apply for leave under the California Family Rights Act, for

purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. The Company may also grant additional requests for leave lasting less than two weeks at its discretion. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

The Company will provide paid leave to female employees for reasons of pregnancy, childbirth, or complications arising therefrom, for a period up to a total of 6 weeks. To the extent the employee receives state-sponsored benefits during this 6-week period, the Company will provide wage supplement only, such that she receives 100% of her wages.

BABY BONDING LEAVE (effective 1/1/18)

If you have been with Sunrun for at least 12 months at the time of your child's birth or adoption, you (birth parent or non-birth parent) are eligible for 10 weeks of protected paid time off for baby bonding, following the birth or adoption of your child.

This paid leave is available once any state disability benefits and PTO are exhausted. This leave runs concurrently with any Family and Medical Leave you are legally entitled to. In effect, it allows you to be paid for part of a leave that would otherwise be unpaid.

Employees may use baby bonding time to bring their pay through state and disability pay up to 100% of the employee's pay. Employees should complete a request for time off form and submit it to the benefits team requesting to use baby bonding leave pay. Employees have one year from the birth or adoption of your child to use the Sunrun Baby Bonding leave.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee or a qualifying family member and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is one hour.

See also the discussion of Pregnancy, Childbirth or Related Medical Conditions above.

PAID FAMILY LEAVE

Employees in California may be eligible for Paid Family Leave (PFL) wage replacement benefits, which are funded through payroll deductions and coordinated through the Employment

Development Department. PFL provides limited compensation for up to six weeks after an unpaid, seven-day waiting period when an employee needs to take leave from work to care for a parent, parent-in-law, child, spouse, registered domestic partner, grandparent, grandchild, or sibling who is seriously ill, or for a working parent who wants time to bond with his or her newborn, foster child or newly adopted child. The PFL program does not provide employees with a right to a leave of absence; it is limited to a state-mandated wage replacement benefit.

If an employee decides to use PTO as protected paid sick time, the employee should designate the time off accordingly. Otherwise, Sunrun will treat the time off as PTO and not protected paid sick time.

Employees in San Francisco will receive supplemental pay during the six-week PFL eligibility period that, in combination with their applicable PFL compensation, will total 100% of their weekly salary, subject to a weekly maximum benefit amount (“SF Paid Family Leave”). If a San Francisco employee covered by this policy is also eligible for the paid Baby Bonding Leave described above, the four weeks of supplemented pay will be counted toward the SF Paid Family Leave. Eligible employees must use the SF Paid Family Leave within the first year following the birth or adoption of your child.

If you have any questions, please contact your Talent Business Partner.

PREGNANCY DISABILITY LEAVE (“PDL,” California Employees Only)

Any female employee planning to take pregnancy disability leave should advise their Talent Business Partner as early as possible. The individual should also contact the third party leave administrator at this [link](#), or use the contact information, which can be found on Sunrun Central HR page, to discuss the following conditions:

- Duration of pregnancy disability leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. Part-time employees are entitled to leave on a pro rata basis. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.
- Sunrun will also reasonably accommodate medical needs related to pregnancy, childbirth, or related conditions or temporarily transfer you to a less strenuous or hazardous position (where one is available) or duties if medically needed because of your pregnancy.
- Employees who need to take pregnancy disability must inform Sunrun when a leave is expected to begin and how long it will likely last. If the need for a leave, reasonable accommodation, or transfer is foreseeable, employees must provide reasonable advance notice at least 30 days before the pregnancy disability leave or transfer is to

begin. Employees must consult with the personnel manager regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any such scheduling is subject to the approval of the employee's health care provider;

- If 30 days' advance notice is not possible, notice must be given as soon as practical;
- Failure to give reasonable advance notice may result in delay of leave, reasonable accommodation, or transfer;
- Leave returns will be allowed only when the employee's physician sends a release;
- An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of one hour.

If intermittent leave or leave on a reduced work schedule is medically advisable the employee may, in some instances, be required to transfer temporarily to an available alternative position that meets the employee's needs. The alternative position need not consist of equivalent duties, but must have the equivalent rate of pay and benefits. The employee must be qualified for the position. The position must better accommodate the employee's leave requirements than her regular job. Transfer to an alternative position can include altering an existing job to better accommodate the employee's need for intermittent leave or a reduced work schedule.

Upon submission of a medical certification that an employee is able to return to work from a pregnancy disability leave, an employee will be reinstated to her same position held at the time the leave began or, in certain instances, to a comparable position, if available. There are limited exceptions to this policy. An employee returning from a pregnancy disability leave has no greater right to reinstatement than if the employee had been continuously employed.

Employees on pregnancy disability leave will be allowed to continue to participate in group health insurance coverage for up to a maximum of four months of disability leave (if such insurance was provided before the leave was taken) at the level and under the conditions that coverage would have been provided if the employee had continued in employment continuously for the duration of the leave.

While you are on PDL, your performance evaluations and merit increases will also continue (merit increases are prorated by the amount of time you are on leave). PTO/sick leave accruals are suspended if leave extends beyond 10 days but will resume when you return to work.

Since PDL is an unpaid leave, Sunrun gives you the option of using your earned PTO as part of your PDL before taking the balance of your PDL on an unpaid basis. California Manager-Level Employees and Temporary Employees will be required to use any of their accrued but unused sick leave during pregnancy leave, except for the leave period taken for baby bonding under the California Family Rights Act.

In some instances, an employer can recover from an employee premiums paid to maintain

health coverage if the employee fails to return following pregnancy disability leave. PDL may impact other benefits or a seniority date. Please contact your Talent BP for more information.

EXTENDED MEDICAL LEAVE

A medical leave of absence may be granted for non-work-related medical disabilities (other than pregnancy, childbirth, and related medical conditions) with a doctor's written certificate of disability. Extended disability leaves will also be considered on a case-by-case basis, consistent with the Company's obligations under federal and state disability laws.

Employees should request any leave in writing as far in advance as possible. If you are granted a medical leave, you may apply any accrued PTO toward your leave.

A medical leave begins on the first day your doctor certifies that you are unable to work, and ends when your doctor certifies that you are able to return to work. Your supervisor will supply you with a form for your doctor to complete, showing the date you were disabled and the estimated date you will be able to return to work. An employee returning from a medical disability leave must present a doctor's certificate declaring fitness to return to work.

If returning from a non-work-related medical leave, you will be offered the same position you held at the time your leave began, if available. If your former position is not available, a comparable position will be offered. If neither the same nor a comparable position is available, your return to work will depend on job openings existing at the time of your scheduled return. Sunrun makes no guarantees of reinstatement, and your return will depend on your qualifications for existing openings.

California workers' compensation laws govern work-related injuries and illnesses. California pregnancy disability laws govern leaves taken because of pregnancy, childbirth, and related medical conditions. An employee that needs reasonable accommodations should contact a company representative with day-to-day personnel responsibilities and discuss the need for an accommodation.

Any leave taken under this provision qualifying as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

PERSONAL LEAVE OF ABSENCE

A personal leave of absence without pay may be granted at the discretion of Sunrun. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. A personal leave provides the employee with job and benefit protection. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

You may request leave for personal reasons that do not qualify for any of the legally required forms of leave. This personal leave of absence is without pay (except that you must use any earned PTO until it is exhausted) and will be granted for a reasonable period of time up to 30 days. A leave may be extended for a reasonable period due to special circumstances, as determined on an individual basis. For example, if you request personal leave due to a disability, you may be eligible for extended leave as a reasonable accommodation for your disability.

Requests for personal leave must be submitted in writing and approved in writing by your manager and Talent before the leave begins. You must describe the reason for such a leave, the date it will commence, and the anticipated duration of the leave. Requests for extensions of leaves must also be submitted in writing and approved in writing by your manager and Talent before the extended period of a leave begins. Sunrun will consider requests for personal leaves of absence on the basis of a combination of factors, including your length of service, performance, position, responsibility level, the reason for your request, whether other individuals in your department are already out on leave, and the expected impact of the leave on Sunrun's operations. Sunrun may refuse to grant personal leaves of absence in its discretion.

Concurrent Personal and Family/Medical Leave

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to your entitlement of 12 workweeks of family/medical leave in a 12-month period.

Benefits During Leave

You will not earn any benefits during a personal leave of absence. Stock option vesting stops during an unpaid leave of absence. Health insurance benefits will continue during the leave only if you pay the entire premium for the coverage. Sunrun will cease paying its share of the premium during this leave. Your payments should be delivered to Talent or Benefits at the same time as payroll deductions for premiums are made. If you fail to make timely premium payments, coverage will stop. Once coverage ceases, you will receive COBRA information. Once you return to work, Sunrun will deduct from your paychecks to recover any portion of your health insurance premiums Sunrun paid that applied to the period of your leave.

Certification by Health Care Provider

If you request personal leave due to your serious health condition or that of a family member, you must support the request with a certification issued by the doctor treating the serious health condition. The certification should include the following information: (1) the date, if known, on which the condition commenced; (2) the probable duration of the condition; (3) an estimate of the amount of time that the doctor believes that you need care or time to care for a family member; and if applicable (4) a statement that the condition warrants your provision of care to your family member. You must provide the certification within five days of requesting personal leave for a serious health condition. The certification should specify the dates on which such treatment is expected to be given and the duration of such treatment. If the time estimated by the doctor expires, you must submit a recertification if you desire additional leave.

Reemployment Privileges

Sunrun is not able to guarantee reinstatement from a personal leave but will make a reasonable effort to return you to your former position or a comparable position for which you are qualified. It is your responsibility to be available and report to work at the end of the approved leave. If you fail to report to work on the day after personal leave expires, you will be considered to have voluntarily resigned.

BEREAVEMENT LEAVE

Sunrun grants leave of absence to regular full-time employees in the event of the death of the employee's immediate family, which means: current spouse, registered domestic partner, child or step child, parents, spouse's parents, spouse's sisters or brothers, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law, or registered domestic partner's child. An employee with such a death in the family may take up to 5 scheduled workdays off with pay with the approval of the Company to handle family affairs and attend the funeral. Contact your manager as soon as possible to request bereavement leave.

Bereavement pay will not be paid in addition to any other allowable pay for the same day. Such as holiday pay. However, if a death occurs while you are on vacation, alternative vacation days off will be granted to compensate for those days used as bereavement leave. Your manager may approve additional unpaid personal leave as described above.

DOMESTIC VIOLENCE, SEXUAL ASSAULT OR STALKING LEAVE

Employees who are victims of domestic violence, sexual assault and stalking are eligible for unpaid leave. Although the leave is generally unpaid, employees can use their paid sick time/PTO under California's Healthy Workplaces, Healthy Families Act for the purposes described below.

You may request leave for any of the following purposes:

- To seek medical attention for injuries caused by domestic violence, sexual assault or stalking;
- To obtain services from a domestic violence shelter, program or rape crisis center as a result of domestic violence, sexual assault or stalking;
- To obtain psychological counseling related to experiencing domestic violence, sexual assault or stalking;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault or stalking including temporary or permanent relocation.

Please provide reasonable advance notice of the need for leave unless advance notice is not feasible. Contact Talent Business Partner.

Employees who are victims of domestic violence, sexual assault or stalking and need a reasonable accommodation for their safety at work should contact a Company representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If you are requesting such a reasonable accommodation, you will need to submit a written statement signed by you, or by an individual acting on your behalf, certifying that the accommodation is for the purpose of your safety at work.

For reasonable accommodation requests, the Company will also require certification demonstrating that you are the victim of domestic violence, sexual assault or stalking. Any of the forms of certification described above for leave purposes will suffice. The Company may request recertification every six months from the date of the previous certification. You should notify the company if an approved accommodation is no longer needed.

The Company will engage in an interactive process with the employee to identify possible accommodations, if any that are effective and will make reasonable accommodations unless an undue hardship will result.

Sunrun will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave or accommodation under these provisions.

The length of unpaid leave an employee may take is limited to 12 weeks provided for in the federal Family and Medical Leave Act of 1993 for eligible employees.

JURY DUTY AND WITNESS LEAVE

Sunrun encourages employees to serve on jury duty when called or serve as a witness in a criminal trial, so long as you are not a party in the court action. Nonexempt employees will be paid for 8 hours at your regular hourly rate for each day of jury service up to a maximum of 40

hours paid for this leave. Overtime will not be paid regardless of how many hours you spend on jury duty. You will be paid for Sunrun holidays that occur during your jury service. You are expected to report to work if you are not required to report for jury service on any day that is a regularly scheduled Sunrun work day. Sunrun will provide exempt employees with up to 5 days of paid leave for jury duty. You should notify your supervisor of the need for time off for jury/witness duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of performance of jury service. If work time remains after any day of jury selection or jury duty, you will be expected to return to work for the remainder of your work schedule.

Fees Paid by the Court

You may retain any mileage allowance or other fee paid by the court for jury services.

MILITARY LEAVE

Sunrun supports all part or full-time employees enrolled in the uniformed services by complying with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) and the California Military Family Leave law. Employees who wish to serve in the military and take military leave should contact Sunrun's [third party leave administrator](#) for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law. For example, if you are called to active service, Sunrun will keep your job or, in some cases, a comparable job, available to you for a period of five years with benefits you would have become eligible for over that period. You also have the right, at your sole cost, to continue your Sunrun health coverage for up to two years while on military service.

In addition to complying with USERRA Sunrun proudly supports its military service-member employees with a special military PTO benefit. We are aware that service-members employed at Sunrun will need to step away from work, at times, for military service related responsibilities. As such, Sunrun will compensate employees who must step away for service related duty, for up to 10 days each calendar year*. To qualify for this benefit, the employee must present a copy of their military orders or a letter from E9/O6 to their Manager or Talent Business Partner prior to their departure.

(*During the first year of employment, these days are accrued on a pro-rated basis.)

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal

arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

- Eligible employees may also take a special leave entitlement of up to 26 weeks of leave to care for a covered service member during a single 12-month period. (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of (FMLA only), or 26 weeks of FMLA only if leave is not CFRA covered leave). A covered service member is either:
 - A current member of the Armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
 - A veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition."

ORGAN AND BONE MARROW DONOR LEAVE

Employees who are donors for organ or bone marrow may take paid time off as follows:

- Employees may take up to 30 business days of leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins his/her leave.
- Employees may take up to 5 business days of leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins.
- During the leave for organ/bone marrow donors, Sunrun will continue to provide and pay for any group health plan benefits the employee was enrolled in prior to the leave of absence.
- Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under state law, The California Family Rights Act.
- Employees who wish to take a leave of absence to donate bone marrow or an organ will be required to provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical

necessity for the donation of the organ or bone marrow.

Sunrun requires that employees taking leave for organ donation use two weeks of accrued PTO.

Sunrun requires that employees taking leave for bone marrow donation use five days of accrued PTO.

Once a Donor has exhausted the required PTO, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

LITERACY LEAVE

Sunrun will reasonably accommodate you if you request time to enroll in an adult literacy program, unless undue hardship to Sunrun would result. Sunrun will also take reasonable steps to safeguard your privacy if you identify yourself as an individual with a literacy problem. Contact Talent if you need this leave. Sunrun will not reimburse you for costs incurred in attending a literacy program.

REHABILITATION LEAVE

Sunrun will reasonably accommodate any employee who wishes to voluntarily participate in an alcohol or drug rehabilitation program. This accommodation may include an adjusted work schedule or time off without pay, provided the accommodation does not impose an undue hardship on Sunrun. Rehabilitation leave is subject to the same rules that apply to FMLA. Sunrun will attempt to safeguard the privacy of your participation in a rehabilitation program.

Notify your manager or Talent if you need to request rehabilitation leave.

LEAVE DONATION PROGRAM

Statement of Policy

Sunrun has a PTO donation program that is meant to provide assistance to employees who are suffering from a crisis event that has resulted in a need for additional time off in excess of their available other paid time. The program allows eligible employees to voluntarily donate time from their available sick leave to their co-workers in accordance with the policy.

This policy is strictly voluntary. The policy does not guarantee any employee the right to extended leave beyond what is provided for by the company's stated policy and its legal obligations. Final approval of receipt of PTO donation and of the ability to donate accrued leave rests with Talent.

Eligibility to Donate

In order for you to donate to another employee you must:

- Be employed by Sunrun for one year
- Donate in units of up to 40 hours of unused PTO hours
- Not be currently on an approved leave of absence

Employees who donate leave are not permitted to exhaust their own PTO balance because they may experience their own need for time off.

Guidelines for Receipt of Leave Donation

Employees who would like to receive donated PTO from co-workers, must have a crisis event as determined by a Talent Business Partner.

A crisis event includes circumstances such as the following:

- During an employee's unpaid time away from work related to a catastrophic illness or injury (for example: cancer, major surgery, serious accident, heart attack) that poses a threat to life or requires inpatient, hospice or residential health care for the employee or one of their immediate family members.

The donated time can only be used for time off related to the approved crisis event. Recipient employees must use their own available paid leave time prior to using any donated time.

Employees who receive donated PTO may receive no more than 480 hours (12 weeks) within a rolling 12 month period. The leave donation program does not guarantee the recipient employee the right to extended leave beyond the company's stated policy and its legal obligations. The decision as to whether a personal leave should be granted, whether there is a crisis event, or whether the employee can receive donated PTO is within the discretion of Sunrun.

Any donated PTO that is in excess of the time used by the recipient for the approved crisis event will be returned to the donor. There is no "cash" value to the recipient of the donated sick time.

Procedure

Employees who wish to donate PTO to a co-worker must make a written request to a Talent Business Partner who will confirm eligibility. The request must be approved by Talent.

The identity of donors will remain confidential.

Donations under the program are voluntary and no employee will be subject to intimidation or disparate treatment for participating in or declining to participate in the leave donation program. Misrepresenting or falsifying the need to receive donated leave under this program is grounds for discipline, including termination.

TIME OFF FOR VOTING

Let your voice be heard! If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may request working time to vote. Coordinate your time off with your manager before leaving to vote. If you are a non-exempt employee, Sunrun will pay a maximum of two hours of time off during an election day without loss of pay.

SCHOOL ACTIVITIES

Employees are encouraged to participate in the school activities of their child(ren). The absence is subject to all of the following conditions:

- Time off under this policy can only be used by parents, stepparents, guardians, foster parents, grandparents or a person who stands in *loco parentis* of one or more children of the age to attend kindergarten through grades 12 or a licensed child care provider;
- The amount of time off for school or child care activities described below cannot exceed 8 hours in any calendar month, or a total of 40 hours each school year;
- Covered employees can use the time off to find, enroll or reenroll a child in a school or with a licensed child care provider or to participate in activities of the child's school or licensed child care provider. Employees planning to take time off for these purposes must provide as much advance notice as possible to their supervisor;
- Covered employees can also use time off to address a "child care provider or school emergency" if the employee gives notice to the employer. A child care provider or school emergency means that the employee's child cannot remain in a school or with a child care provider due to one of the following:
 - The school or child care provider has requested that the child be picked up, or has an attendance policy (excluding planned holidays) that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
 - Behavioral or discipline problems;
 - Closure or unexpected unavailability of the school or child care provider excluding planned holidays; or
 - A natural disaster, including, but not limited to, fire, earthquake or flood.
- If both parents are employed by Sunrun, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.
- Exempt employees will receive their full salary if they miss a partial day of work for school activities but must use accrued PTO to be paid for a full day taken for school activity;
- Non-exempt employees must use PTO in order to receive compensation for this time off; otherwise it is without pay.

- Employees who do not have paid time off available will take the time off without pay, and
- Employees must provide their supervisor with documentation from the school or licensed child care provider verifying that they were engaged in these child related activities on the day and time of the absence.

VOLUNTEER CIVIL SERVICE PERSONNEL

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees who perform emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may also take up to a total of fourteen days unpaid leave time per calendar year to engage in required fire, law enforcement or emergency rescue training. Please alert your supervisor that you may have to take time off for emergency duty or emergency duty training. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

If you are an official volunteer firefighter, reserve peace officer or emergency rescue personnel, please alert your supervisor if you have training. Volunteer firefighters, reserve peace officers and emergency rescue personnel may take up to a total of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

STATE DISABILITY INSURANCE

California employees who suffer from non-work-related illness or injury may be entitled to State Disability Insurance (SDI). Eligibility begins on the eighth day of a continuous illness or on the first day of hospitalization. Sunrun permits you to use earned PTO/sick leave in conjunction with SDI benefits. SDI benefits are paid by the state, not by Sunrun. However, SDI is financed by mandatory payroll tax deductions from all employee wages and is tax free, so you should take advantage of the benefit if you qualify. Applications for SDI benefits are available from hospitals and physicians.

Closely related to SDI, is the Paid Family Leave (PFL) program. If you work in California, you can receive a portion of your wages from the PFL program during any FMLA leave you take to care for a family member with a serious health condition or to bond with your new child. To be qualified, you must submit your application so that it is received by the State within 49 days of the onset of the disability. Questions regarding SDI and PFL benefits can be directed to the state office that manages the program. You can also find information at www.edd.ca.gov. Other states or localities may have similar programs.