



Personal Leave

In an effort to recognize the needs of employees who require time off and who do not qualify for other leave types, Sunrun has drafted the guidance below for employees to apply for an unpaid Personal Leave of Absence for up to thirty (30) calendar days. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than seven (7) calendar days.

Absences of a shorter duration (1-7 calendar days) will not be considered as a Personal Leave, but rather as an excused absence that requires manager approval. You must use any accrued, unused PTO for the excused absence period. If there is not adequate PTO to cover the excused absence period, it will be unpaid.

GUIDELINES

All regular full time or part time employees that have been employed for a minimum of ninety (90) days may apply for a personal leave of absence. While an employee must use any accrued, unused PTO during the initial seven (7) days, the remainder of the Personal Leave of Absence is unpaid. Employees may use any additional accrued PTO for the remaining portion of the Personal Leave.

Employees cannot exceed a cumulative total of ninety (90) days of personal leave in a calendar year; and must return to work for a duration of thirty (30) calendar days prior to submitting a request for another personal leave.

At the time of leave request, employees must provide the reason for the requested leave, the date the leave will begin, and the anticipated duration of the leave. An employee is required to return from a Personal Leave of Absence on the originally scheduled return date. If the employee is unable to return, they must request an extension of the leave prior to the scheduled end date. Extensions of leave will be considered on a case-by-case basis. Based on business needs, Sunrun may deny a request for Personal Leave of Absence in its sole discretion.

During an unpaid personal leave, Sunrun will continue employee benefits. Upon return to work, the Company will recover premiums paid to maintain your benefits during your leave of absence.

Employees who take a personal leave do not have a right to reinstatement. While Sunrun will make reasonable efforts to reinstate returning employees - provided the employee returns at the end of their leave at the agreed-upon time - Sunrun reserves the right to make any decision consistent with business needs. Any employee who fails to return to work as scheduled after leave may be subject to dismissal from employment.