

Important Information for

Leaves of Absence

Sunrun strives to support employees throughout the leave of absence process to ensure a timely and smooth return to work. The following information is intended to provide you with information to guide and assist you during your leave.

Responsibilities While on Leave

- It is your responsibility to update Broadspire of any changes to your leave. You may be required to furnish Broadspire with periodic updates of your status.
- Some leave types require supporting documentation. If you are unable to provide the necessary paperwork by the due date, you must notify Broadspire as to the reason for the delay. Failure to provide supporting documentation by the deadline or provide information as to why you are unable to do so may result in your leave not being approved.
- If you are in a state that offers statutory benefits for disability or leave, you will need to apply for the benefit(s). It is the employee's responsibility to contact the state or appropriate vendor to request the leave and provide them with the appropriate documentation. Sunrun does not handle this part of your leave.
- Employees on a leave of absence do not have access to Sunrun systems, including email. Please be certain that there is a personal email and current

phone number listed in Workday in the event we need to contact you while you are on leave.

- If an extension of leave is needed, you must contact Broadspire and provide them with the supporting documentation (if applicable).

Pay While on Leave

- If you are eligible for a paid leave through Sunrun, the funds will be issued by Sunrun Payroll following the standard pay cycle. **Pay can be delayed based on the timing of the approval, when the feeds are sent over and the payroll processing date.** Note: Pay will be contingent upon approval from Broadspire for the applicable leave.
- If your leave is due to your own health condition, you can apply for short-term disability (STD) through Broadspire. The disability benefit has a seven-calendar-day elimination period. If approved, the disability pay benefit begins on the eighth day and will be paid by Sunrun. Available paid time off/flexible time off (PTO/FTO) must be applied during the waiting period.
- If you are on leave to bond with a newborn or newly placed child, you may be eligible for Sunrun's Paid

Parental Leave benefit. See the Paid Parental Leave policy for more information.

- If you are in a state that offers paid disability or paid family leave, please contact the appropriate state or vendor to file for that benefit. Sunrun's paid leave benefits are offset by what you are eligible for or receive from the state.
- If your leave is related to the care of a family member, you will have the option to use your available PTO or the leave will be unpaid.

Communication While on Leave

- If you choose to provide your Broadspire claim manager with your personal email address, Broadspire can send your letters and communications via email so that you receive information sooner.
- You are responsible for maintaining communication with your Broadspire claim manager to discuss your leave status, extension needs and return to work status.

Returning to Work

- Notify the Sunrun Leaves Team and your manager of your return date. Please be sure to email leaves@sunrun.com 24–48 hours before your confirmed return to work date so that they can reactivate your systems.
- If leave is due to your own health condition, Broadspire will provide you with a Return to Work form. You are required to submit the return to work certification or release note to leaves@sunrun.com prior to resuming your duties. If you have any restrictions/limitations, we will need to know what they are and how long you are anticipated to have them.

Benefits While on Leave

- Benefits will continue to be deducted from your paycheck as standard process. If, for any reason, we are unable to take premiums during your leave, we may pay your share of the premiums during your leave and recover these payments from you upon your return to work. If you return from leave with a premium balance due, we may recover the premiums on future checks until they are current.
- You may choose to defer group insurance plan coverage during an approved FMLA leave of absence. This will stop your coverage while on leave. Upon your return, coverage will be

reinstated on the same terms as prior to taking leave. If you would like to defer coverage while on an approved leave, please contact the Benefits Advocate Center at (844) 632-2197.

- Employees on a leave of absence will be allowed to continue participating in any health and welfare benefit plans in which they were enrolled prior to the first day of the leave **for a period of six months**, beginning with the employee's first day of leave. Should the leave extend beyond six months, Sunrun's benefit coverage will end and they will be eligible to maintain their same level of coverage under COBRA for the remainder of their leave at their own expense.
- Benefits that may be impacted while on leave:
 - » **Dependent Care FSA (If eligible)** – Per IRS regulations, child and dependent care expenses must be work-related and allow you to work or look for work. You are not allowed to claim day care expenses while you are not working full time.
 - » **Paid Time Off (PTO/FTO)** – You will not accrue PTO while on leave of absence.
 - » **Holiday Pay** – If a holiday falls during your leave of absence, the holiday will not extend your leave and you will not be paid holiday pay for the holiday observed during your leave.

Intermittent FMLA

- It is your responsibility to notify your manager AND Broadspire when you have a need to miss time related to your approved intermittent FMLA.
- You are required to report leave hours to Broadspire no later than two business days from the date the leave was taken.
- Intermittent leave can only be used for necessary absences related to the specific health condition as identified in the Medical Certification for which you are approved.
- If approved, scheduled medical appointments should be scheduled with your manager in advance when possible.
- In the event you find it necessary to be absent for more than indicated in your approval, it may be necessary to provide updated and supporting medical documentation.
- If your approval is related to your own health condition and you are out for more than three consecutive days, you may be required to provide a medical release from your physician prior to resuming your duties.

QUESTIONS?

If you have questions regarding your claim, please contact your Broadspire claim manager.

The Sunrun logo is displayed in a large, white, sans-serif font against a dark blue background. The letters are bold and modern, with the 'S' and 'R' being particularly prominent.The Ford logo is visible in the bottom right corner of the page. It features the word "Ford" in its signature script font, set within a blue oval shape.