

# Mercury Systems, Inc.

## Coronavirus Sick Leave Policy

### 1. Purpose

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Mercury Systems, Inc., including its subsidiaries, divisions and business units (collectively, “Mercury”) provides certain sick leave benefits to eligible employees in accordance with applicable federal and state laws. Mercury’s sick leave benefits are intended to support employees who occasionally need time off from work to address personal or family illnesses, medical appointments and other related needs.

The purpose of this policy is to provide general guidance to Mercury employees regarding their rights and responsibilities should they need to take sick leave as a result of events associated with the coronavirus (also known as “COVID-19”), including special additional sick leave available in certain circumstances outlined in this policy.

The health and safety of our employees, customers, partners and their families is critically important to Mercury as we navigate the COVID-19 impacts on our business and communities. Employees should contact Human Resources with any questions or concerns surrounding this policy. Mercury may modify this policy, in its sole discretion, at any time.

### 2. General Sick Leave

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Mercury provides employees with up to 48 hours of sick leave annually. Temporary employees and co-ops are eligible for sick pay only after 90 days. Sick leave can be used at the employee’s discretion subject to approval by the employee’s Manager. For the avoidance of doubt, all sick leave, including COVID-19 sick leave, does not carry over to the following calendar year.

### 3. COVID-19 Sick Leave

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Employees will be eligible for 120 hours of additional sick leave under the following circumstances:

- You are asked by Mercury to self-quarantine because you are suspected of having or have contracted COVID-19
- You are asked by Mercury to self-quarantine because you have traveled internationally by any form of transportation or domestically on commercial transportation
- Your physician has directed you to self-isolate as you are in a high risk category or other circumstances related to COVID-19 or you are caring for another who has received the same direction by a physician
- You are asked by Mercury to self-quarantine because you had close personal contact with someone who is suspected of having or who has COVID-19
- You are not able to work from your regular place of employment with Mercury due to an site closure as a result of a COVID-19 concern and do not have the ability to work remotely based on the nature of the work you perform for Mercury

- You are not able to work from your regular place of employment with Mercury due to school closures related to COVID-19 affecting one or more of your children, or due to the need to care for another affected by COVID-19, and you do not have the ability to work remotely based on the nature of the work you perform for Mercury or because you do not have other care
- Due to other COVID-19 impacts on schools or caregiving resources, you are unable to care for your children because you do not have the ability to work remotely based on the nature of the work you perform for Mercury or because you do not have other care

Mercury encourages employees to exercise caution and engage their Human Resource Business Partners immediately if they believe any of the above could apply to them. Mercury is providing this enhanced sick leave related to COVID-19 to support employees in exercising such caution, enabling employees to receive full pay while removing potential risks to other employees from the workplace.

Employees can work with their Human Resource Business Partners on how to request COVID-19 sick leave. As appropriate, medical documentation may be required to support a COVID-19 related leave of absence. Temporary employees and co-ops are not subject to the 90-day waiting period applicable to general sick pay for a COVID-19 sick leave.

#### **4. Coordination with Other Leaves of Absence**

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An employee need not exhaust general sick leave (as described in Section 2 above) or paid vacation available to the employee before requesting COVID-19 sick leave. Mercury is doing this to encourage employees to exhibit extra caution with respect to a potential COVID-19 exposure without the penalty of losing other available paid time off.

If you are unable to return to work after your COVID-19 sick leave, you should discuss your options with your Human Resources Business Partner. In such circumstances, you may be able to use your general sick pay or vacation pay remaining, or apply for disability benefits (and concurrent FMLA), if eligible, dependent upon your circumstances. Returns to work for employees who have themselves contracted COVID-19 will require medical documentation evidencing that the employee no longer presents a risk to the public.

Effective Date: October 29, 2020