



DECEMBER 2021

CISION
FLEX
TIME OFF

HR POLICY. US ONLY.

CISION[®]

Cision is introducing a Flex Time Off (FTO) policy for all US regular full-time associates beginning January 1, 2022.

Cision recognizes the importance of everyone balancing their work and personal lives. To provide time away from work for rest, wellness, family or other personal reasons, Cision has adopted FTO. People will have the opportunity to manage paid time off as needed, while fulfilling business needs.

Your guide to Flex Time Off at Cision

With FTO, associates do not earn, accrue or carry-over any number of hours or days of paid time off. Rather, time off may be requested as needed, at any time and for any purpose. People may use FTO for vacation, illness or any other reason that requires absence from work. While there is no established limit on the amount of FTO available, associates remain responsible for the timely and complete performance of their job responsibilities.

In support of individual and team well-being, we recommend that everyone take a minimum of 20 FTO days annually (excluding observed holidays) to rest and recharge. To ensure we balance our workload, function effectively as a team, and ensure business continuity, an established guideline is to allow no more than 15 consecutive business days taken to be off as FTO.

Eligibility

All regular full-time associates are eligible for FTO. Temporary and part-time associates are not eligible.

Requesting FTO

All requests for FTO should be made in advance and directly to the associate's manager. Managers may specify a certain amount of advance notice and the preferred method of making FTO requests.

In an emergency situation, when advance notice is not possible, the associate must contact their manager as soon as possible. The associate is responsible for keeping their manager informed and discussing any impact or expected change to the associate's standard work schedule.

FTO Approvals

Every effort will be made to grant FTO when requested. However, it may not be possible to approve all requests based on business needs. Managers will use professional discretion as to whether or not to approve, deny or postpone requested FTO. When considering FTO approvals, managers may consider such factors as:

- Needs of the business and work group
- Workload
- Associate's ability to meet work commitments and duties
- Amount of time the associate has previously taken

Decisions are made on a case-by-case basis.

For exempt associates, Cision does not require that FTO be tracked in any system, but managers may request that their direct reports use a specific tracking method to effectively manage time within the team. For non-exempt associates, all time will still need to be recorded in UKG Pro Time Management.

FTO and Leaves of Absence

FTO may be requested and used in conjunction with other time off programs and benefits offered by Cision.

Short-Term Disability

Eligible associates may use FTO during the requested seven (7) consecutive day waiting period before receiving short-term disability (STD) benefits. All time off approved under STD is paid under the STD benefits.

While awaiting approval of either an initial request or extension of STD, an associate may use up to two (2) weeks of FTO. After two weeks, the time is unpaid.

Family and Medical Leave

Associates approved for a leave of absence under the Family and Medical Leave Act (FMLA) may use up to two (2) weeks of FTO at the start of the leave. FTO cannot be used for FMLA time beyond two (2) weeks.

For other approved time off when the associate has a child through birth or adoption, income replacement may be available through short-term disability and Cision's parental leave benefit. FTO cannot be used for additional time off.

Voluntary or Personal Leave

Associates approved for voluntary or personal leave of absence may use up to two (2) weeks of FTO at the start of their leave. FTO cannot be used for any voluntary or personal leave time beyond the two (2) weeks.

Military Leave

Eligible people placed on Military Leave are paid by Cision for up to ninety (90) days. FTO cannot be used for Military Leave time beyond ninety (90) days.

Termination of Employment

Notice Period upon Termination

Notice period is independent from the FTO policy. Notice period will be managed according to applicable laws and individual contracts.

Accrual Balances

With FTO, there is no accrual balance, and thus there is no balance to pay out upon termination. Employees in California will be paid their accrued balance of historical PTO in accordance with applicable laws.

This new Flexible Time Off policy aligns with our One Cision culture by eliminating differences in time off policies based on employee level. It also acknowledges that the need for time off cannot always be planned well in advance, and enables associates to work with their managers to take the time off that they need. Managers will help associates to balance their time off with their contribution to Cision, and feedback on that topic will be requested from associates as part of our annual engagement survey.

We are confident that this policy will bring more balance to associates' lives and be a positive change for our company.