



DECEMBER 2021

CISION **FLEX** TIME OFF

FREQUENTLY ASKED QUESTIONS
US ONLY

CISION

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

As part of a comprehensive review of our Total Rewards offering, we decided the time was right to build on our Cision Flex hybrid work model, giving you even more autonomy in how you operate. Flex Time Off means that you will gain the ability to access the vacation time that works for you. This is part of our drive to create an even more meaningful culture of empowerment and flexibility.

Q. What is 'Flex Time Off' or FTO?

A. FTO is essentially PTO that you can take without a set allowance of time or accrual schedule. You have the flexibility to take time off as you need it, and you have more oversight in terms of how much time you want and need away from work. With FTO, you now have the flexibility to request time off as needed. Time away from work will still need to be requested and approved by your manager to ensure appropriate work coverage, but you will not need to monitor whether you have hours or days available.

Q. Why is Cision moving to FTO?

A. Cision wants to ensure you take time away from work when it would be most beneficial to you, whether it be for wellness, to spend time with family, or take care of personal priorities. Given Cision's forward thinking culture, we believe that FTO will be a good fit for our organization. In addition, FTO will be easier to administer than our current paid time off (PTO) plan — you just need to connect with your manager to request the time.

Q. How does FTO work?

A. FTO replaces our PTO and Paid Sick Day programs, which eliminates the time-based accrual limitations. Now, you simply need to seek prior approval from your manager when requesting to take FTO. Requests should be made as far in advance as reasonably possible, and your manager may have specific guidelines for this. No request will need to be made or approved in UKG Pro. You will be paid your regular base salary at all times while actively employed by Cision. Please note that non-exempt associates will still need to record their working hours and time away on their timecard.

Q. Who is eligible for FTO?

A. FTO is meant for regular full-time employees in the U.S. Part time employees and anyone outside of the U.S. are not eligible for FTO at this time.

Q. How does the FTO policy apply to new hires?

A. The first 90 days are critical to an employee's onboarding and success. New hires should connect with their manager for requests, particularly early on in their employment, as all time off requests are subject to manager approval.

Q. How much advanced notice should I give when requesting FTO?

A. For foreseeable time off, you should request the time from your manager as far in advance as possible. Your manager may have a specific guideline for how much advanced notice they prefer. When an unexpected need for time off arises, please make the request as soon as it is reasonably possible.

Q. What is the approval process when requesting FTO?

A. Please talk to your manager regarding the process they prefer you to use when requesting time off. Approval of the request will be based on your manager's review of the following considerations:

- Needs of the work group
- Your workload
- Your performance
- Your ability to meet your work commitments and duties
- Amount of time you have previously taken

Q. Can a manager deny a request for time off?

A. Yes. A manager may deny or postpone the time off based on their evaluation of the above stated criteria.

Q. Does having FTO mean I have an uncapped amount of vacation?

A. Adopting a FTO policy aligns with our flexible workplace environment. As such, FTO puts you in the driver's seat to determine what creates the best work-life balance for you. As a reminder, all time off requests are subject to manager approval, and if your manager believes you are abusing this policy, they have a right to deny your request.

Q. Will holidays remain the same?

A. Yes, Cision will still have its schedule of paid holidays each year. You can find this list within the Community Portal.

Q. What about Paid Sick Days?

A. You will no longer utilize a separate accrual of sick days. For any sick day needed, this will be considered FTO and paid out as regular pay. A sick day code will remain in UKG Pro where applicable for statutory regulations.

Q. What kind of absences are covered with the FTO policy?

A. FTO can be utilized for purposes such as vacation, personal business, wellness, family time, and non-extended sickness or injury (i.e. colds or fevers, but not surgery or procedures requiring extended recovery time). FTO does not apply to extended absences. Employees should contact their manager or the Benefits team to understand their options if they are going to be out for a period of more than three days.

Q. Short term disability has a five-day waiting period for illnesses. How will those days be coded?

A. Historically, people at Cision have used PTO days to be paid for the waiting period of short-term disability. With FTO, you can just use your regular pay for this. Short term disability, if approved, will still begin after the five (5) business day waiting period.

Q. For people that carry 2021 PTO balances, how does FTO impact this?

A. Any carry over balance must be taken and captured in UKG Pro before moving to the FTO program. You have all of 2022 to take any time carried over. For employees in California, accrued PTO balances will remain untouched. You will be paid out any carry over PTO balances upon termination from Cision.

Q. My business group is on a legacy PTO plan, does this apply to all business groups?

A. Yes, this new policy applies to all legacy business groups operating as Cision today.

Q. Will people who terminate employment with Cision receive any payout of FTO?

A. FTO is not paid out upon termination. Our previous PTO policy allowed for carry-over of up to 5 days in those cases where time could not be taken due to business needs. Carry over time needed to be taken by the end of the following year or be forfeited, as is true as we step into 2022. With FTO, you are no longer managing an accrual balance, and thus there is no balance to pay out. Employees in California will be paid their accrued balance of historical PTO in accordance with applicable laws.

Q. Can you clarify what, if anything, I need to be tracking in UKG?

A. For all associates, you only need to track your carry-over PTO time if you have an existing balance. This will only apply until you have utilized your carry over balance or by the end of 2022, whichever occurs sooner. Once on FTO, exempt-associates will no longer need to track time off. Non-exempt associates will need to continue tracking their working hours and time away on their timecards. Codes for Volunteer Time Off (VTO), Jury Duty, Bereavement and Leave of Absence will exist for tracking purposes where applicable.

Q. Are there any differences for people who reside in California?

A. Currently, anyone who lives in California is legally able to carry over positive PTO balances from one year to the next and stop accruing PTO at a maximum balance. Any positive PTO balance a California resident may have will be frozen and remain on file.

Q. So how do we make Flex Time Off a success?

A. Whether you are an employee, a manager or both, you play a critical role in the success of our FTO policy. Here is what we expect:

Employees:

- Connect with your manager to request time off and gain approval of your request.
- You should request the time from your manager as far in advance as possible. We would recommend giving a minimum of 2 weeks advance notice.
- Please consider your workload and how you can best handover the work that needs to continue in your absence.
- Notify your manager as soon as possible for unforeseen absences and reschedule all meetings as you normally would.

Managers:

- Balance FTO approvals across the team and encourage your team to take time off.
- When considering FTO, consider the impact to the business and set expectations around coverage while the employee is offline.
- If you are unable to approve a request for business continuity or performance reasons, help the employee understand why, and offer an alternative where possible.
- Connect with your HR Business Partner, if you need additional support.

Q. Where can I find additional information related to FTO?

A. You can find all related communications and FAQs on the community portal.

Any specific questions should be directed to your manager or HR.Support@cision.com.