



JANUARY 2023

CISION  
**FLEX**  
TIME OFF

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HR POLICY. US ONLY.

**CISION**<sup>®</sup>

Cision leverages its Flex Time Off (FTO) policy for all regular, salaried, full-time associates in the United States.

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. Our people have the opportunity to access paid time off as needed, while fulfilling business needs and the priorities associated with their role.

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## **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. Associates 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 who are salaried (exempt and non-exempt) are eligible for FTO. Temporary and part-time associates remain eligible for PTO under Cision's established PTO Policy.

## **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. Non-Exempt associates must track all FTO in UKG Pro Time Management for proper time and payroll calculations.

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 **non-exempt associates**, all time off, including FTO, needs to be recorded in UKG Pro Time Management. For **exempt associates**, Cision does not require FTO to be tracked in any system, but managers may request the use of a specific tracking method to effectively manage time within the team.

## 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.

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Cision's Flex Time Off policy is part of our comprehensive Total Rewards offering and reinforces our Cision Flex hybrid work model, which enables us to work effectively as we balance our personal and professional lives. As part of our focus on building upon our positive workplace environment, FTO is part of our drive to create an even more meaningful culture of empowerment and flexibility.

Should you have any questions about FTO, please connect directly with your manager or reach out to [HR.Support@cision.com](mailto:HR.Support@cision.com).