

U.S. Paid Parental Leave Policy

Effective April 1, 2019 (Updated February 2021)

Xylem provides eligible U.S. non-union employees (regardless of gender) **up to 4 weeks of paid parental leave** to be taken within the first six months following a Leave Qualifying Event. Leave Qualifying Events are:

- Birth of the employee's child;
- Placement of a child with the employee for adoption (including surrogacy) or placement of a foster child (in either case, the child must be 17 or younger); or
- Becoming the legal guardian to a child (age 17 or younger)

To be eligible for paid parental leave, the Leave Qualifying Event must occur during the employee's employment with Xylem.

If both spouses work for Xylem and are eligible for paid parental leave under this policy, the spouses are both entitled to the full 4-week paid parental leave entitlement as provided by this policy.

In no case will an employee receive more than 4 weeks of paid parental leave in any rolling 12-month period, regardless of whether there is more than one Leave Qualifying Event in that 12-month period.

Employee Eligibility

To be eligible for paid parental leave, an employee must be a full-time employee regularly scheduled to work at least 30 hours or more per week.

The following individuals are not eligible for paid parental leave under this policy:

- Employees who work less than 30 hours per week
- Temporary employees
- Employees who work on a per diem basis
- Independent contractors
- Employees covered under a union contract

Requests for Paid Parental Leave

Absent unforeseen circumstances, employees must notify Human Resources at least two weeks' in advance of the start of their leave. In the event of unforeseen circumstances, such as a premature birth or the unexpected placement of an adopted or foster child, notice must be given as soon as practicable.

While the Xylem's intent is to generally approve paid parental leave as requested, it reserves the right to approve the leave at another time when necessary to accommodate business needs.

All requests for paid parental leave must be substantiated by appropriate documentation to the Xylem Benefits Department (i.e. birth certificate, proof of placement for adoption or proof of placement as a foster child). You can contact the Benefits Department at benefits@xylem.com to initiate your claim for parental leave. The documentation must be provided before the leave begins or as soon as otherwise practicable.

Parental Leave for Adoption, Foster Care, Legal Guardianship or Surrogacy

To be eligible for paid parental leave, foster care must be arranged through an authorized agency. With respect to legal guardianship, the relationship must meet the requirements established under the applicable state and local laws. Surrogacy is also subject to state and local laws. You may be asked to submit appropriate supporting documentation.

Use of Paid Parental Leave

Paid parental leave must be taken within 6 months of a Leave Qualifying Event.

Paid parental leave may be taken in one continuous period of leave or in one-week intervals.

Paid parental leave may be taken concurrently or separately from Family Medical Leave (FMLA), as long as it is taken within 6 months from the date of birth, adoption or placement for adoption. All paid parental leave must be completed within 6 months for an employee to be eligible for the full 4 weeks of paid parental leave.

In circumstances where an employee has given birth, paid parental leave may commence at the conclusion of any short-term disability leave or benefit provided to the employee for the employee's own medical recovery following childbirth.

Unused paid parental leave may not be carried over to subsequent years and will not be paid out at termination or if unused.

Xylem may take disciplinary action, up to and including termination, against an employee who uses paid parental leave for purposes other than those described in this policy.

Effect on Other Rights, Benefits or Policies

During the paid parental leave period, Xylem will continue benefits under the Xylem benefits plans under the same terms and conditions that would apply had the leave not been taken.

If an employee fails to return to work after the period of paid parental leave has ended, Xylem may seek to recover any premiums paid for maintaining insurance coverage.

Job Protection

Receipt of paid parental leave does not provide employees any right to job-protected leave that they would not otherwise have under company policy or applicable law.

Benefits Reminder

If you plan to add a new dependent to the medical plan, please go to Workday and Change your benefits to add the new child to your coverage. Be sure to upload proof of birth so that you can complete changes to your benefits. You will need to make any changes to your health benefits within sixty (60) days of the birth, adoption, foster care placement or legal guardianship of a child.

Concerns/Questions

Employees who have questions or concerns regarding this policy should contact the Xylem Benefits Department at benefits@xylem.com.

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