U.S. DISABILITY AND LEAVE OF ABSENCE

FREQUENTLY ASKED QUESTIONS | JUNE 2016

IF YOU NEED TO START A SHORT-TERM DISABILITY OR WORKER’S COMPENSATION CLAIM, OR GO ON A LEAVE OF ABSENCE (LOA), CONTACT THE EMPLOYEE SERVICE CENTER AT (800) 585-5100. YOU CAN ALSO REVIEW THESE FREQUENTLY ASKED QUESTIONS TO HELP YOU GET STARTED.

DISABILITY LEAVE

LEAVE OF ABSENCE

RETURNING TO WORK

All Leaves and Disability calls are managed through the Employee Service Center, however, calls are sent to two companies who will manage your leave or disability claim: The ReedGroup and Unum.

- When you are taking a leave of absence combined with your personal disability claim, you will be using both companies.
- When your leave does not involve a personal disability claim for yourself (such as an FMLA situation or a paternity leave) you will only be working with The Reed Group.

DISABILITY LEAVE

What is Short-Term Disability?
MSI automatically provides at no cost to you Short-Term Disability (STD) coverage to help protect your family’s income if you become ill or injured and are unable to work. STD coverage pays 75 percent of your compensation the first 90 days of disability and 60 percent of your compensation the next 90 calendar days. In cases not involving an injury caused by an accident, an elimination period of 7 days may apply.

What is Short-Term Disability Buy-Up?
With Short-Term Disability Supplemental Buy-Up coverage, you’re able to increase your company-provided Short-Term Disability benefits by an additional 15 percent if you become disabled. As a result, you could be eligible for up to 90 percent of your income for the first 90 days of disability coverage, and up to 75 percent of your income for the second 90 days of disability coverage. You’ll pay a premium for this additional coverage based on the amount of your eligible compensation. Please see The Motorola Solutions Health and Welfare Benefits Book for important details on restrictions to this Plan.
What's Long-Term Disability?
MSI automatically provides, at no cost to you, long-term disability (LTD) coverage to help minimize the financial impact if you’re still unable to work after the 180 days of the STD benefit period. If your disability is expected to last more than 180 calendar days, your case is transitioned from your Unum STD case manager to a Unum LTD case manager. You’ll be asked to provide additional information to assist in determining your eligibility for any LTD benefits.

What is my Long-Term Disability benefit amount?
Long-term disability coverage pays the lesser of 60 percent of your compensation or $10,000 per month. Note, the benefit amount paid is minus any deductible sources of income.

How do I start a disability/leave of absence claim?
To start a disability claim, you’ll need to call the Employee Service Center at (800) 585-5100. Follow the prompts for Leaves Administration. You’ll be connected with a Representative from the Reed Group who will take your information to start your claim. If your claim is also eligible for a disability leave, Reed will then transfer you to Unum, our disability claim administrator, to start your disability claim.

Does my STD pay begin on the first day of my disability?
For illnesses or pregnancies, there is a seven-calendar day waiting period before STD benefits can begin. If your absence is due to a non-work related accident, the STD benefit period, if approved, is retroactive to the first day of your disability. Note: An accident is an unexpected, unintentional and unforeseen traumatic experience by an outside force, specific to a time and place resulting in your inability to work for a period of at least eight consecutive calendar days beginning within 30 days of the experience.

Can I use my PTO when I take a disability or leave of absence?
You can choose to have all or part of your available accrued paid time off (PTO) paid to you in a lump sum at the beginning of your leave. The amount of your PTO payout may not exceed the length of your leave. You’ll need to tell your Reed Group case manager if you’d like a payout of your available accrued PTO.

How long will I receive STD pay after the birth of my child?
Typically, you’ll be approved for up to six weeks of STD pay after your baby is born minus the seven-day waiting period. However, your doctor may certify a longer disability period if there are medical complications.

How long will I receive STD pay if I have a C-Section?
Typically, you’ll be approved for six weeks of STD pay after the waiting period. C-Sections leaves are similar to those approved for any other abdominal surgery. A six-week guideline is the normal recovery period for this type of surgical procedure. Time off beyond this is considered if your doctor provides medical documentation. Your doctor must identify and support specific medical complications that prevent you from working.

Can I take time off before my baby is born?
In some instances, you can perform your job right up to the time you deliver. Other times, medical complications may arise before birth. In those instances, you may be approved for leave prior to your expected delivery date under the Family and Medical Leave Act (FMLA) and/or similar state leave. For such medical leave, you may be eligible for STD or state leave disability coverage. Unum will confirm your eligibility.

If you live and work in HI, NJ or NY: You should work with your Unum STD case manager to learn more about state disability pay eligibility, if any.
If you live and work in CA: You should contact the Employment Development Department ("CA EDD") to learn more about state disability pay eligibility, if any. You may call them at 1-800-480-3287 or 1-866-658-8846 (En Español). You can also visit their website: [http://www.edd.ca.gov/fleclaimdi.htm](http://www.edd.ca.gov/fleclaimdi.htm).

**How do I apply for state disability benefits?**

If you work in HI, NJ or NY: You must file a claim with Unum by calling the Employee Service Center at 1-800-585-5100. You don’t need to file a claim with these states. If approved for benefits, you may receive two checks from Unum. One check will be for the state benefits and one check for any amount due under the MSI STD program that is in excess of the state benefit.

If you work in CA: You must file a claim with Unum, and with the CA EDD (1-800-480-3287 or 1-866-658-8846 (En Español) to receive your full benefit. If approved for benefits, you will receive a check from the CA EDD for the state benefits and a check from Unum for the amount due you under the MSI STD program that is in excess of the state benefit, if any.

In order to receive any benefits to which you may be entitled under both the state-mandated plans in these states and MSI, you must meet the definition of disability under our STD program and under the state-mandated plans. In some cases, you’ll receive benefits from only one source.

**What’s the impact to my benefits if I take a Short-Term or Long-Term Disability Leave?**

The following describes the impact of your benefits if you take a disability leave:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>If you have six months of service or more</th>
<th>If you have less than six months of service</th>
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</thead>
<tbody>
<tr>
<td>Medical Plan</td>
<td>Medical, Vision and Dental continue as long as you remain employed and eligible for disability benefits, provided you continue to pay monthly contributions for coverage. Coverage ends when disability ends.</td>
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<tr>
<td>Vision Care Program</td>
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<tr>
<td>Dental Plan</td>
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<tr>
<td>Flexible Spending Account (FSA)</td>
<td>Coverage may continue as long as you remain employed and disabled, provided you continue to pay your contributions. You may cease contributions at the end of the month in which your leave occurs. You’re eligible for FSA reimbursement of eligible expenses incurred through the date your contributions end if your claim is postmarked no later than March 31 of the following year.</td>
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<tr>
<td>Health Savings Account (HSA)</td>
<td>You aren’t permitted to make pre-tax contributions to your HSA while you’re on leave.</td>
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<tr>
<td>Dependent Care Account (DCA)</td>
<td>Even though you aren’t permitted to make pretax contributions to your DCA while you’re on leave status, you may submit eligible expenses incurred during the year as long as your claim is postmarked no later than March 31 of the following year.</td>
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<tr>
<td>Basic Life Insurance</td>
<td>Coverage ends on the last day of the 12th month after the month in which your disability LOA begins unless you qualify for an extension period.</td>
<td>If you’ve been covered for less than six months, coverage ends on the last day of the month in which your leave begins.</td>
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**Supplemental Life Insurance (SLI)**  
If you’ve been covered under SLI for at least six months, coverage may continue for up to nine months if contributions are paid. As long as coverage is continued, after seven months of disability, you’re eligible to apply for a waiver of contribution, provided the disability began before age 65. If approved by MetLife, coverage continues for the duration of the approved disability with a waiver of contribution (up to the same limits set forth for Basic Life Insurance).

**Dependent Life Insurance**  
If you continue Basic Life Insurance and SLI, coverage may continue until termination of your employment under the Medical Leave Policy if contributions are paid.

**Accidental Death and Dismemberment**  
If you’ve been covered under AD&D Insurance for at least six months, coverage may continue for up to nine months if you become totally disabled.

**Paid Time Off (PTO)**  
You can request to have all or part of your available accrued paid time off (PTO) paid to you in a lump sum at the beginning of your leave. The amount of your PTO payout may not exceed the length of your leave. You’ll need to tell your leave specialist if you’d like a payout of your available accrued PTO.

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<tr>
<th><strong>How will I pay for my health and welfare benefits when I’m on a disability leave/leave of absence?</strong></th>
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<tr>
<td>Once you’re approved for a disability/leave of absence and your status is updated in our systems, you’ll receive a direct bill notice from Aon Hewitt. Payment is due on the first of the month for the following month of coverage. Coverage may be cancelled if your payment isn’t received. If you have questions about your payment or haven’t received a billing notice, call the Employee Service Center at (800) 585-5100.</td>
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<tr>
<th><strong>LEAVE OF ABSENCE</strong></th>
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<tbody>
<tr>
<td><strong>Where can I find the leave of absence policy details?</strong></td>
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<tr>
<td>You can find the Family Illness, Family and Medical Leave Act, Medical, Military, Parental and Personal Leave of Absence policies on the <a href="#">HR Portal</a>.</td>
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</table>
What is the Family and Medical Leave Act?
The Family and Medical Leave Act of 1993 (FMLA) is a law that provides you with job protection for up to 12 weeks of leave for the birth, adoption or foster care placement of a child and care for that child; care for a family member’s serious health condition, or your own serious health condition. FMLA leave is unpaid.

What is an intermittent FMLA claim?
Intermittent leave under the FMLA is when you the time taken is on a reduced schedule or sporadic hours or days as needed.

When am I eligible for a FMLA leave?
You’re eligible for a Family and Medical Leave Act (FMLA) leave when you have worked for the Company for 12 months and have worked at least 1,250 hours in the 12 months before the date your leave would begin. Motorola Solutions uses a rolling 12-month period to measure your eligibility for the requested leave under the FMLA or state leave law. The rolling 12-month period is measured from the date your requested leave is scheduled to begin. If you’re an employee who requests a leave and works at a site where there are fewer than 50 employees, we’ll review your request on a case-by-case basis.

How long can I take a job-protected leave after I have a baby?
If you qualify for a leave under the FMLA and the MSI’s Medical Leave of Absence, you may be eligible to take up to 12 weeks of unpaid leave, with job protection, for your baby’s birth and care. You may also be eligible for leave time under a similar state law. Any approved federal, state or MSI leave will “run concurrently” or at the same time as allowed by the law.

You may also be eligible for MSI’s Parental Leave of Absence. Motorola Solutions grants parental leaves for a maximum of 13 weeks per rolling calendar year. You have to take the parental leave within the 12 months following the birth, adoption or placement in foster care of a child.

Are fathers eligible for a parental leave?
Yes, fathers are eligible.

Will my parental leave run concurrently with remaining FMLA hours?
Yes, any parental leave you take will count towards your annual FMLA entitlement.

What does it mean when you say “leaves run concurrently”?
When on a disability leave, you may be eligible for multiple leaves, such as FMLA, a corporate Leave of Absence (such as Family Illness or Medical Leave of Absence) or a similar state leave. All three leaves would “run concurrently,” or at the same time, as allowed by state law. In addition, you may be entitled to both FMLA/FMLA-like state leave and STD benefits, which would run concurrently. This means that you could have job protection under the FMLA and you could apply STD benefits toward the otherwise unpaid FMLA leave. If you’re eligible for multiple leaves, that run concurrently, you won’t have extended time off under any of the applicable programs. In other words, if you’re eligible for 12 weeks of FMLA leave and 6 weeks of STD pay, you would apply the 6 weeks of STD toward the first 6 weeks of otherwise unpaid FMLA, but this would not extend your FMLA leave past the remaining 6 weeks unless it otherwise qualifies under FMLA.
What's the difference between leave under MSI's Family Illness Leave policy and leave under the Family and Medical Leave Act?
Under the MSI Family Illness Leave, you’re able to take leave to care for a more extensive group of family members (such as grandparents and grandchildren) than would qualify for a leave under FMLA. In addition, you’re eligible for Family Illness Leave after six months of employment. Employees are eligible for leave under the FMLA after 12 months of employment.

How do I report an intermittent FMLA claim?
When you’re away from work due to your intermittent leave, you must contact the Motorola Solutions Employee Service Center at (800) 585-5100, follow the prompts to choose “Leaves and Disability” and “Report Your Intermittent Absences”. You’ll need your 10-digit claim number from your claim acknowledgement letter, your date of birth and the single date of absence. You’ll enter the hours and minutes of intermittent time used. You’ll need to report your intermittent time within two business days of the leave. You must also follow, where applicable, the Attendance Policy call-in procedures for reporting an absence.

Does my manager need to approve my leave of absence?
We recommend that you discuss your leave of absence dates with your manager. After you start your leave, your manager will receive notifications from the Reed Group with your leave status and return-to-work date. For all leaves other than a personal or parental leave, you’ll need to provide the Certification of Health Care Provider (that’s provided once you open a claim with the Reed Group) form completed by your health care provider to the Reed Group to determine if you qualify for the requested leave of absence.

If you’re applying for a Personal Leave, your manager will need to approve your Personal Leave request in Workday.

How do I apply for a Personal Leave of Absence?
We recommend you first discuss your request for a Personal Leave of Absence with your manager. That’s because your manager will need to either approve or deny your personal leave request in Workday.

To apply for a Personal Leave of Absence, you’ll need to contact the Employee Service Center at (800) 585-5100 to begin a claim. You will be transferred to Reed who will enter your claim request into Workday. After your claim is entered into Workday, your manager will need to approve your request.

Am I eligible for a Medical Leave of Absence even if I’m not eligible for Short-Term Disability?
Yes, if your health care provider indicates that you’re unable to work due to a medical condition. You and your health care provider will need to complete a Certification of Health Care Provider Form and send it to the Reed Group. You’ll receive the form from the Reed Group when you start your claim.

What’s the impact to my benefits if I take a Leave of Absence?
The following describes the impact of your benefits if you take a non-disabled leave of absence:

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<tr>
<td>Plan Type</td>
<td>Description</td>
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<td>Monthly contributions for this coverage.</td>
<td>You may further continue coverage under COBRA. If you’re on military service leave, your coverage continues until the last day of the last month in which you receive military service pay under the Military Service Pay Policy.</td>
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<td>Flexible Spending Account (FSA)</td>
<td>You may continue coverage for up to six months. You must continue your monthly contributions for this coverage. You may cease contributions at the end of the month in which your leave occurs. Your claims for eligible expenses incurred through the last day of the month must be postmarked and received by the Motorola Solutions Employee Service Center no later than March 31 of the following year. You may further continue coverage under COBRA. Coverage ends as of the last day of the month in which your leave begins. Your claims for eligible expenses must be received and postmarked by Motorola Solutions Employee Service Center no later than March 31 of the following year. You may further continue coverage under COBRA.</td>
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<td>Basic Life Insurance</td>
<td>If you’ve been covered under Basic Life Insurance for at least six months, coverage continues at no cost to you for up to six months after the last day of the month in which your leave begins. If you’re on military service leave, your coverage continues until the last day of the last month in which you receive military service pay under the Military Service Pay Policy. When you’re no longer eligible for this continuation of coverage, you may elect to convert this group coverage to an individual policy or apply for a portability option (if eligible). If you’ve been covered under Basic Life Insurance for less than six months, coverage ends as of the last day of the month in which your leave begins. You may elect to convert this group coverage to an individual policy or apply for a portability option (if eligible).</td>
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</table>
### Supplemental Life Insurance (SLI) and Dependent Life Insurance (DLI)

If you’ve been covered under SLI or DLI for at least six months, coverage continues for up to six months after the last day of the month in which your leave begins. You must make monthly contributions for this coverage. If you’re on military leave, your coverage continues until the last day of the last month in which you receive military service pay under the Military Service Pay Policy. When you’re no longer eligible for this continuation of coverage, you may elect to convert your SLI and/or DLI coverage to an individual policy or apply for a portability option (if eligible).

### Short-Term Disability (STD)

- **Short-Term Disability**
- **Supplemental Buy-Up**
- **Long-Term Disability**

Coverage ends on the last day of your active employment that precedes your leave of absence. However, if your leave is based on a medical condition and within the first six months of the leave you’re determined to be disabled under the Disability Income Plan, your coverage under the Disability Income Plan will be reinstated retroactive to the date your leave began.

### Paid Time Off (PTO)

You can request to have all or part of your available accrued paid time off (PTO) paid to you in a lump sum at the beginning of your leave. The amount of your PTO payout may not exceed the length of your leave. You’ll need to tell your leave specialist if you’d like a payout of your available accrued PTO.

### When do I need to apply for a military leave of absence?

You’ll need to provide as much advance notice as possible. Contact the Employee Service Center at (800) 585-5100 to start your claim. You will be transferred to the Reed Group. You’ll need to provide the Reed Group with a copy of your military orders as soon as possible.

### If I’m called to Active Duty more than once in a calendar year for separate events, what pay benefits am I eligible for?

You’ll receive the following pay benefits depending on the type of Active Duty.

<table>
<thead>
<tr>
<th>Type of Service</th>
<th>Pay Benefit</th>
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<tbody>
<tr>
<td>Temporary Training Duty excluding weekend drills</td>
<td>Regular pay for up to four weeks in a calendar year.</td>
</tr>
<tr>
<td>Temporary Active Duty due to a public emergency within the boundaries of the U.S. (e.g. hurricane, riots).</td>
<td>Regular pay for up to nine weeks per event.</td>
</tr>
<tr>
<td>Ordered to Active Duty by Federal government due to international military action</td>
<td>Regular pay for up to 13 weeks per event. After 13 weeks, you’ll receive a pay</td>
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</tbody>
</table>
differential for an initial period of up to 39 weeks, and subsequent extension of an additional 26 weeks if you remain on active duty. The pay differential will be the regular pay minus the gross military pay (excluding allowances).

**Are non-exempt employees paid for weekend drills?**
No, you’ll need to use vacation, holiday or available leave allowance time to receive pay.

**Is there pay continuation for employees who voluntarily enlist in the Armed Services?**
No, there’s no pay continuation for employees who voluntarily enlist.

**How do I report a workplace injury?**
You’ll need to call MSI Occupational Health Resources (OHR) team directly at (847) 576-6701 or email them at OHR@motorolasolutions.com. Should your injury result in a leave of absence, OHR will assist you with contacting Reed Group.

**RETURNING TO WORK**

**When I’m ready to return to work, who should I contact?**
When it’s almost time for you to return to work, your Unum and/or Reed Group case manager will send you a confirmation of your return-to-work date and the forms you’ll need to complete before you return to work. Once your case manager receives these forms, he or she will update your return to work details in Workday and contact OHR (who will work with your manager) if any reasonable accommodations are needed upon your return.

**Is my badge active the day I return to work?**
It may take up to 48 hours for your badge to reactivate after we update your status in Workday. That’s why it’s important to inform your case manager of your return to work date and send in any necessary paperwork as soon as possible.

These frequently asked questions only provide an overview of benefit changes effective Jan. 1, 2015. The respective plan documents and policies govern your rights. You should rely on this information only as a general summary of some of the features of the plans. In the event of any difference between the information contained herein and the plan documents, the plan documents will supersede these frequently asked questions. Motorola Solutions reserves the right at any time to amend, modify or terminate one or more of the plans or policies described in these frequently asked questions.