

Updated Luxottica COVID-19 Emergency Leave and Pay Policy

Our employees' health is our main priority. We recognize the need for employee absences related to COVID-19 exposure and diagnosis. To support our employees, we have created an **UPDATED** Emergency Leave and Pay Policy, **effective January 24, 2022** which will remain in effect until **March 31, 2022**. This updated policy replaces and supersedes all prior versions of the policy.

The guidelines listed below should be followed consistently for all Luxottica Retail, Corporate and Field employees in the United States and Puerto Rico:

Emergency Pay:

- Unless otherwise required by law, full-time, part-time and casual part-time employees who are unable to work remotely, and have uploaded their COVID-19 vaccination record into the [Luxottica COVID-19 Vaccination Portal](#), will be eligible for **up to five (5) days** of pay when they are unable to report to work for the following reason:
 - An employee has a **confirmed positive case of COVID-19**. To be eligible, an employee must be able to provide proof of a positive diagnosis of COVID-19 from a healthcare professional, pharmacy, testing site, laboratory or authorized home testing kit, and upload to the [Luxottica COVID-19 Testing Portal](#), to the extent permitted by law.
- Employees who are unable to receive the COVID-19 vaccination due to a medical or religious reason may still be eligible to receive up to five (5) days of COVID Emergency Pay.
 - Employees should submit a **Request for a COVID-19 Vaccine Accommodation** (Medical or Religious) within **7 days** of their COVID-19 diagnosis via the Employee Relations e-Service Portal on [My Personal Desk](#). Once an accommodation request has been evaluated, Luxottica will make reasonable efforts to notify the employee in writing within 10 business days. Additional details about the [COVID-19 Vaccination Accommodation Request Process](#) can be found on HR Solutions (via [My Personal Desk](#)).
- An employee's pay will be based on the employee's scheduled shifts that were missed while the employee was out of work (up to maximum of 40 hours per week).
 - If an employee is working an alternative schedule that results in greater than 40 hours per week, or 8 hours per day, the employee will be paid accordingly, but only at the regular rate and no more than 40 regular hours total of COVID Emergency Pay.
- Unless otherwise required by law, Emergency Pay provided under this policy shall be offset by any state or local COVID-19 supplemental paid sick leave or public health emergency leave taken by an employee, for up to a total of 40 hours of paid leave for any COVID-19 related time away from work. For additional information on these state or local COVID-19/public health emergency paid leave laws, please visit **HR Solutions** via [My Personal Desk](#).

- Managers should confirm an employee's eligibility under this policy by asking to see the confirmation email of their upload to the Luxottica COVID-19 Vaccination and Testing Portals. If an employee is not able to provide the email confirmations, managers should reach out to their HR Business Partner to confirm the employee's vaccination and testing status.
- Once an employee's eligibility has been confirmed, managers should code an employee's time away from work for the above reason as "**COVID Emergency Pay**" in the timekeeping system, for both hourly and salary employees. However, if an employee has a COVID-19 supplemental paid sick leave or public health emergency leave balance available, and the time away is covered under that leave, managers should code the employee's time away from work as "**COVID PSL**" instead (unless otherwise instructed to use "COVID Emergency Pay"). For additional information on these state or local COVID-19/public health emergency paid leave laws, please visit **HR Solutions** via [My Personal Desk](#).
- An eligible full-time employee with a confirmed case of a COVID-19 who is not able to return to work after a seven (7) day period may apply for additional pay in accordance with Luxottica's Short-Term Disability Policy.

Notification Procedure

- Employees with COVID-19 related absences should speak directly with their manager for approval, pay and potential schedule adjustments. If further guidance is needed, managers should reference the **COVID-19 Decision Tree** located on **HR Solutions** via [My Personal Desk](#) or contact their HR Business Partner.

Attendance and Leave

- For the duration of this policy, we will follow our standard attendance policy, with the following considerations:
 - For absences greater than three (3) consecutive days that are due to a COVID-related isolation, the employee may initiate a Company Medical, [Family Medical Leave Act \(FMLA\)](#), or Employment Standards Act (ESA) qualifying Leave of Absence. Employees should reference the appropriate COVID-19 Decision Tree on HR Solutions via [My Personal Desk](#) for instructions on how to request a quarantine leave of absence.
 - Employees who test positive for COVID-19 and are unable to work should submit a COVID-19 Confirmed Positive Test Report located on HR Solutions via [My Personal Desk](#).
 - Employees on a COVID-19 Quarantine Leave must either provide documentation that they are fit for duty from their healthcare provider or be able to pass the Health Screen questions prior to returning to the workplace. You can find the COVID-19 Decision Tree, When Can Quarantine End? resource, and Health Screen questions on HR Solutions via [My Personal Desk](#).

- If an employee will require further scheduling or attendance accommodations due to COVID-19 related issues, the employee should contact -their manager to request an accommodation or other state/local COVID-19 related leave of absence. If leave is not otherwise provided by state/local law, Luxottica will evaluate requests based on employee need and business need to maintain the minimum staffing level for business continuity.
 - If business needs allow, the employee may be eligible for a Personal Leave of Absence for up to two (2) weeks, with the opportunity to re-evaluate continuation of the leave every two (2) weeks thereafter, up to a maximum of 90 days.
 - If an employee has an at-risk medical condition that may require self-quarantine as a reasonable accommodation to avoid exposure, they should open an [e-Service Consultation Request with Employee Relations](#) or consult with local Human Resources to determine if a reasonable accommodation may be available.
- Employees and managers are to follow the Company's established Leave of Absence process for all leave types, including Personal Leaves. This includes leave requests and return to work actions.
- Time away from work that qualifies as an approved Leave of Absence will not be considered during the Retail Status Audit process.

Pay for Absences not Covered by Emergency Pay

- In order to be paid for time away from work that is not covered by Emergency Pay, employees must use other Company-provided paid time off options (i.e., PTO/Vacation/Paid Sick and Safe Leave) that are available. Such paid time off options may be used concurrently with an unpaid leave of absence like Personal Leave or Company Medical Leave.
- If an employee does not have Company-provided paid time off available, time off work will be unpaid.
- For additional information on our locations that provide Paid Sick and Safe Leave, please visit HR Solutions via [My Personal Desk](#).

Terms and Conditions

- Luxottica reserves the right to modify the terms and conditions of this policy at its sole discretion. Like other company policies, this policy is not contractually enforceable, and it does not alter the at-will nature of employment with Luxottica's U.S. employees.