

The State of Maine has passed legislation to provide Paid Leave to our employees who work in Maine. Please provide the below communication regarding the details to Field and Store Managers and Store Employees during your next communication cycle.

- **Audience:** All **Maine** Field Managers, Store Managers and Store Employees. This includes part-time and full-time employees (**excludes seasonal**). Includes employed OD's, no sublease OD's.
- **Requested Communication Timing:** Please share within your next communication cycle. This law is effective as of January 1, 2021. Employees will see the change on their January 15, 2021 paycheck.
- **Maine Field Manager Action Requested:**
 - Read the communication and FAQ immediately.
 - Ensure that all employees, including store managers, review the communication immediately.
- **Maine Store Manager Action Requested:**
 - Read the communication and FAQ immediately.
 - If an employee calls in for any of the outlined reasons and wants to use Paid Leave, confirm if they have it to use and enter it into the timekeeping system.
 - If the employee does not have enough accrued Paid Leave to cover the absence, the hours will not be paid, and your brand's attendance policy will apply.
- **Maine Employee Action Requested:**
 - Read the communication and FAQ immediately.

New Paid Leave Plan for Maine

As things change in the world – our policies and procedures change with them. We want you to be aware of the changes, and how it impacts Luxottica's policies.

Maine has passed legislation that requires EssilorLuxottica to provide Paid Leave to all employees who work in Maine. **This legislation will go into effect on January 1, 2021.** As a result, EssilorLuxottica must implement changes to some of its current policies and practices.

Please familiarize yourself with the information below, detailing the Paid Leave Policy.

1) Accrual of Paid Leave

- **Part-time employees (excludes seasonal) accrue Paid Leave.**
 - As of January 1, 2021, part-time employees will begin to accrue Paid Leave at the rate of one hour for every 40 hours worked.
 - Part-time employees may use accrued Paid Leave after they have been employed for 90 days.
 - Part-time employees can carry over up to 40 hours of unused accrued Paid Leave per year.

- The part-time accrual rate does not change after the first year, and there is no Paid Leave payout at termination.
- **Full-time employees accrue PTO at an accelerated rate in their first year.**
 - As of January 1, 2021, full-time employees will begin accruing PTO at the rate of one hour for every 40 hours paid.
 - After the first year of employment, full-time employees will follow the existing full-time PTO accrual schedule and policies.
 - Full-time employees may continue using their PTO immediately, per the current Luxottica PTO policy.
 - Any accrued and unused PTO will be paid out at termination, per the current Luxottica PTO policy.

2) Paid Leave Balance

Employees should see a Paid Leave balance beginning on their January 15, 2021 paycheck.

- **Balances for part-time employees** are based on hours worked from January 1, 2021, or date of hire, whichever is later.
- **Balances for full-time employees** continue to be based on hours paid from their date of hire.

3) PTO/Paid Leave Use

An employee may use Paid Leave for any reason.

- 4) **Manager Action Required:** If an employee requests to use Paid Leave, confirm the amount of Paid Leave available to the employee and code the time away from work as follows:
- Select “PTO” in your timekeeping system. PTO will be deducted from Sick and Safe Leave balances for part-time employees; OR
 - Instruct employee to enter time away from work as “PTO” (full-time) or “Sick” (part-time) in Kronos/Tempo using the Time Off Request process. Manager must then approve the time off request. **(Note: this process may not be applicable for all brands).**

5) If the employee does not have enough accrued PTO/Paid Leave to cover the absence, the hours will not be paid, and your brand’s attendance policy will apply.

Check out the attached FAQ for common questions and answers. A copy of the FAQ can also be found any time on HR Solutions.

QUESTIONS? For questions pertaining to the application of this policy, please contact HRcompliance@luxotticaretail.com.