



Pregnancy Leave Checklist

Employees in All States Except California

Please use this checklist as a guide to the actions required to make sure your time away from work is approved, tracked, and managed accurately and that you are paid correctly for your absence. You must complete each item in the checklist below.

Your pregnancy leave has two parts: Medical Leave, covering the period when you are medically disabled and unable to work due to your pregnancy or childbirth, and Bonding Leave, covering the period when you are taking time off to bond with your newborn.

Medical Leave

- 1. Request a leave of absence and apply for disability benefits
- 2. Report sick pay for your first week of absence
- 3. Optional: Report use of vacation to supplement disability pay (*if applicable*)
- 4. If you are a manager: Delegate authority
- 5. Begin your leave
- 6. Optional: Add your newborn to your Seagate medical coverage
- 7. Pay your monthly benefits bill
- 8. If your return to work date changes: Notify AbsenceOne of your updated return to work date
- 9. Submit your Return to Work Authorization form
- 10. Return to work *or* Begin Bonding Leave

Bonding Leave

- 1. Begin your leave
- 2. Pay your monthly benefits bill
- 3. Optional: Report use of vacation to provide pay (*if applicable*)
- 4. Return to work

When you are back at work

- 1. If applicable: Access the mother's (lactation) room at your site

<input type="checkbox"/> 1. Medical Leave <i>Request a leave of absence and apply for disability benefits</i>	<input type="checkbox"/> Call AbsenceOne Leave Services at (844) 859-2773 to request a leave of absence and submit your claim for disability benefit payments. When you call, be prepared to provide the name, address, phone number, and fax number of your physician. AbsenceOne will then contact your doctor for the information needed to review your disability claim. <input type="checkbox"/> Within a few days of the date you open your leave, you will receive an introductory phone call from your AbsenceOne case manager, who will manage your leave of absence and disability claim. <input type="checkbox"/> If the first day that you expect to be absent from work changes after you have provided it to AbsenceOne, you must notify your case manager of the new first day of absence.
<input type="checkbox"/> 2. Medical Leave <i>Report sick pay for your first week of absence</i>	<input type="checkbox"/> Disability benefit payments begin on the eighth calendar day of absence. The first seven calendar days of your absence are unpaid time off. <input type="checkbox"/> Non-Exempt Employees: <ul style="list-style-type: none"> ○ You can use your available sick or available vacation time to provide pay during the first seven days. If you have no sick or vacation pay available, the first seven calendar days of your absence are unpaid time off. ○ If you are admitted to the hospital as an inpatient during the first seven calendar days of your absence and stay overnight, disability payments begin effective the date of hospitalization. In this case, the time from your first day of absence to the day before the date of hospitalization is unpaid, so you need to use sick (or vacation) pay to cover only this period, not the entire first seven days of your absence. If the date of hospitalization is your first day of absence, disability pay is effective the first day of absence and you do not need to use any sick or vacation pay. <input type="checkbox"/> Exempt Employees: <ul style="list-style-type: none"> ○ You may be eligible for 40 hours of exempt sick pay for each personal or family illness. <input type="checkbox"/> To report sick or vacation pay, call Seagate Payroll at (877) 844-3333 or send an e-mail to us.payroll@seagate.com.
<input type="checkbox"/> 3. Medical Leave <u>Optional:</u> <i>Report use of vacation to supplement disability pay (if applicable)</i>	<input type="checkbox"/> Non-Exempt Employees: <ul style="list-style-type: none"> ○ If your Medical Leave is approved, you may be eligible to use available accrued vacation pay to supplement your disability benefits. However, your combined disability benefits and vacation supplement pay cannot exceed 100% of your regular pay. ○ To report vacation pay to supplement your disability benefits, call Seagate Payroll at (877) 844-3333 or send an e-mail to us.payroll@seagate.com. <input type="checkbox"/> Exempt Employees: <ul style="list-style-type: none"> ○ You will receive leave top-up pay when your Medical Leave is approved. Leave top-up pay provides you with 100% of regular base pay for up to three weeks in a rolling 12-month period. ○ You will receive leave top-up pay when your leave is approved. Leave top-up pay provides you with 100% of regular base pay for up to three weeks in a rolling 12-month period. ○ Leave top-up pay is reduced by the amount of any disability benefits you receive. ○ If you are on medical leave due to pregnancy, you can choose to receive leave top-up pay at the beginning of your Medical Leave or at the beginning of your Family Leave.

	<ul style="list-style-type: none"> ○ As Flexible Time Off is not an accrued vacation benefit, it may not be used to supplement your Medical Leave.
<input type="checkbox"/> 4. Medical Leave <u><i>If you are a manager:</i></u> <i>Delegate authority</i>	<ul style="list-style-type: none"> <input type="checkbox"/> As someone in a position of authority, you may have access to several different approval systems and processes. <input type="checkbox"/> To ensure an uninterrupted work flow during your absence, you will need to designate an appropriate backup person to handle approvals that would normally be routed to you. <input type="checkbox"/> For assistance with the temporary delegation of authority process, call the IT helpdesk at (877) 844-3333.
<input type="checkbox"/> 5. Medical Leave <i>Begin your leave</i>	<ul style="list-style-type: none"> <input type="checkbox"/> You will not be allowed or required to perform any work for Seagate while you are on leave. <input type="checkbox"/> Effective the first day of your absence and continuing for the full duration of your leave, you will not be able to access voicemail, e-mail, or Seagate servers. <input type="checkbox"/> Your security access to Seagate facilities will also be temporarily suspended for the duration of your leave.
<input type="checkbox"/> 6. Medical Leave <u><i>Optional:</i></u> <i>Add your newborn to your Seagate medical coverage</i>	<ul style="list-style-type: none"> <input type="checkbox"/> If you want Seagate medical coverage for your newborn, you have 31 calendar days from your baby's date of birth to add him or her to your coverage. <input type="checkbox"/> Once you enroll your newborn, coverage is retroactive to date of birth. <input type="checkbox"/> To add your newborn to your Seagate coverage, call HR Central at (877) 844-3333.
<input type="checkbox"/> 7. Medical Leave <i>Pay your monthly benefits bill</i>	<ul style="list-style-type: none"> <input type="checkbox"/> While you are on a leave of absence, Seagate benefits coverage for yourself and your covered dependents will continue as indicated in the Benefits Coverage During Your Leave section below. <input type="checkbox"/> Payroll deductions for your elective benefits (medical, dental, vision, optional employee life insurance, spouse/domestic partner life insurance, child life insurance, optional accidental death and personal loss insurance, supplemental short term disability, long term disability, long term care, and EmployeeAdvantages) and the spouse/domestic partner surcharge (if it applies to you) are suspended when Seagate Payroll is notified of your confirmed first day of absence. <input type="checkbox"/> In addition, payroll deductions for contributory programs (flexible spending accounts, health savings account, 401(k) plan, Deferred Compensation Plan, and the Employee Stock Purchase Plan) are suspended while you are on an unpaid leave. <input type="checkbox"/> If you have a 401(k) loan, be sure to read the 401(k) Loan section below to understand what you need to do to make sure your loan does not go into default. <p>If your leave is 30 calendar days or less:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You do not need to pay for your benefits coverage during a relatively short absence of 30 calendar days or less. <p>If your leave is longer than 30 calendar days:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You must continue to pay for your benefits coverage during your absence. You will pay the same dollar amounts during your leave that you normally pay while you are working. <input type="checkbox"/> Effective the 31st calendar day of your leave, PayFlex (Seagate's benefits billing administrator for employees on leave) will send you a monthly invoice showing the amount you owe for your benefits coverage for that month.

The PayFlex monthly invoice does not include your payment for the long term care or EmployeeAdvantages plans. For details on how to pay for your coverage under these plans, see the Benefits Coverage During Your Leave section below.

8. Medical Leave
If your return to work date changes:
Notify AbsenceOne of your updated return to work date

If your physician changes the date you are able to return to work, call your AbsenceOne case manager to inform them of your updated return to work date.

9. Medical Leave
Submit your Return to Work Authorization form

- Give the Return to Work Authorization form (included at the end of this Checklist) to your physician for them to complete.
- Submit the completed Return to Work Authorization form to your AbsenceOne case manager.
- Your AbsenceOne case manager will contact you to confirm the date you are authorized to return to work.
- If your doctor is releasing you to return to work with a restriction (for example, you can only work a certain number of hours per day or stand for a certain amount of time), your AbsenceOne case manager will contact your manager to confirm if the restriction can be accommodated. If your manager is able to accommodate the restriction, your AbsenceOne case manager will confirm to you the date you have been authorized to return to work. In the event that your manager is unable to accommodate the restriction, you will remain on leave until your doctor releases you to return with no restrictions or with restrictions that your manager can accommodate.

10. Medical Leave
Return to work
or
Begin Bonding Leave

If you decide to return to work at the end of your Medical Leave:

- Return to work on the date confirmed by your AbsenceOne case manager.
- Your IT and security access will be reinstated effective the date you return to work.
- Your regular payroll deductions for benefits will resume effective the pay period you return to work.
- PayFlex will stop sending a monthly benefits billing invoice when you return to work.
- If you made changes to your delegation of authority before you went on leave, be sure to call the IT helpdesk at (877) 844-3333 to reinstate your regular delegation of authority.
- You may use your available Bonding Leave time later – just keep in mind that you must complete your Bonding Leave no later than 12 months from your newborn's date of birth.

If you decide to go on Bonding Leave at the end of your Medical Leave:

- Call your AbsenceOne case manager to notify them you are transitioning to Bonding Leave (if you have not already done so). Proceed with the Bonding Leave checklist steps below.

Medical Leave ends and Bonding Leave begins

<p>1. Bonding Leave <i>Begin your leave</i></p>	<ul style="list-style-type: none"><input type="checkbox"/> You must complete your Bonding Leave no later than 12 months from your newborn's date of birth.<input type="checkbox"/> Your Bonding Leave must be taken in one continuous absence – it cannot be taken on an intermittent basis.<input type="checkbox"/> You will not be allowed or required to perform any work for Seagate while you are on leave.<input type="checkbox"/> As was the case with your Medical Leave, you will not be able to access voicemail, e-mail, or Seagate servers for the full duration of your Bonding Leave.<input type="checkbox"/> Your security access to Seagate facilities will also be temporarily suspended for the duration of your Bonding Leave.
<p>2. Bonding Leave <i>Pay your monthly benefits bill</i></p>	<ul style="list-style-type: none"><input type="checkbox"/> While you are on a leave of absence, Seagate benefits coverage for yourself and your covered dependents will continue as indicated in the Benefits Coverage During Your Leave section below.<input type="checkbox"/> PayFlex (Seagate's benefits billing administrator for employees on leave) will continue to send you a monthly invoice for the duration of your Bonding Leave.<input type="checkbox"/> PayFlex will stop sending you a monthly invoice when you return to work.
<p>3. Bonding Leave <u>Optional:</u> <i>Report use of vacation to provide pay (if applicable)</i></p>	<ul style="list-style-type: none"><input type="checkbox"/> Bonding Leaves are considered unpaid time off – "unpaid" in the sense that you do not receive your regular Seagate pay during your leave.<input type="checkbox"/> Non-Exempt Employees:<ul style="list-style-type: none"><input type="checkbox"/> You may be eligible to use available accrued vacation pay to provide income replacement during an unpaid Bonding Leave.<input type="checkbox"/> To report vacation pay, call Seagate Payroll at (877) 844-3333 or send an e-mail to us.payroll@seagate.com.<input type="checkbox"/> Exempt Employees:<ul style="list-style-type: none"><input type="checkbox"/> If your Family Leave is approved, Seagate will provide you with leave top-up pay equal to 100% of your regular base pay at the beginning of your leave, for up to three weeks in a rolling 12-month period.<input type="checkbox"/> If you are on Medical Leave due to pregnancy, you can choose to receive leave top-up pay at the beginning of your Medical Leave or at the beginning of your Family Leave.<input type="checkbox"/> As Flexible Time Off is not an accrued vacation benefit, it may not be used to supplement your Family Leave.
<p>4. Bonding Leave <i>Return to work</i></p>	<ul style="list-style-type: none"><input type="checkbox"/> Return to work on the date confirmed by your AbsenceOne case manager.<input type="checkbox"/> Your IT and security access will be reinstated effective the date you return to work.<input type="checkbox"/> Your regular payroll deductions for benefits will resume effective the pay period you return to work.<input type="checkbox"/> PayFlex will stop sending a monthly benefits billing invoice when you return to work.<input type="checkbox"/> If you made changes to your delegation of authority before you went on leave, be sure to call the IT helpdesk at (877) 844-3333 to reinstate your regular delegation of authority.

When you are back at work

1. If applicable:

Access the mother's (lactation) room at your site

Longmont:

- Location: SE2006
- Reserve the room using Google calendar (select "LCO-Lactation").

Normandale:

- Wafer 3rd Floor: To access the room, contact Mary Patnode at (952) 402-8454.
- Wellness Center: To access the room, contact Diane Chapman at (952) 402-7173.
- Gate 9: To access the room, contact Diane Chapman at (952) 402-7173.

Oklahoma City:

- Location: Room 1280
- To access the room, contact Security Command Center at (405) 324-3395, or Facilities at okc.facilities@seagate.com.

Shakopee:

- Location: Shakopee Main Location, second floor
- To access the room, contact Robin O'Neil at (952) 402-2477.

Income Replacement During Your Leave: Medical Leave

- Medical Leaves are considered unpaid time off – "unpaid" in the sense that you do not receive your regular Seagate pay during your leave.
- Your regular Seagate pay for time worked ends effective the first day of your leave of absence. However, during your leave, income replacement is available to you through Seagate sick pay, vacation pay, and benefit payments from Seagate's disability plans.
- You do not receive holiday pay for any Seagate holidays that may fall during your leave – a holiday is considered part of the unpaid Medical Leave.
- Disability benefit payments are based on the salary in effect on your date of disability. If there is a change to your regular Seagate pay during your leave (such as a focal pay increase), the change in pay is not effective until the day you return to work from your leave. A mid-leave change in salary does not impact your disability pay – for the full duration of your disability, disability benefits are based on the salary in effect on your date of disability.

Calendar Day 1 to Calendar Day 7 of Absence: Sick and/or Vacation Pay

- The short term disability plan does not pay benefits for the first seven calendar days of your absence.

Non-Exempt Employees:

- You may use available sick pay and/or vacation to cover the first week of absence. If you have no sick or vacation pay available, the first seven calendar days of your absence are unpaid time off.
- If you are admitted as an inpatient to a hospital for an overnight stay during the first seven calendar days of your absence, short term disability benefits begin effective the date you are hospitalized. In this case, you would only need to use sick or vacation pay for the period from the first day of your absence through the day before you were hospitalized. If the date of hospitalization is the first day of your absence, short term disability pay is effective the first day of your leave and you do not need to use any sick or vacation pay.

Exempt Employees:

- You may be eligible for 40 hours of exempt sick pay for each personal or family illness.
- To report sick or vacation pay, call Seagate Payroll at (877) 844-3333 or send an e-mail to us.payroll@seagate.com.

Calendar Day 8 to Calendar Day 180 of Absence: Leave Top-Up Pay and Short Term Disability Benefits

- For approved claims, short term disability benefit payments begin effective the eighth calendar day of your absence. For approved claims, short term disability benefit payments begin effective the eighth calendar day of your absence.

Non-Exempt Employees:

- If your Medical Leave is approved, you may be eligible to use available accrued vacation pay to supplement your disability benefits. However, your combined disability benefits and vacation supplement pay cannot exceed 100% of your regular pay.
- If you use vacation pay to supplement your disability benefits, call Seagate Payroll at (877) 844-3333 or send an e-mail to us.payroll@seagate.com.

Exempt Employees:

- If your Medical Leave is approved, Seagate will provide you with leave top-up pay equal to 100% of your regular base pay at the beginning of your leave, for up to three weeks in a rolling 12-month period.
- Leave top-up pay is reduced by the amount of any disability benefits you receive.
- As Flexible Time Off is not an accrued vacation benefit, it may not be used to supplement your Medical Leave.

Starting on Calendar Day 180 of Absence: Long Term Disability Benefits

- You do not need to file a claim for long term disability benefits. AbsenceOne will initiate a long term disability claim for you and start gathering the required medical documentation from your physician to approve the long term disability claim after you have been receiving short term disability benefits for four months. Please note that the long term disability claim must be approved independently of the short term disability claim.
- If your long term disability claim is approved, long term disability benefit payments begin effective the 181st calendar day of your absence and continue until the date you return to work, reach the maximum age for coverage under the plan, or AbsenceOne deems that your disability has ended.
- Long term disability benefits are calculated and paid on a monthly basis.

- The long term disability plan has a pre-existing condition exclusion that applies during the first 24 months that you are covered under the plan. For more information on the pre-existing condition exclusion, please contact your AbsenceOne case manager.
- For California employees with an approved long term disability claim, from the 181st calendar day of your disability to the end of the 52nd week of short term disability payments, your short term and long term disability payments combined will pay a total wage replacement benefit of 60% of your pre-disability pay.

Income Replacement During Your Leave: Bonding Leave

- Bonding Leaves are considered unpaid time off – "unpaid" in the sense that you do not receive your regular Seagate pay during your leave.
- Your regular Seagate pay for time worked ends effective the first day of your leave of absence.

Non-Exempt Employees:

- If your Family Leave is approved, you may be eligible to receive available accrued vacation pay to provide income replacement during your unpaid Family Leave.
- To report vacation pay, call Seagate Payroll at (866) 324-3225 or send an e-mail to us.payroll@seagate.com.

Exempt Employees:

- If your Family Leave is approved, Seagate will provide you with leave top-up pay equal to 100% of your regular base pay at the beginning of your leave, for up to three weeks in a rolling 12-month period.
- If you are receiving other wage-replacement benefits (for example, California Paid Family Leave payments), Seagate leave top-up pay will be reduced by the amount of the other benefit payment.
- If you are on medical leave due to pregnancy, you can choose to receive leave top-up pay at the beginning of your Medical Leave or at the beginning of your Family Leave.
- As Flexible Time Off is not an accrued vacation benefit, it may not be used to supplement your Family Leave.
- You do not receive holiday pay for any Seagate holidays that may fall during your leave – a holiday is considered part of the unpaid Family Leave.

Benefits Coverage During Your Leave

Benefit	Impact
Health Care Coverage <ul style="list-style-type: none"> • <i>Medical</i> • <i>Dental</i> • <i>Vision</i> 	<ul style="list-style-type: none"> • Coverage continues for up to 12 months from the first day of your Medical Leave and up to 12 weeks from the first day of your Bonding Leave. • Continuation of coverage through COBRA is available if Seagate coverage ends.
Health Savings Account	<ul style="list-style-type: none"> • Contributions are suspended for the full duration of your leave. • You may request reimbursement from your Health Savings Account for eligible expenses incurred during your leave. • If you return to work before December 31 of the year in which your leave began, your per-paycheck payroll deduction will resume when you return to work. Your per-paycheck payroll deduction amount will be the same amount after you return to work as it was before you began your leave – this means that you will not actually contribute the amount you chose to contribute for the full calendar year. • If you want to ensure that your actual contributions equal the amount you chose to contribute for the full calendar year, you can increase your annual contribution amount. To change your annual contribution amount, call HR Central at (877) 844-3333. You may change your HSA annual contribution amount once per month.
Flexible Spending Accounts <ul style="list-style-type: none"> • <i>Dependent Daycare FSA</i> • <i>Health Care FSA</i> • <i>Limited Purpose FSA</i> 	<ul style="list-style-type: none"> • Contributions are suspended for the full duration of your leave. • You may request reimbursement from a Health Care Flexible Spending Account or Limited Purpose Flexible Spending Account for eligible expenses incurred during your leave. • Per IRS regulations, you cannot be reimbursed from a Dependent Daycare Flexible Spending Account for expenses incurred during your leave. • If you return to work before December 31 of the year in which your leave began, your per-paycheck payroll deduction(s) will resume when you return to work. Your per-paycheck payroll deduction amount will be recalculated to make sure that you meet the annual election in the pay periods between the date you return to work and December 31 – this means that the recalculated payroll deduction amount after your return to work will be larger than your deduction before you went on leave. • Upon you return to work from a leave of absence, you have the option to make certain changes to your flexible spending account elections. For details, please contact HR Central at (877) 844-3333. • If your leave extends from one calendar year into the next, you will not be able to fully fund the annual election amount you have chosen for the year in which the leave began (due to the suspension of contributions). Your flexible spending account contribution for that year will be the amount that you had contributed before contributions were suspended at the beginning of your leave.
Life Insurance <ul style="list-style-type: none"> • <i>Basic Employee</i> • <i>Optional Employee</i> • <i>Spouse/Domestic Partner</i> • <i>Child(ren)</i> 	<ul style="list-style-type: none"> • Coverage continues for up to 12 months from the first day of your Medical Leave and up to 12 weeks from the first day of your Bonding Leave.
Accidental Death and Personal Loss Insurance <ul style="list-style-type: none"> • <i>Basic</i> • <i>Optional</i> 	<ul style="list-style-type: none"> • Coverage continues for up to 12 months from the first day of your Medical Leave and up to 12 weeks from the first day of your Bonding Leave.
Disability Coverage <ul style="list-style-type: none"> • <i>Basic STD</i> • <i>Supplemental STD</i> • <i>Long Term Disability</i> 	<ul style="list-style-type: none"> • Coverage continues for up to 12 weeks from the first day of your Medical Leave and up to 12 weeks from the first day of your Bonding Leave. • Continuation of coverage applies to any secondary disability that might occur while you are on leave.

Benefit	Impact
Long Term Care Insurance	<ul style="list-style-type: none"> • Coverage continues for the full duration of your leave, provided you do not fall behind in your premium payments. • PayFlex will not bill you for your long term care premium. • <u>To ensure continued coverage, you must contact Unum at (800) 227-4165 to set up direct billing – paying your premium directly to Unum – for the duration of your leave.</u> • If you do not set up direct billing, your coverage may be terminated due to failure to pay the premium.
EmployeeAdvantages	<ul style="list-style-type: none"> • Coverage continues for the full duration of your leave, provided you do not fall behind in your premium payments. • PayFlex will not bill you for your EmployeeAdvantages premium. • <u>To ensure continued coverage you must contact YouDecide at (888) 551-0957 to set up direct billing – paying your premium directly to YouDecide – for the duration of your leave.</u> • If you do not set up direct billing, your coverage may be terminated due to failure to pay the premium.
401(k) Plan	<ul style="list-style-type: none"> • Contributions are suspended for the duration of your unpaid leave or up to one year, whichever is earlier. • If you receive Seagate sick or vacation pay during your leave, your 401(k) deferral election may be deducted from your paycheck. • When you return to work, payroll deductions resume at the deferral percentage in effect at that time. • While on a leave, you may continue to make changes to your investments and your deferral percentage. Go online to http://www.401k.com or call Fidelity Investment at (800) 835-5098. • If your pre-leave deferral percentage was set at a level to make sure that you attain the IRS maximum annual contribution amount by the end of the year, the suspension of contributions during your unpaid leave may prevent you from reaching the maximum by the end of the year. To ensure that you attain the IRS maximum by December 31, you may want to consider increasing your deferral percentage when you return to work. To change your deferral percentage, go online to http://www.401k.com or call Fidelity Investments at (800) 835-5098. • If you have a 401(k) loan outstanding, see the 401(k) Loan section below.
Deferred Compensation Plan	<ul style="list-style-type: none"> • Contributions are suspended for the full duration of your unpaid leave. • If you receive Seagate sick or vacation pay during your leave, your Deferred Compensation deferral election may be deducted from your paycheck. • When you return to work, payroll deductions will resume for the remaining calendar plan year. • While on an unpaid leave, you may continue to make changes to your investments. Go online to https://www.newportgroup.com or call The Newport Group Client Service Center at (800) 230-3950 from 8:30am to 8:00pm Eastern time.
Employee Stock Purchase Plan (ESPP)	<ul style="list-style-type: none"> • Contributions are suspended for the full duration of your leave. • If you receive Seagate sick or vacation pay during your leave, your ESPP deduction may be deducted from your paycheck. • If an ESPP purchase date falls during your leave, any funds you have contributed for that purchase period will be used to purchase shares of stock.
Stock Options	<ul style="list-style-type: none"> • Vesting of options continues uninterrupted during your leave.
Vacation (non-exempt employees only)	<ul style="list-style-type: none"> • You do not accrue vacation during your leave. • You cannot borrow vacation during your leave.

401(k) Loan

- If you are receiving a Seagate check for sick or vacation pay during your leave, your normal 401(k) loan payment will be deducted from your paycheck.
- For any portion of your leave that is unpaid, your 401(k) loan payments will be suspended for up to one year or until you return to work, whichever is earlier.
- When you return to work, your bi-weekly 401(k) loan payment amount will be automatically re-amortized to account for the contributions missed while you were on leave and to make sure that you repay your loan within the agreed-upon timeframe. This generally means that when you return to work, your new, re-calculated bi-weekly loan payment amount will be greater than the original bi-weekly loan payment deduction you were paying before you went on leave because you are paying off the outstanding balance over a shorter period of time. The re-calculated loan payment amount will be deducted from each paycheck for the remaining term of the loan, beginning with the paycheck for the first full pay period after your unpaid leave ends. However, if you have a general purpose loan and the original term loan is less than five years, your loan term will be automatically extended by the period of your leave of absence (not to exceed one year). The term of the repayment period (as extended), however, may not exceed the legally-permissible maximum of five years for general purpose loans.
- The repayment period for your general loan cannot exceed five years. If the end of the five-year loan repayment period occurs during a leave of absence, you need to contact Fidelity Investments to pay off your loan balance. To pay off your loan balance, call Fidelity at (800) 835-5098. If the end of the five-year loan repayment period occurs during a leave of absence and you fail to pay the loan balance in full, the outstanding balance of your loan will default, which means that the defaulted amount will be subject to taxes and possible penalties.
- If you are on a military leave, your loan repayments will be automatically suspended for the entire length of military leave. Unless you make loan payments during your leave, interest will continue to accrue on the outstanding loan balance at the lower of the original interest rate or 6 percent while on military leave. Upon your return to work, your loan balance will be re-amortized and the repayment period will be extended by the period of military leave.
- As alternatives to suspending loan payments during unpaid leave, you may also:

- 1. Continue to make your regular loan payments for the duration of your unpaid leave in accordance with your loan agreement.**

Payment must be made by certified check or money order directly to Fidelity Investments. If any loan payments are missed during the leave, the dollar amount of those missed payments will be due upon the expiration of the original loan term. To set up payments directly to Fidelity during your leave of absence, call the Fidelity Retirement Benefits Line at (800) 835-5098.

- 2. Pay the outstanding loan balance in full.**

To pay off your outstanding loan balance, contact the Fidelity Retirement Benefits Line at (800) 835-5098 to obtain your pay off balance and payment instructions.

The preceding materials are intended to provide general guidance and theoretical examples as to how Seagate's leave policies operate. To the extent that these materials appear to conflict with Seagate employee benefit plans, applicable law, or Seagate human resources policies, such sources should be considered controlling. Further, Seagate reserves the right to amend its human resources policies at any time, and such policies are intended to be administered flexibly, consistent with applicable law, at the discretion of Seagate management.



Return to Work Authorization

This form documents that your health care provider is authorizing you to return to work from your Medical Leave on the date specified below. When your health care provider informs you that you are able to return to work, please give this form to him or her to complete. Submit the completed form to AbsenceOne:

Fax to:
AbsenceOne
855-800-5116

or

Mail to:
AbsenceOne Claim Service Center
PO Box 14648
Lexington KY 40512

To be completed by the employee's health care provider:

1. **Employee's Name:** _____
First Name Middle Initial Last Name

2. **Return to Work Date:** I certify that the above-named employee is able to return to work and resume performing the functions of his or her position on _____ / _____ / _____
Month Day Year

3. **Restriction(s) -- please check one:**

- The employee is released to return to work with no restrictions
- The employee is released to return to work subject to the following restriction(s):

Restriction(s) end on _____ / _____ / _____
Month Day Year

Signature of Health Care Provider **Date**

Name of Health Care Provider **Phone Number of Health Care Provider**

Address of Health Care Provider