



PERSONAL LEAVE OF ABSENCE CHECKLIST

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.

PLEASE NOTE: A Personal Leave of Absence **MUST** be approved by Seagate **before** the leave can begin. Approval is subject to management discretion and may be denied by Seagate.

<p><input type="checkbox"/> 1 Request a Leave of Absence</p>	<p><input type="checkbox"/> Call AbsenceOne Leave Services at (844) 859-2773 or go online at AbsenceOne.com/seagate to request a Personal Leave of Absence.</p> <p><input type="checkbox"/> Within a few business days after you open your leave claim, you will receive an introductory call from your AbsenceOne case manager.</p> <p><input type="checkbox"/> If your first day absent from work changes after you have provided it to AbsenceOne, you must notify your case manager of the new first day of absence.</p>
<p><input type="checkbox"/> 2 Exhaust your vacation accrual (non-exempt employees only)</p>	<p><input type="checkbox"/> You must exhaust your vacation accrual prior to starting a Personal Leave. This means your accrued vacation balance must be less than the number of hours in your regularly scheduled workday before you will be allowed to start your Personal Leave.</p>
<p><input type="checkbox"/> 3 If you are a manager – delegate authority</p>	<p><input type="checkbox"/> As someone in a position of authority, you may have access to several different approval systems and processes. To ensure an uninterrupted workflow during your absence, you will need to designate an appropriate backup person to handle approvals that would normally be routed to you.</p> <p><input type="checkbox"/> For assistance with the temporary delegation of authority process, call the IT helpdesk at (877) 844-3333.</p>
<p><input type="checkbox"/> 4 Begin your Leave of Absence (if approved)</p>	<p><input type="checkbox"/> You will not be allowed or required to perform any work for Seagate while you are on a Leave of Absence.</p> <p><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, email, or Seagate servers.</p> <p><input type="checkbox"/> Your security access to Seagate facilities will also be suspended for the duration of your leave.</p>
<p><input type="checkbox"/> 5 Pay monthly premiums to continue benefits</p>	<p><input type="checkbox"/> While you are on a Leave of Absence, payroll deductions for your elective benefits will stop.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> During the first 30 days of your leave, your benefits will continue at no cost to you.</p>

	<ul style="list-style-type: none"> <input type="checkbox"/> After 30 days of leave, you will be billed for your benefit premiums. Please refer to the section below titled, “What Happens to Your Seagate Benefits During a Leave of Absence.” <input type="checkbox"/> If you have a 401(k) Plan loan, be sure to read below what you need to do to ensure your loan does not go into default.
<ul style="list-style-type: none"> <input type="checkbox"/> 6 Notify AbsenceOne of your return to work date or any changes 	<ul style="list-style-type: none"> <input type="checkbox"/> Call your AbsenceOne case manager to confirm your return to work date a week prior to your scheduled return to work. <input type="checkbox"/> If you need to change your return to work date, notify AbsenceOne immediately. An extension of your Personal Leave of Absence will need to be approved by Seagate.
<ul style="list-style-type: none"> <input type="checkbox"/> 7 Return to work 	<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 as of the effective date of your return to work. <input type="checkbox"/> Your regular payroll deductions for benefits will resume with the pay period you return to work. <input type="checkbox"/> If you made changes to your delegation of authority before you went on leave, be sure to contact the IT Helpdesk at (877) 844-3333 to reinstate your regular delegation of authority

WHAT HAPPENS TO YOUR SEAGATE BENEFITS DURING A LEAVE OF ABSENCE

This document explains how going on a leave of absence will impact your Seagate benefits coverage and how you pay for your benefits coverage during a leave.

Paying Your Benefits Costs during Your Leave

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.

Payroll Deductions:

- 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 dismemberment insurance, supplemental short term disability, long term disability, long term care, and Employee Advantages) and the spouse/domestic partner surcharge (if it applies to you) end when Seagate Payroll is notified of your confirmed first day of absence.
- 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.
- Payroll deductions are suspended for the duration of your leave and resume when you return to work.

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.

If your leave is 30 calendar days or less:

- You do not need to pay for your benefits coverage during a relatively short absence of 30 calendar days or less.

If your leave is longer than 30 calendar days:

- If your leave exceeds 30 calendar days, 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.
- During your leave, you will be paying your benefits costs by writing a check to PayFlex, Seagate's benefits billing administrator for employees on leave.
- PayFlex will start billing you for your benefits costs effective the 31st calendar day of your leave. You will receive a monthly invoice from PayFlex showing the amount you owe for your benefits coverage for that month. PayFlex will pro-rate your monthly benefits bill for any month in which you are being directly billed for only part of the month.
- To guarantee continued coverage, be sure to send each monthly invoice to PayFlex with a check for the amount indicated by the payment due date. As an alternative to paying by check, you can pay online – details of online payment can be found on the invoice.
- To determine what your total monthly benefits cost should be while you are on leave, look at your most recent Seagate paycheck detail and add the bi-weekly payroll deduction amounts for medical, dental, vision, optional employee life insurance, spouse/domestic partner life insurance, child life insurance, optional accidental death and dismemberment insurance, and the spouse/domestic partner surcharge. Multiply this total by 26 pay periods to arrive at your annual cost. Then, divide this annual cost amount by 12 months to arrive at your monthly cost -- the monthly cost is the amount that PayFlex will invoice you for while you are on leave.
- The monthly benefits billing invoice does not include your payment for the long term care or Employee Advantages plans. For details on how to pay for your coverage under these plans, see the **Benefits Coverage during Your Leave** section below.
- When you return to work, your payroll deductions will resume and PayFlex will stop sending you a monthly invoice.
- If you have questions about your benefits billing, please call PayFlex at (800) 359-3921.

Benefits Coverage during Your Leave

Benefit	Leave Type	Impact
Health Care Coverage <ul style="list-style-type: none"> • <i>Medical</i> • <i>Dental</i> • <i>Vision</i> 	Medical	Coverage continues for up to 12 months from the first day of your Medical Leave. ¹
	Family	Coverage continues for up to 12 weeks from the first day of your Family Leave. ¹
	Pregnancy	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. ¹
	Military	Coverage continues for up to 180 calendar days from the first day of your Military Leave. ¹
	Personal	Coverage continues for up to 90 calendar days from the first day of your Personal Leave. ¹
Health Savings Account	All Leaves	<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 HRCentral at 1-877-844-3333, option 2, option 2. You may change your HSA annual contribution amount at any time, limited to one change 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> 	All Leaves	<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 Care 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 your 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 HRCentral at 1-877-844-3333, option 2, option 2. • 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

¹ Continuation of coverage through COBRA is available if Seagate coverage ends.

Benefit	Leave Type	Impact
		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>Supplemental Employee</i> • <i>Spouse/Domestic Partner</i> • <i>Child(ren)</i> 	Medical	Coverage continues for up to 12 months from the first day of your Medical Leave.
	Family	Coverage continues for up to 12 weeks from the first day of your Family Leave.
	Pregnancy	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.
	Military	Coverage continues for up to 180 calendar days from the first day of your Military Leave.
	Personal	Coverage continues for up to 90 calendar days from the first day of your Personal Leave.
Accidental Death and Dismemberment Insurance <ul style="list-style-type: none"> • <i>Basic</i> • <i>Supplemental</i> 	Medical	Coverage continues for up to 12 months from the first day of your Medical Leave.
	Family	Coverage continues for up to 12 weeks from the first day of your Family Leave.
	Pregnancy	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.
	Military	Coverage continues for up to 180 calendar days from the first day of your Military Leave.
	Personal	Coverage continues for up to 90 calendar days from the first day of your Personal Leave.
Disability Coverage <ul style="list-style-type: none"> • <i>Basic STD</i> • <i>Supplemental STD</i> • <i>Long Term Disability</i> 	Medical	<ul style="list-style-type: none"> • Coverage continues for up to 12 weeks from the first day of your Medical Leave. • Continuation of coverage applies to any secondary disability that might occur while you are on leave.
	Family	Coverage continues for up to 12 weeks from the first day of your Family Leave.
	Pregnancy	<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.
	Military	Coverage continues for up to 180 calendar days from the first day of your Military Leave.
	Personal	Coverage continues for up to 90 calendar days from the first day of your Personal Leave.
Long Term Care Insurance	All Leaves	<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 guarantee continued coverage, you must contact Unum Provident at (800) 227-4165 to set up direct billing – paying your premium directly to UnumProvident – for the duration of your leave.</u>

Benefit	Leave Type	Impact
YouDecide	All Leaves	<ul style="list-style-type: none"> • If you do not set up direct billing, your coverage may be terminated due to failure to pay the premium. • 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 YouDecide premium. • <u>To guarantee 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	All Leaves	<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 pay (sick pay, vacation pay, or military supplemental 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	All Leaves	<ul style="list-style-type: none"> • Contributions are suspended for the full duration of your unpaid leave. • If you receive Seagate pay (sick pay, vacation pay, or military supplemental 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 http://retirementnq.prudential.com or call Empower Participant Service Center at (855) 677-5267 from 5:00am to 6:00pm Pacific time.

Benefit	Leave Type	Impact
Employee Stock Purchase Plan	All Leaves	<ul style="list-style-type: none"> • Contributions are suspended for the full duration of your leave. • If you receive Seagate pay (sick pay, vacation pay, or military supplemental 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. • When you return to work, ESPP contributions will resume.
Stock Options	All Leaves	Vesting of options continues uninterrupted during your leave.
Vacation	All Leaves	<ul style="list-style-type: none"> • You do not accrue vacation during your Medical Leave. • You cannot borrow vacation during your Medical Leave.

401(k) Loan

Non-Military Leave of Absence

If you are on an authorized, non-military leave of absence, you may suspend your loan payments for the lesser of 12 months or the duration of the leave, but only to the extent that the suspension of payments would not cause the term of the loan to be extended beyond the applicable maximum term. Interest will continue to accrue during the leave of absence.

However, if during your leave of absence you continue to receive a regular paycheck (other than from a disability payment), you must continue to make regularly scheduled loan payments, but only if there are sufficient funds remaining after mandatory withholdings and other withholdings. Seagate reserves the right to determine which withholdings shall take priority over loan repayments. These loan payments shall continue via payroll deduction.

When you return from the leave of absence, the outstanding loan balance (including the additional interest accrued during the leave of absence) will be reamortized over the remaining original loan term. If the original loan term is less than five years, the outstanding loan balance (including the additional interest accrued during the leave of absence) will be reamortized over an extended loan term (extension equal to the leave of absence, up to one year) that does not exceed the permitted maximum of five years from the loan origination date.

If your leave of absence exceeds 12 months, loan repayments must recommence at the end of the first 12 months of leave with the amount of each payment reamortized, or the loan will go into default as of the last day of the calendar quarter following the date the 12 month suspension period ended.

Alternatively, you may choose to continue making regularly scheduled loan payments in accordance with the loan terms by sending payment to Fidelity by ACH, certified check, money order, or other payment method as determined by the Committee. The Participant should call the Fidelity Retirement Benefits Line at (800) 835-5098 to set up these continued payments.

Military Leave of Absence

If you are on an authorized military leave of absence and have not received a distribution of your account, your loan payments will be suspended while on duty in the armed forces in accordance with Internal Revenue Code ("Code") Section 414(u)(4). Interest will continue to accrue at the lower of (1) the original interest rate or (2) six percent (in accordance with the Servicemembers Civil Relief Act) during such military leave of absence.

Alternatively, you may choose to continue making regularly scheduled loan payments in accordance with the loan terms by sending payment to Fidelity by ACH, certified check, money order, or other payment method as determined by the Committee. The Participant should call the Fidelity Retirement Benefits Line at (800) 835-5098 to set up these continued payments.

When you return from the military leave of absence, the outstanding loan balance (including the additional interest accrued during the military leave of absence) will be reamortized over a new loan term that ends no later than the latest permissible term of the original loan plus the period of military service.