Preparing for a Leave of Absence

A RESOURCE GUIDE FOR EVERY STEP OF YOUR LEAVE

Sometimes, life's circumstances require time away from work. Protecting your income and providing necessary time off in the event of an illness, injury or family medical need is a priority for Clorox. We've worked hard to develop a comprehensive leave program that takes care of our teammates and their family members.

We also understand the leave process can feel confusing. We've created this resource guide to help you understand exactly what you need to do before, during and as you return from your leave. If you're a spouse or family member of a Clorox teammate who is unable to coordinate their own leave (for example, due to an accident or emergency surgery), you can also use this information to manage the leave on their behalf.

Working with MetLife, our leave administrator

All leaves will be administered by MetLife, who will coordinate our programs to ensure you receive all benefits for which you qualify. In general, if you are an actively employed teammate, you may be eligible to receive benefit payments through Clorox payroll. Additionally, your health benefits will remain active, and deductions will continue to be taken out, as appropriate. If you have any questions about your leave, first contact MetLife:

- **Phone:** 855-320-8528
- **Website:** mybenefits.metlife.com (please reference the MetLife Registration Guide when you log in for the first time)

For general questions about Clorox's leave of absence policies, visit The Well or submit an HR ticket through people@clorox.com.

MetLife

Inside this resource guide

LEAVE OF ABSENCE ROADMAP

A step-by-step checklist for before, during and after your leave

GETTING PAID WHILE ON A MEDICAL LEAVE

Details about how your wages will be calculated and paid to you during your leave

SUPPORT AT EVERY STAGE

A couple scenarios to help you understand how Clorox's benefits and resources can support you during this time

YOUR BENEFITS & TOTAL REWARDS

Information about what happens to your benefits while you're on leave

CONTACTS & RESOURCES

A list of contacts you may need to reach out to during your leave

Your Leave of Absence Roadmap

BEFORE YOUR LEAVE

AS SOON AS YOU KNOW ABOUT YOUR LEAVE
Notify your manager

30 DAYS BEFORE YOUR LEAVE OR ASAP
Initiate your Leave of Absence

30 DAYS BEFORE YOUR LEAVE OR ASAP
Complete your paperwork

7 DAYS BEFORE YOUR LEAVE OR ASAP
Prepare for your leave

PLANNING FOR MATERNITY OR PARENTAL LEAVE?

These leaves have a few differences compared to other leaves of absence, so we've developed a separate resource guide. Click the link to access our comprehensive **Parental Leave Roadmap**.

DURING YOUR LEAVE

Ensure your doctor completes necessary medical documentation

Receive and review your leave payments, if eligible

Know how to extend your leave

PREPARING TO RETURN TO WORK

7 DAYS BEFORE YOUR RETURN OR ASAP
Contact MetLife and your manager to confirm your return date and discuss any special accommodations

5 DAYS BEFORE YOUR RETURN OR ASAP
Submit your Authorization to Return to Work documentation

5 DAYS BEFORE YOUR RETURN OR ASAP
Your return is processed in Workday

5 DAYS BEFORE YOUR RETURN OR ASAP
Take your Occupation Health Evaluation (production teammates only)

BEFORE YOUR 1ST DAY BACK
Start your computer at home before coming on site (nonproduction teammates only)

Notify your manager

While we respect your privacy, telling your manager early on helps to plan ahead and gives you added support during this time. It's up to you if you would like to share/tell your teammates.

Your manager can help you:

- Adjust deliverables and workload based on your upcoming leave
- Work through accommodations in the workplace or for your schedule (making time for appointments, etc.)
- Help you feel supported if you share the news with your teammates

In addition to connecting with your manager, please **contact MetLife** if you'd like to request any accommodations before or after your leave.

CAN'T GIVE NOTICE ABOUT YOUR LEAVE?

We know some leaves are due to an emergency or unexpected situation. It's always a good idea to give a loved one your manager's contact information, in case they need to contact your manager on your behalf.

Your loved ones can also email **people@clorox.com** to reach the People& team for any questions about your leave.

Initiate your Leave of Absence

Contact MetLife to initiate your leave. You can do so by:

- **Phone:** Call the intake team at 855-320-8528
- **Online:** **mybenefits.metlife.com** (please reference the **MetLife Registration Guide** when you log in for the first time)

For a medical leave, be sure to have your treating doctor's name and contact information (including fax number) ready.

It's also a good idea to keep your spouse or family member involved in the leave planning process, so they know where to go and what to do if you need support and are unable to manage it on your own.

If you initiate a leave of absence in advance, a MetLife claim specialist will call you **three days before the start of your leave** to confirm details. If you need to take an unplanned leave of absence immediately, the claims specialist will call you **within two days** of when you initiate your claim.

ARE YOU INITIATING A LEAVE ON BEHALF OF A FAMILY MEMBER?

We know not all leaves are expected and can be planned ahead. If you are the family member of a Clorox teammate who needs an unexpected leave of absence, MetLife can help. Contact the intake team by phone or online, and they'll walk you through the process and what needs to be done to secure leave for your loved one.

Do you live in a state with paid leave?

If so, you'll want to connect with your state leave program in order to apply and receive full benefits if eligible. When you contact MetLife, your claims specialist will provide the steps you should take to file a claim.

Complete your paperwork

For a medical leave, be sure to complete and return your medical paperwork as soon as possible, as it is critical to reviewing and approving your time off and pay (if applicable). If MetLife does not receive documentation, your time off may not be approved and can result in attendance infractions. Applicable forms will be mailed to you, and you can also access them on **mybenefits.metlife.com**.

- **Medical Authorization form**: This authorizes MetLife to communicate directly with your doctor. Please complete and return it to MetLife.
- **Attending Physician's Statement (APS) form**: Give the form to your doctor's office and ask them to complete it. Then, return it to MetLife either through your online portal or by fax (877-840-9166). **It is your responsibility to ensure this form is completed and sent to MetLife within 15 days of your leave start date.** See the **During Your Leave** section for more information.

Prepare for your leave

- **Remind** your manager and/or local HR representative of your expected start and return dates of your leave of absence, and be sure they update your status in **Workday**.
  - **If you are a people manager:** Be sure to delegate your responsibilities in Workday. Use this **job aid** if you need help completing this step.
- **Add** your personal email address in **Workday** and share it with the MetLife claims team so you can be contacted while on your leave.
- **Turn on** your out-of-office message on your email, as you will not be able to access it while on leave.
- **Make note of** any usernames and passwords to ensure you have access outside the network (you will not have single sign-on access once you begin your leave).
- **For a medical leave, submit** a People& ticket through **people@clorox.com** or inform your local HR representative if you would like to use time off to maintain your pay during the unpaid 7-day waiting period, such as:
  - Health & mental well-being time
  - Vacation time
  - Flex time (applicable to production teammates only)
  - FTO (available to exempt teammates only)

Note: *Your network, badge access, and email access will be deactivated on the first day of your leave.*

Enrolled in any supplemental health benefits?

If you've elected Accident, Critical Illness, and/or Hospital Indemnity coverage through Securian, you may be eligible to receive a payout due to the reason you are taking a leave of absence (for example, if it is due to a critical illness or you spend multiple days in the hospital).

Be sure to review the steps you must take to file your claim with Securian and receive payment. If you have any questions about this process, contact Securian at 855-750-1906 or **securian.com/clorox-insurance**.

Ensure your doctor completes necessary medical documentation

For a medical leave, your doctor must complete the **Attending Physician's Statement (APS) form within 15 days** of your leave start date and return it to MetLife. It is your responsibility to ensure this form is completed and sent to MetLife, and failure to do so may result in your time off not being approved and attendance infractions.

For MetLife to properly process your APS, please be sure your MetLife claim number is on each page of the form.

Note: *Kaiser plan (California only) members may require additional steps in collecting paperwork from the Kaiser records departments to submit directly to MetLife. Kaiser may utilize their own version of the APS that MetLife will accept.*

Receive and review your leave payments, if eligible

If you're eligible and approved for Short-Term Disability, you'll receive your payments through direct deposit, with the appropriate deductions taken out. (Please see the **Your Benefits & Total Rewards** section to learn more about which deductions will continue while you're on leave.)

Be sure to keep track of the payments you receive, and if you have any questions about the amounts, contact MetLife for support.

Know how to extend your leave

If you need to extend your leave of absence, contact your MetLife claims specialist to update your leave dates. If your extension is for a medical reason, you'll need to submit a new **APS form** to support your additional time off and pay while away from work.

Be sure to also communicate your extension to your manager and/or local HR representative.

Contact MetLife and your manager to confirm your return date and discuss any special accommodations

One week before your return-to-work date, contact your MetLife claims specialist and your manager/ local HR representative to confirm your first day back at work. Production teammates may be required to schedule an occupational health evaluation with local HR before returning to work.

If you need to request any special accommodations to help you return to work, contact MetLife to initiate an accommodation request. The MetLife team will review your request and provide a summary to the Clorox HR team, who will then work with your manager to determine how best to accommodate your needs.

Submit your Authorization to Return to Work documentation

(production teammates only)

For a medical leave, ask your doctor to complete the **Authorization to Return to Work form** and return it to you at least **5 days before you return to work**. Provide the completed form to your local HR representative or email it to **leave.of.absence@clorox.com**.

Your return is processed in Workday

Once you confirm your return-to-work date with your manager and/ or local HR, they will process your return in Workday so you can regain network, badge and email access.

If you experience any challenges with network access upon your return, please email **people@clorox.com** for support.

Take your Occupation Health Evaluation

(production teammates only)

For a medical leave, all production teammates who are on leave for their own serious health condition must complete an Occupation Health Evaluation before returning to work. Please contact your manager or local HR representative at least **5 days prior to your return** for more information.

If you do not pass your Occupation Health Evaluation, please contact your MetLife claims specialist and your manager/local HR to inform them that you'll need to extend your leave of absence. You will be tentatively approved for a leave extension of **15 days** while you obtain additional medical documentation from your doctor to support the need for an extension.

Start your computer at home

(nonproduction teammates only)

Laptops and computers that come on site at any Clorox location require periodic security updates to maintain access to internal tools.

On your first day back at work, start your laptop at home before you come on site. This will allow your computer to install any outstanding security updates you may have missed while you were away.

Getting Paid While on a Medical Leave

If you are out on a medical leave for your own serious health condition, you may be eligible for disability benefits. In order to apply and receive these benefits, you must ensure all paperwork related to the claim is submitted to MetLife.

Standard Waiting Period

The first 7 days of your leave of absence are considered a standard waiting period. During this time, you won't receive any Short-Term Disability (STD) payments. You may choose to use alternative time off (flex, vacation, FTO, health and mental well-being time, etc.) to receive your pay during the waiting period. If you do not have any other paid time available – or use it up before the waiting period is over – the remainder of the waiting period will be unpaid. Submit a People& ticket by emailing **people@clorox.com** or inform your local HR representative if you'd like to use paid time off during your waiting period.

The waiting period is **waived** if you are hospitalized on day one or during the waiting period; your STD payments will begin as soon as you are hospitalized.

Short-Term Disability (STD)

STD payments are calculated based on your earnings before your leave of absence begins and do not include overtime, bonuses or any other forms of compensation. All payments are calculated based on calendar days (not business days), starting on the first day of your leave and continuing until the first day back at work.

Please see the following pages for payment information based on the length of your leave and your state of residence.

Remember, your doctor must complete the **Attending Physician's Statement (APS) form** and return it to MetLife **within 15 days** to confirm your STD eligibility. Failure to do so may result in late or no STD payments.

PLEASE NOTE

Clorox will not process your STD pay until MetLife approves your claim. To view your pay statements, **click here** see this job aid.

Long-Term Disability (LTD)

Approximately 6 weeks prior to your STD running out, your MetLife claims specialist will contact you to initiate your LTD application. MetLife will provide you and your doctor an LTD medical certification packet, which you'll need to complete and return for MetLife to review and approve your LTD.

If you're approved for LTD, you'll begin receiving payments once your STD ends (week 53 if you live in California or week 27 if you live in any other state). You'll receive **60% of your pay**, reduced by the "deductible income" indicated on your LTD Certificate. This amount is taxable.

LTD payments are made directly by MetLife and will not have medical premiums deducted. You will receive a direct bill from Billing Services to pay for and maintain your benefits coverage. If you have any questions about the amount you are being billed, please contact the Health & Welfare Service Center at cloroxbenefits.com or 833-550-5600.

Note: *The maximum duration of your LTD coverage may vary. Please refer to the LTD certificate for details.*

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Getting Paid While on Leave (cont.)

Getting Paid

Assuming you've completed the necessary steps and MetLife approves you for STD and/or LTD, here is how much you can expect to get paid while on leave.

Please note: STD and/or LTD run concurrently with (at the same time as) any federal and/or state leave laws you are also eligible for, such as the Family and Medical Leave Act (FMLA), California Pregnancy Disability Leave (PDL), state paid family and medical leave, etc.

Teammates who DO NOT live in California

Standard Waiting Period	Short-Term Disability		Long-Term Disability
Week 1	**Weeks 2–7**	**Week 8 through end of STD**	**Week 27+**
0% pay	**100% pay**	**66.67% pay**	**60% pay**
You may use your time off (flex, vacation, FTO, etc.) to be paid during this time. Submit a People& ticket by emailing **people@clorox.com** or inform your local HR representative. This period is waived if you are hospitalized on day one or during the waiting period.	This full amount is paid under the **Clorox STD** plan and will be taxable.	This full amount is paid under the **Clorox STD** plan and will be taxable. The full length of your STD depends on the amount of time MetLife has approved you for based on your documentation. If you still need leave after 26 weeks, Long-Term Disability (LTD) will apply.	

State-Paid Leave

If you live in the following states, **you may be eligible for paid leave through your state**. You will need to file for this payment directly with the state, and your STD payment will be reduced by the amount of your benefit received through the state.

- Colorado
- Connecticut
- Maine
- Massachusetts
- Minnesota
- New Jersey
- New York
- Oregon
- Rhode Island
- Washington
- Washington, DC

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Getting Paid While on Leave (cont.)

Teammates who live in California

Standard Waiting Period	Short-Term Disability		Long-Term Disability
Week 1	**Weeks 2–7**	**Week 8 through end of STD**	**Week 53+**
0% pay	**100% pay**	**70% pay**	**60% pay**
You may use your time off (flex, vacation, FTO, etc.) to be paid during this time. Submit a People& ticket by emailing **people@clorox.com** or inform your local HR representative. This period is waived if you are hospitalized on day one or during the waiting period.	**70%** (up to statutory weekly max) is paid under the **Clorox California State Voluntary Disability** plan and will not be taxable. **30%** (or remainder) is paid under the **Clorox STD** plan and will be taxable.	**70%** (up to statutory weekly max) set forth by the state of California is paid by the **Clorox California State Voluntary Disability** plan and will not be taxable. If your earnings are greater than the statutory weekly max, you will receive the statutory max through the California State Voluntary Disability plan, and the rest will be paid through the **Clorox STD** plan up to 66.67% of your earnings. The full length of your STD depends on the amount of time MetLife has approved you for based on your documentation. If you still need leave after 52 weeks, Long-Term Disability (LTD) will apply.	

Support at Every Stage

At Clorox, we recognize taking a leave of absence isn't a decision made lightly, and you may be going through a big life change. Maybe it's an exciting change, like welcoming a new child into your family or finally undergoing surgery to alleviate pain you've had for a long time. Or, perhaps it's due to a medical event that has caused you and your loved ones worry and stress.

Whatever the reason – and whatever emotions you may feel – Clorox is here to help. The following examples illustrate how people like you are getting the support they need through the many benefits, programs and resources Clorox makes available to you.

Meet Kristina

Kristina is planning for **knee replacement surgery**, which will keep her out of work for 8 weeks.

After discussing her surgery with her manager, Kristina calls MetLife to initiate her leave. She receives the applicable MetLife forms in the mail and works with her doctor to complete and return them. Kristina decides to apply flex time for her 1-week waiting period. Then, she is approved for 6 weeks of pay at 100% and 1 week at 66.67%.

Kristina is enrolled in the **Surest (PPO) medical plan**, so before she schedules her surgery, she gets a confidential second medical opinion through **2nd. MD** to confirm surgery really is the way to go – and the doctor confirms it is. She's also able to use her comprehensive **prescription drug coverage** to get the pain medication she needs to comfortably recover, as well as her **Healthcare Flexible Spending Account (HCFSA)** funds to help pay for the medical expenses she'll incur as part of the surgery.

Kristina had a feeling she'd need surgery sooner rather than later, so she elected **Hospital Indemnity Insurance** during the most recent Annual Enrollment period. With this coverage, Kristina will receive a cash payout for the couple of days she'll need to stay in the hospital after surgery.

Kristina is single and lives alone, so she'll need some additional help while she's at home recovering. She contacts **Helpr**, who helps her find in-home care. She also uses **Spring Health** to meet with a Care Navigator who can provide the emotional support she needs. Finally, Kristina takes advantage of **Calm**; her post-surgery discomfort has made sleep a challenge, and she's found Calm's Sleep Stories have made getting rest easier.

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Meet Jack

Jack was recently diagnosed with **cancer**, and his oncologist takes him off work so he can begin an aggressive treatment plan, which includes surgery and chemotherapy. Jack will not be able to work for a few months. Jack lives with his wife and two children, and he knows they'll also need some support during this time.

Jack shares the news with his manager and his teammates, knowing he will need all the support he can get before and after his treatment. Jack and his wife sign into the MetLife portal and download the applicable Leave of Absence (LOA) forms. Once all of the forms are filled out by his oncologist's team, Jack emails MetLife. Within two weeks, MetLife approves Jack's leave.

Jack is approved for a 14-week leave to start. As he doesn't have any available time off, his 1-week waiting period is unpaid. During weeks 2-7, Jack receives 100% of pay and during weeks 8-14 he receives 66.67% of pay through Short-Term Disability (STD). If Jack needs more time after the 14 week, he will continue to receive 66.67% through STD through week 26, followed by 60% of pay through Long-Term Disability for the remainder of his time away. Jack and his wife are able to focus on treatment and recovery.

Jack is enrolled in the **HSA (Partnership in Health) medical plan**, so he's able to take advantage of the **UnitedHealthcare Cancer Support program** to help him throughout his journey. Jack is also enrolled in both **Critical Illness** and **Hospital Indemnity insurance**, so he'll receive two payouts from Securian: one for the cancer diagnosis, and another for the hospital stay associated with his surgery and recovery.

While Jack will have some money coming in through **STD** and **LTD**, he is worried about how his long-term leave will impact his family's financial future. So, Jack and his wife schedule an appointment with an **Ayco** financial planner, who reviews their portfolio and suggests making a few small tweaks to their financial strategy – ensuring they'll remain financially stable in the long run. Because he's enrolled in **Supplemental Life Insurance** through MetLife, Jack also has access to no-cost **Legal Services**, and uses them to ensure his will and estate documents are in order.

Jack and his wife will need to organize care for their kids while he is at treatment, so they use **Helpr** to find an excellent after-school program down the street from their home.

Finally, as Jack works through chemotherapy, he notices it taking a toll on his mental health – and he also sees his family members struggling. So, Jack connects with a therapist through **Spring Health**; Clorox sponsors the first 8 sessions for him, his wife and his children at no-cost, and they're each able to find someone who truly understands their situation.

Your Benefits & Total Rewards

Read on to learn more about what happens to your benefits and Total Rewards programs while you're on leave. While some (like your health coverage) will continue to remain active, others (like your 401(k) plan contributions) will pause while you're on leave.

Health and Well-Being Benefits	
Medical Dental Vision Supplemental Health Benefits Life Insurance	**If you choose to use Paid Time Off during the STD waiting period:** Your portion of health benefits contributions will be deducted from your flex, vacation, FTO or well-being payments. **During STD:** Your contributions will be deducted from your disability payments. **During LTD:** You will receive a monthly invoice to pay for your portion of coverage. Please contact Billing Services at 833-550-5600 if you don't receive a billing statement. Any missed health benefits contributions may be placed in arrears.
Health Savings Account (HSA)	**If you choose to use Paid Time Off during the STD waiting period:** Your contributions will be deducted from your flex, vacation, FTO or well-being payments. **During STD:** Your HSA contributions will be deducted from your disability payments. **During LTD:** Your HSA contributions will be suspended. To resume participation, you must re-enroll within 31 days from your return-to-work date. Please contact the Clorox Health & Welfare Service Center to re-enroll.
Healthcare Flexible Spending Account (HCFSA)	**If you choose to use Paid Time Off during the STD waiting period:** Your contributions will be deducted from your flex, vacation, FTO or well-being payments. **During STD:** Your HCFSA contributions will be deducted from your disability payments. **During LTD:** Your HCFSA contributions will be suspended, and any claims submitted while on LTD will not be eligible for reimbursement. To resume participation, you must re-enroll within 30 days from your return-to-work date. Please contact the Clorox Health & Welfare Service Center at 833-550-5600 to re-enroll.
Dependent Care Flexible Spending Accounts (DCFSA)	**If you choose to use Paid Time Off during the STD waiting period:** Your contributions will be deducted from your flex, vacation, FTO or well-being payments. **During STD or LTD:** Your contributions will be suspended and any claims submitted while on leave will not be eligible for reimbursement. To resume participation, you must re-enroll within 30 days from your return-to-work date. Please contact the Clorox Health & Welfare Service Center at 833-550-5600 to re-enroll.

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Your Benefits & Total Rewards (cont.)

Health and Well-Being Benefits

Well-Being Program Tracker	The program will remain accessible through Personify Health while you are on a leave of absence. Log on to Personify Health directly at **login.personifyhealth.com** (use passphrase: **WellnessYourWay$**) or through the Personify Health mobile app. If you need assistance, contact Personify Health at 866-941-2143 or email: **support@personifyhealth.com**.
Well-Being Programs (Spring Health, Helpr, Carrot, Calm, Ayco)	These programs will remain accessible while you are on a leave of absence. To use these programs or if you need assistance, please contact our vendor partners directly (see the **Contacts & Resources** chart at the end of this guide).

Financial Benefits & Pay

401(k) Contributions	**If you choose to use Paid Time Off during the STD waiting period:** Your contributions will be deducted from your flex, vacation, FTO or well-being payments. **During STD or LTD:** Your 401(k) contributions will be paused.
401(k) Company Match and Annual Contribution Company Match: Up to 4% Annual Contribution: 6%	**If you choose to use Paid Time Off during the STD waiting period:** All paid time off will be eligible compensation and counted toward the company match following one year of service. **During STD or LTD:** The disability payments you receive are not eligible for the company match.
401(k) Loans	**If you choose to use Paid Time Off during the STD waiting period:** Your 401(k) loan payment(s) will be deducted from your flex, vacation, FTO or well-being payments. **During STD:** If you live in California, loan payment deductions will be deducted from your disability payments. For all other states, you have the choice to either continue or temporarily pause 401(k) loan payments. Please contact **people@clorox.com** if you would like to temporarily pause your loan payments. **During LTD:** For all states, you have the choice to either continue or temporarily pause 401(k) loan payments. Please contact **people@clorox.com** if you would like to temporarily pause your loan payments. **Please note:** • If you choose to temporarily pause your loan payments, your loan balance will be re-amortized by Vanguard when you return from leave. Please contact Vanguard to determine what your re-amortized loan payment will be. • If you choose to continue loan payments during your leave but do not have the earnings to make payments via payroll deduction, please make payments directly to Vanguard to avoid defaulting on your loan.

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Your Benefits & Total Rewards (cont.)

Financial Benefits & Pay	
Annual Bonus	If you are eligible for an annual bonus while you are on leave, you will receive your bonus payment on the scheduled payout date. During a leave, your time will be prorated and won't count toward your annual bonus.
Annual Merit Increase	**If you choose to use Paid Time Off during the STD waiting period:** Any use of time off will be calculated based on your new merit increase. **During STD or LTD:** If your leave starts prior to the annual merit increase, your STD or LTD pay will **not** be re-adjusted; payments are calculated based on pre-disability earnings.
Commuter Benefits	During leave, you are not eligible to participate in the Commuter Benefits program. Prior to your leave of absence, please cancel any future commuter orders. The cancellation must be completed on or before the 10th of the month to ensure no deductions are taken from your paycheck. You may re-enroll in Commuter Benefits when you return to work. The cutoff date to enroll in the following month's Commuter Benefits is the 10th of the month.

Time Off	
Flex Days (Production teammates only)	You will have 6 flex days granted to you at the beginning of each year. If you have any unused flex days on Dec. 31, you will be paid out for them. If you return in a new calendar year, the flex days granted to you will be prorated for the rest of the year.
Holiday Pay	You will **not** be eligible for any holiday pay during your leave of absence.
Health & Mental Well-Being Days or Flex Days	**Nonproduction teammates:** If your disability spans multiple calendar years, you will be eligible for 7 Health & Mental Well-being days in the new calendar year. Unused Health & Mental Well-being days do not carry over to the new year. **Production teammates:** If your disability spans multiple calendar years, you will be eligible for additional flex days in the new calendar year based on your scheduled hours.
Vacation Days	**Nonproduction non-exempt teammates (hourly):** You will continue to accrue vacation hours for up to 6 months while on an approved leave of absence. Unused vacation days from the previous year will carry over, up to the maximum accrual amount. **Production teammates:** You will continue to accrue vacation hours. You will receive a prorated amount of vacation on the day you return to work. Please refer to the vacation policy for more details on the proration amount and grant schedule.

Contacts & Resources

If you need help while on your leave of absence, please contact the Clorox Health & Welfare Service Center or one of our vendor partners below. Remember – you will not have access to Clorox's network once you are on leave. Please keep a copy of this to reference in case any questions come up during your leave.

Topic	Where to get information
Clorox Benefits Support	
Information and resources for all benefits, including guides, webinars and plan documents, including Summaries of Benefits Coverage (SBCs)	**cloroxbenefitsinfo.com**
Annual Enrollment Support	**Clorox Health & Welfare Service Center** • Phone: 833-550-5600 (Mon-Fri, 6 a.m. - 5 p.m. PT) • Single sign-on: **The Well > U.S. Total Rewards > Health & Welfare Service Center** • Directly: **cloroxbenefits.com**
Your personalized Total Rewards statement	**U.S. Total Rewards website** • Single sign-on: Health & Welfare Service Center on **The Well > U.S. Total Rewards Statement**
Medical Coverage	
UnitedHealthcare (UHC) *(Group number: 225497)* *(Network: Choice Plus, or Select Plus in CA)*	**The HSA (Partnership in Health) plan** • Phone: 877-468-1028 • Online: **whyuhc.com/clorox**
Surest *(Group number: 78800511)* *(Network: Choice Plus, or Select Plus in CA)*	**The PPO (Surest) plan** • Phone: 866-683-6440 • Online: **benefits.surest.com**

Topic	Where to get information
Prescription Drug Coverage for the HSA and PPO plans	**OptumRx** • Phone: 800-562-6223 • Check the formulary: **Click here**
Kaiser Permanente (CA teammates only), Including Prescription Drug Coverage	• Phone: 800-464-4000 • Online: **kp.org**
2nd.MD Medical Second Opinion	• Online: **2nd.md/clorox** • Smartphone: Download the 2nd.MD app
Teladoc Health Chronic Condition Management	• Phone: 800-835-2362 • Online: **teladochealth.com/smile/clorox**
Carrot Family-forming and hormonal health benefits	• Phone: 888-817-9040 (24/7 call center) • Online: **app.get-carrot.com/**
Securian • Accident Insurance • Critical Illness Insurance • Hospital Indemnity Insurance	• Phone: 855-750-1906 • Online: **securian.com/clorox-insurance**

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Contacts & Resources (cont.)

Topic	Where to get information
Other Health Coverage	
UnitedHealthcare (UHC) Dental	• Phone: 877-816-3596 • Online: **myuhc.com > Search > National Options PPO 10 plan**
Vision Service Plan (VSP) *(Group number: 00818601)*	• Phone: 800-877-7195 • Online: **vsp.com**
Spending Accounts and Financial Protection	
UnitedHealthcare (UHC) *(Group number: 225817)* • Healthcare Flexible Spending Account (HCFSA) • Dependent Care Flexible Spending Account (DCFSA)	• Phone: 877-468-1028 • Online: **myuhc.com** *(For a list of eligible expenses, go online to **irs.gov** and search for Publication 502 or 969. Please consult your tax advisor for questions regarding eligible expenses.)*
Optum Financial (through UHC) *(Group number: 225497)* • Health Savings Account (HSA)	• Phone: 800-791-9361
MetLife (Disability & Life) • Disability insurance • Life insurance (basic & supplemental) • Accidental death and dismemberment (AD&D) insurance	**Claims & More Information: MetLife** • Phone: 855-320-8528 (Mon-Fri, 5 a.m. – 8 p.m. PST) • Single sign-on: **The Well > U.S. Total Rewards > MetLife** • Online: **mybenefits.metlife.com** **Enrollment & Beneficiary Updates: Clorox Health & Welfare Service Center** • Phone: 833-550-5600 (Mon-Fri, 6 a.m. – 5 p.m. PT) • Online: **cloroxbenefits.com**

Topic	Where to get information
Resources to Be Well	
Spring Health Mental well-being and work-life support	• Phone: 855-629-0554 • Online: **clorox.springhealth.com**
Calm Mindfulness & Meditation app	• Online: **calm.com**
Personify Health Well-being program tracker	• Phone: 866-941-2143 • Online: **join.personifyhealth.com/clorox** (use passphrase: WellnessYourWay$) • Email: **support@personifyhealth.com**
Helpr Child, elder and personal caregiving support	• Phone: 877-417-4883 • Online: **helpr-app.com/clorox-usa** (access code: USACLX) • Email: **hello@helpr-app.com**
Vanguard 401(k) Plan	• Phone: 800-523-1188 • Single sign-on: **The Well > U.S. Total Rewards > 401(k) Plan** • Online: **vanguard.com/retirementplans**
Voya Non-qualified deferred compensation plan	• Phone: 888-576-9240 • Single sign-on: **The Well > U.S. Total Rewards > NQDC plan** • Directly: **mynqplans.voya.com**
Goldman Sachs Ayco • Financial planning • Budgeting • Healthcare expenses • Insurance needs • Retirement planning	• Phone: 866-907-4479 • Single sign-on: **The Well > U.S. Total Rewards > Financial Planning (Goldman Sachs Ayco)**