



Paid Parental, Adoption & Care Partner Leave Policy

Effective January 1, 2023

*For Employees of Otsuka America Pharmaceutical, Inc., Otsuka
Pharmaceutical Development & Commercialization, Inc.,
and ODH, Inc.*

Eligibility

Exclusions from eligibility to Paid Parental, Adoption, and Care Partner Leave include:

- Employees regularly scheduled to work fewer than 30 hours per week
- Short-term or Inpat Employees
- Employees of any entity other than OAPI, OPDC, or ODH
- Employees who adopt the child(ren) of a spouse or domestic partner who are not newly born to, or placed for adoption with, the spouse/domestic partner

Additional Information

If both parents are employees of Otsuka, they are each eligible for the benefits described in this policy and are not required to share allotted leave time.

Paid Parental Leave

Paid parental leave provides 10-weeks of salary continuation for each parental leave event per rolling calendar year. The timing of the leave must be discussed and agreed upon with your manager and the Otsuka Leave Administrator. All employees regularly scheduled to work at least 30 hours per week for Otsuka and who intend to return to work following parental leave are eligible for this leave. There are no service requirements and this leave must be utilized in no less than weekly increments.

Paid parental leave will be offered to employees following the birth of an employee's child, or if you are planning to adopt or foster long-term when adoption is the intended outcome. The purpose of this leave is to enable an employee to care for and bond with a newborn; therefore, the leave must be taken within 12-months following the event. This leave is offered in addition to any Short-Term Disability (STD) benefits offered by Otsuka and would begin following the closure of STD benefits.

In order to receive paid parental leave benefits, you will be asked to provide documentation to support your leave, including:

- Birth Certificate
- Hospital Discharge Summary
- FMLA Certification Form
- Any Other Supporting Documentation for Proof of Birth
- Supporting documentation for adoption or fostering long-term when adoption is the intended outcome

If you are approved for the Otsuka Paid Adoption Leave, you may also be eligible for the Otsuka Adoption Assistance Program which can provide up to \$20,000 for adoption assistance. For further details regarding the Otsuka Adoption Assistance Program, please reference the Adoption Assistance Policy.

Paid Care Partner Leave

Paid Care Partner Leave provides 2-week of salary continuation for one care partner event per Immediate Family Member in a rolling calendar year. The timing of the leave must be discussed and agreed upon with your manager and the Otsuka Leave Administrator. All employees regularly scheduled to work at least 30 hours per week for Otsuka and who intend to return to work following paid care partner leave are eligible for this leave. There are no service requirements and this leave must be utilized in no less than daily increments. This leave must be taken within 12-months following the event.

The paid care partner leave provides employees paid time off to care for an immediate family member with a serious health condition. For the purposes of this policy, "Immediate Family Member" means an employee's spouse or domestic partner, children, step-children, parents, parents of spouse or domestic partner, step-parents, parent-in-laws, brothers, step-brothers, sisters, step-sisters, step-parent-in-laws and grandparents-in-law.

In order to receive the benefits, each care partner event will require satisfactory completion of the Otsuka Paid Care Partner Leave Certification Form.

Coordination with State & Local Benefits

For employees working in a state, county, or city that offers paid family leave, the Otsuka Paid Parental leave will run concurrently with the state or local paid family leave, to the extent permitted by applicable law.

Any supplemented amount counts against the employee's maximum allotment of leave under this policy. The Otsuka Paid Parental and Care Partner Leaves will also run concurrently with any other similar local, state and federal leave protections, including FMLA, to the extent permitted by applicable law. continuation benefits while Otsuka's paid family leave benefits will be the employee's secondary salary continuation benefits. Otsuka will supplement the state or local paid family leave benefit such that the combination of the state or local benefit plus the Otsuka Paid Parental or Adoption Leave benefit will equal 100% of an employee's base pay.

As of the leave of absence start date (applicable to state or local waiting period for benefits), Otsuka will immediately begin to offset and deduct the maximum weekly state or local paid family leave benefits from an employee's paycheck. This will continue through the leave of absence end date or maximum state or local paid family leave benefits end date.

It is the responsibility of the employee to complete the necessary filing for state or local benefits directly through the state or local entity or Otsuka's Leave & Disability Administrator. While an employee's claim is pending final determination by the state or local entity, Otsuka will continue to offset and deduct the maximum weekly paid family leave benefits.

During a leave of absence, the state or local paid family leave benefits will act as the employee's primary salary.

Impact on Other Benefits

Your benefit deductions will continue while on leave under this policy.

Pay & Holidays

Salary continuation is base salary and automobile stipend if applicable.

Holidays that occur during paid leave will be treated as paid leave pay and will not be paid as holiday in lieu of paid leave following the paid leave.