

Global Paid Parental Leave Employee Policy

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Commvault will provide paid leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, surrogate, or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child

US POLICY

This policy will be in effect for births and adoptions, including through surrogacy, and placements of foster children occurring on or after April 1, 2021.

For purposes of this policy, we define a "child" as someone who is under the age of 18 (under the age of 23 if mentally or physically disabled) and under the custody or care of an employee or the employee's spouse or partner.

Eligibility

To be eligible you must be a regular employee on the payroll of Commvault. This benefit is not available to temporary employees, contractors, and consultants.

Duration and timing

- Regular eligible employees receive eight (8) weeks of paid leave;
- Paid parental leave must be taken within twelve (12) months of birth, adoption, or foster care placement;
- In no case is more than eight (8) weeks of paid leave available in a rolling 12-month period, regardless of the number of births, adoptions or foster care placements occurring in that period;
- A multiple birth, adoption, or foster placement (e.g., the birth of twins or adoption of siblings) does not increase the amount of paid leave granted for that event;
- If two eligible employees of Commvault are the parents of a newborn or adopt or foster the same child, the two employees are entitled to eight (8) weeks of paid leave each.

Other key provisions

- Each day of parental leave is compensated for 100 percent of the employee's regular compensation and paid in accordance with regularly scheduled pay dates. For sales/commissioned employees, please refer to the guidelines in the sales/commissioned employees Comp Plan as they will apply.
- Paid parental leave can be taken in several two-week (minimum) increments or as eight weeks. The leave must be approved by HR and the employee's supervisor prior to being taken.
- Leave may be taken before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be entitled to leave to attend

Commvault reserves the right to change this policy at any time, with or without notice (subject to applicable law), that this policy is not a contract of any kind, and that it does not affect the at-will status (if applicable) of the employment relationship. *February 2022*

counseling sessions, appear in court, consult with his or her attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption before the actual date of placement.

- Commvault will continue all applicable benefits, deductions, and employee contributions for eligible employees during paid parental leave just as if they were taking any other company paid leave such as paid time off (PTO) or paid sick leave.
- If an employee is on paid parental leave when the company closes due to holidays, weather related issues, etc., that time will be recorded as paid parental leave. Such days will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that has exhausted FMLA leave will be afforded the same level of job protection for the period that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.
- Unused paid parental leave is forfeited at the end of the parental leave period.
- Unused paid parental leave is not paid out at separation from employment.

Coordination with FMLA

Paid parental leave runs concurrently with leave under the Family and Medical Leave Act (FMLA) where applicable; therefore, any leave taken under the Commvault Paid Parental Leave policy that also qualifies as FMLA leave will be counted towards the twelve (12) weeks of available FMLA per a 12-month period.

Coordination with state-mandated paid family leave programs

- Eligibility for Commvault's Paid Parental Leave benefit and eligibility for state-mandated paid family leave will be separately determined.
- If a state-mandated paid leave is available, the employee must file for benefits with the state to receive Commvault's paid parental leave. The employee must provide HR with documentation that they have applied with the state.
- Paid parental leave runs concurrently with any state-mandated paid family leave for which the employee is eligible (e.g., New York Paid Family Leave (NY PFL), Massachusetts Paid Family Leave (MA PFL), New Jersey Family Leave Insurance (FLI), regardless of whether the employee receives the state benefit.

Requests for paid parental leave

- An eligible employee shall provide his or her supervisor, Human Resources, and the benefits department with written notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The leave request shall include a return-to-work date.
- The employee must complete the necessary leave process and provide all documentation as required by the benefits department to substantiate the request.

- The employee will initiate the paid parental leave through Lincoln Financial Group (third party leave administrator) in accordance with instructions available from HR and benefits.
- The request for paid parental leave must be made to Lincoln Financial Group at least five (5) business days in advance of the request for this time off.
- The employee must provide proof of birth such as birth certificate, crib card, hospital discharge papers or placement/adoption certificate.

More information

- For information about Commvault's short-term disability benefit that may be available for an employee's own medical needs during and/or following childbirth, please contact Benefits@commvault.com. Paid Parental leave does not offset for the birth mother's own disability (pregnancy) and is considered a separate benefit from short-term disability
- After paid parental leave is exhausted, additional leave may be available through FMLA, or a state-mandated paid family leave program, alone or in combination. Please contact Lincoln Financial Group at www.MyLincolnPortal.com or by calling your Case Manager at 1-800-210-0268 or Leave Specialist at 888-685-1372.

GLOBAL

The following applies unless local laws are more generous than the Commvault policy. Where local provisions are less, the Commvault policy applies. Where the local provisions including eligibility to avail the parental leaves are more generous

than the Commvault policy, then such regional statutory leave provisions will automatically apply, and Human Resources will ensure the applicable local provisions are adhered to as we receive the applications on a case-to-case basis.

Commvault full-time employees will be eligible to receive a minimum of eight (8) weeks of paid parental leave. Where applicable, this time will run concurrent with all other non-pay related parental leave. This policy will be in effect on or after April 1, 2021.

For purposes of this policy, we define a “child” as someone who is under the age of 18 (under the age of 23 if mentally or physically disabled) and under the custody or care of an employee or the employee’s spouse or partner. This may differ by region.

Eligibility

To be eligible you must be a regular employee of Commvault. This benefit is not available to temporary employees, contractors, contract workmen and consultants

Duration and timing

- Regular eligible employees receive eight (8) weeks of paid leave;
- Paid parental leave must be taken within twelve (12) months of the birth, adoption, or foster care placement;
- In no case is more than eight (8) weeks of paid leave available in a rolling 12-month period, regardless of the number of births, adoptions or foster care placements occurring in that period;
- A multiple birth, adoption or foster placement (e.g., the birth of twins or adoption of siblings) does not increase the amount of paid leave granted for that event;
- If two eligible employees of Commvault are the parents of a newborn or adopt or foster the same child, the two employees are entitled to eight (8) weeks of paid leave each.

Other key provisions

- Each day of parental leave is compensated at 100 percent of the employee’s regular compensation and paid in accordance with regularly scheduled pay dates.
- For sales/commissioned employees, please refer to the guidelines in the Sales/commissioned employees Comp Plan as they will apply.
- Paid parental leave can be taken in several two-week (minimum) increments or as eight (8) weeks. The leave must be approved by HR and the employee’s supervisor prior to being taken.
- You must check with your manager and local HRBP regarding how your paid parental leave can be taken. This timing of the leave must be approved by HR and the employee’s supervisor.

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- Leave may be taken before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be entitled to leave to attend counseling sessions, appear in court, consult with his or her attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption before the actual date of placement.
- Commvault will continue all applicable benefits, deductions, and employee contributions for eligible employees during paid parental leave just as if they were taking any other company paid leave such as paid time off (PTO) or paid sick leave.
- If an employee is on paid Commvault parental leave when the company closes due to holidays, weather related issues, etc., that time will be recorded as paid parental leave. Such days will not increase the total paid parental leave entitlement.
- Unused paid parental leave is forfeited at the end of the parental leave period.
- Unused paid parental leave is not paid out at separation from employment.

Requests for paid parental leave

- An eligible employee shall provide his or her manager and Human Resources with written notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The leave request shall include a return-to-work date.
- The employee must complete the necessary leave process and provide all documentation as required to substantiate the request.
- The employee must provide proof of birth such as birth certificate, crib card, hospital discharge papers or placement/adoption certificate.

More information

For information, please contact Benefits@commvault.com. Paid Parental leave does not offset for the birth mother's own disability (pregnancy) and is considered a separate benefit.

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