



Flexible Time Off (FTO) Policy

Eligibility

All active regular U.S. employees (excluding contractors and temporary employees) are eligible for FTO starting from their date of hire.

- Eligible employees may take time off as needed, as their work permits with manager's approval. All time off under this policy is referred to as Flexible Time Off (FTO). Employees will receive their regular pay while on FTO and it will be considered 'eligible earnings' for bonus plan purposes.
- All employees must still record all time off taken, in accordance with the type of leave taken (e.g., sick, vacation, jury duty, bereavement, etc.).
- Time off is recorded in Workday for salaried employees and in ADP for hourly employees.
- FTO does not count as time worked in the calculation of overtime.
- Requested time off longer than 15 consecutive business days (excluding disability leaves) requires approval from the employee's Line of Business Head; leaves running longer may be considered unpaid, or personal leaves, if approved.
- For the first week of approved disability or FMLA Leave, employees will continue to receive their regular salary using FTO.
- After the first week of disability, employees will be eligible for FTO in accordance with our Leave Policy. Examples of leaves of absence that may be paid FTO under this policy include:
 - Family and Medical Leave (includes time under the FMLA and CFRA)
 - Bereavement Leave
 - Jury Duty and Witness Leave
 - Military Leave
 - Short- or Long-Term Disability
 - Workers' Compensation Leave
 - Personal Leave
- Employees who abuse this policy—for example, by taking excessive unplanned absences that damage their productivity or the productivity of their team—will be subject to corrective action, up to and including termination of employment.

Employee Responsibilities

- Whenever possible, vacation time must be scheduled at least two weeks in advance. The duration of vacation time is subject to manager approval.
- If you are off due to illness without being able to give notice, let your manager know at the start of the business day and each subsequent day you are absent.
- You are responsible for ensuring the work gets done while you are off by arranging coverage with your co-workers and manager, or getting it done in advance.
- Your manager will make every effort to accommodate requests to schedule vacation; however, s/he reserves the right to prioritize requests based on business need.
- There may be times when you are expected to complete urgent work during your time away under this policy.
- Record all time off taken. FTO for illness should be recorded as Sick Leave, and FTO for personal/vacation reasons should be recorded as Vacation Leave. Time off for other eligible leave reasons, such as jury duty, bereavement, etc., should be recorded accordingly.
- Time off is recorded in Workday for salaried employees and in ADP for hourly employees.
- If you take time off due to a short-term illness (typically ten days or less) while not on an approved Leave of Absence, update your manager daily on your availability to return to work.

Manager Responsibilities

- Make sure you find a way for your team members to take FTO, even the busiest teams and busiest members need time off.
- All requests for time off do not automatically get approved; there are times when you may not approve time off (e.g., during high volume periods, approaching critical deadlines, team coverage shortages, employees with performance issues, or to prevent overuse). Ensure there is balanced time off among team members.
- Ensure employees record all time off in Workday or ADP. Monitor time off requested and taken by all team members to ensure proper compliance with the FTO policy.
- Ensure appropriate team coverage is in place during your employee's time off.

Inform HR immediately if an employee brings up any potential Family and Medical Leave issues, or medical issues that may impact their work or require a leave of absence or extended period off (typically any absence longer than two weeks). HR will follow up with the employee.

Responsibility and Authority

Human Resources is responsible for maintaining and administering this FTO Policy.

Note: Within the constraints of applicable law, Conga reserves the right to modify or terminate this policy at any time, with or without notice. Any exceptions to this practice must be approved in advance by the appropriate LineofBusinessHeadandChiefPeopleOfficer.

This document in no way shall be construed to represent a contract of employment between Conga and the employee. Neither the establishment of this policy, nor any modification thereof, nor the payment of any benefits hereunder, will be construed as giving to any participant, employee (or any beneficiary of either), or other person any legal or equitable right against the Company or any officer, director or employee thereof, and in no event will the terms and conditions of employment by the Company of any employee be modified or in any way affected by this policy.