

Bath & Body Works Foster Care Paid Leave Policy

The Bath & Body Works Foster Care Paid Leave Policy (“the Policy”) established by Bath & Body Works (“BBW”) and administered by Lincoln Financial Group (“LFG”) recognizes the importance of supporting our associates when gaining temporary custody of a child(ren) through a government-sponsored foster care or kinship program. This policy is intended to provide necessary flexibility to support and balance work responsibilities with foster care responsibilities. Eligible full-time associates, as defined below, with a need to take time off work related to receiving temporary custody of a child(ren) can request up to one (1) week of paid leave per placement, for a maximum of three (3) weeks of paid leave in a rolling 12-month period.

Program Details

You may qualify for the benefit under this Policy if a child(ren) has been placed into your care through foster care by a state or county agency or gaining temporary custody of a child(ren) through a kinship program by a county and/or state. The benefit administrator for this policy, LFG, will administer support for all Eligible Associates such as reviewing and approving necessary documentation, answering questions regarding the Policy, and communicating approvals or denials to you. To obtain any benefit under this Policy, you must provide LFG with the state specific individual childcare agreement AND proof of guardianship documents. You are responsible for filling out any forms or submitting any documentation required to receive payment during your leave or to otherwise process your request. Failure to complete the required documentation may result in a denial of paid leave.

To be eligible for paid leave under this Policy, the adopted child must be under age 18.,

A placement is defined as the start of temporary custody for any number of child(ren) placed into your custody. Leave is based on the placement date and not on the number of children placed into your care.

If the individuals caring for a child(ren) are both Bath & Body Works Associates, only one associate can request leave under this Policy for the same child(ren).

Associate Eligibility

Eligible Associates, defined as US associates actively employed and classified as full-time, are immediately eligible on their first day of active employment with BBW. Leave benefits will begin under this Policy at the time of placement or custody.

How to apply

To obtain the benefit under this policy, associates must apply for the leave with LFG by calling 1-844-869-3454 or going online at lincolnfinancial.com, **Company Code: BBWI (first time users)**.

Your Pay

If approved, you will be paid 100% of your base rate of pay in effect as of the beginning of your approved leave (taxes and standard deductions will still apply). If you work in a state that has paid family and medical benefits, your foster care leave will be reduced by the amount payable under the paid family and medical leave program. In no instance will the combined state paid family and medical leave and

Bath & Body Works' foster care leave exceed 100% of your base rate of pay. Contact LFG with any questions.

If you earned a merit increase while on leave, you will receive your increase and any applicable retro-active payments as soon as administratively feasible upon your return.

Associates who intend to adopt can apply for parental leave. If foster care leave and adoption take place in the same calendar year, the foster care leave time used will reduce the parental leave balance.

You will not be paid out for any unused foster care leave, either during or after your employment.

Time Away Calculation

The company uses a rolling 12-month method to calculate how much foster care paid leave you are able to use. Under this method, each time you request foster care paid leave, the company measures back 12 months from your first date of absence. You would be eligible for the foster care paid leave not used in the preceding 12-month period. For example, if you used 2 weeks of foster care paid leave in the preceding 12 months you would be eligible to use the remainder of 1 week.

Approved paid time away from work for foster caregiving must be taken in one-week increments (up to 40 hours).

Additional Information

Coordination with Other Programs: Federal or state leave entitlements (such as FMLA) will run concurrently with Foster Care Leave, and all statutory requirements and limitations will apply. Where government leave entitlements are more generous than this policy, the government policy will apply.

Policy Effective Date: January 1, 2025