ONCOR PRINCIPLES, POLICIES AND PROCEDURES

Title:	**Military Leave of Absence**
Responsible Officer:	**Chief Human Resources Officer**
Last Reviewed/Revised Date:	**July 16, 2026**

Purpose

All regular employees who enter the United States or state military service will be provided leave of absence and re-employment rights in accordance with applicable laws in effect at the time of such leave.

Policy

The Company recognizes the obligation of persons to serve in the Uniformed Services of the United States, including the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency. Therefore, a military leave of absence will be granted to any employee who serves in the United States or state military.

- All regular employees who are called to engage in full time Uniformed Services of the United States, including the Armed Forces, the Army National Guard and the Air National Guard National Guard duty, the commissioned corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency will be granted eighty (80) hours of paid time *off,* in addition to vacation and floating holidays, to use at his/her discretion either immediately before or after deployment for the purposes of preparing to deploy or reacclimating after deployment. This additional paid time *off* will not apply to training assignments.

- For time reporting purposes in for non-exempt employees who enter time in Maximo, payroll code "3039" should be used. For non-exempt employees who enter time in Work Tech Time, payroll code "068" should be used.

  - The supervisor should maintain appropriate documentation regarding the additional eighty (80) hours of paid time *off* military absence for deployed exempt employees, as no formal time reporting is required.

PAYROLL STATUS

Subject to execution of the appropriate form described in the following paragraph, eligible employees will be retained on the Oncor active payroll in a paid status for the length of the military absence(s), up to a maximum of six months total military call-up time. This includes possible intermittent and/or multiple call-up periods. The Company may extend these provisions beyond the maximum period of six months at its sole discretion upon approval by the Chief Human Resources Officer. The following provisions will apply:

Prior to starting the military leave, the employee must sign the appropriate form consenting to the deduction from the employee's base pay of any military pay received during the leave, either during the leave as the military pay is received by the employee, and/or after return from the leave. If the employee signs this consent form, the employee will continue to receive his/ her regular base pay, less applicable deductions, throughout the military leave, at the pay rate in effect on the date the employee is called up for active duty.

- The supervisor or manager with the assistance of the Human Resources Business Partner should put the employee on leave of absence in Ultipro. To do so, go to the employee's "status/key dates" tab, select "change status", enter "leave of absence", and choose "military call-up with pay". The effective date of the beginning of the leave and an expected return date must be entered. (It is better to overestimate the return date if you are uncertain.) This applies to both exempt and non-exempt employees.

- For time reporting purposes in for non-exempt employees who enter time in Maximo, payroll code "3039" should be used. For non-exempt employees who enter time in Work Tech Time, payroll code "068" should be used.

- The supervisor should maintain appropriate documentation regarding the military absence of exempt employees, as no formal time reporting is required.

- Employees must send their military pay vouchers to their supervisor as soon as possible, preferably as they get them during their absence, or upon their return to work with the Company. The supervisor will forward the pay vouchers to the appropriate payroll representative. An amount equal to the applicable military pay received during the absence period will be deducted from the employee's regular pay. The employee's name and social security number should be clearly visible on the pay voucher .

STATUS OF BENEFITS

During the length of the military leave, affected employees will continue to be eligible for employee benefits, subject to the provisions of the applicable plans, including the Oncor Thrift Plan and the Oncor Retirement Plan, except as listed below.

<u>While on paid military leave:</u> Monthly contributions for coverage under any of the Company's health and welfare options in which the employee was enrolled immediately prior to the leave will continue at the applicable employee rates. If the benefit deductions are greater than the earnings, then the employee is responsible for paying Oncor the difference through an agreed upon payment arrangement.

- Health care benefits may be coordinated with the military where appropriate.

- Basic and Voluntary Life Insurance, Accidental Death & Dismemberment (ADD) and Long Term Disability (LTD) - Coverage will continue under the provisions of the applicable plans. Benefits, however, are not paid if a claim is in connection with military service.

- Appliance Purchase and Energy Conservation - deductions will continue for current purchases under the plans. Employees will not be eligible for additional purchases and financing under the plans during the call-up period.

- Retirement Plan:

  Time spent on a paid military leave of absence by employees who are reemployed following the leave under the reemployment guidelines described above, will be included for purposes of determining eligibility, vesting and accrual of benefits under the Oncor Retirement Plan.

- Thrift Plan:

  If an employee is a participant in the Thrift Plan upon entering the military service, employee savings and corresponding matching contributions to the employee's account will continue during the paid leave of absence.

<u>If on an unpaid military leave</u>: If any portion of the military leave is unpaid (i.e., the leave extends beyond six months), the employee will have the option to elect to continue coverage for themselves and their dependents under Oncor's medical, dental and vision options in which the employee was enrolled immediately prior to the leave. The maximum period of coverage shall be the lesser of the following: 1.) 24-months beginning on the first date of the unpaid leave of absence or 2.) the day after the date following the leave that the person is required to take - if the person fails to return or apply for re-employment. An employee who elects continued coverage will be required to timely pay a monthly premium for such coverage in the amount of 102 percent of the cost of such coverage unless the period of uniformed service is less than 31 days, in which case the employee will be required to pay the normal employee share for the coverage.

- No company contributions to the medical HRA or HSA are made during an unpaid military leave of absence. Funding for any earned company contributions will occur upon return from military leave.

- If the employee does not elect to continue the coverage, or if coverage is terminated during the unpaid military leave of absence, the employee shall have such coverage reinstated upon reemployment without a waiting period or any exclusions. This provision shall not apply to coverage of an illness or injury incurred, or aggravated, during the performance of the military service.

- Basic and Voluntary Life, Accidental Death and Dismemberment (AD&D) and Long Term Disability options are terminated for an unpaid military leave of absence, but are reinstated upon return without a waiting period or any exclusion.

  - Retirement Plan:

    Time spent on an unpaid military leave of absence by employees who are reemployed following the leave under the reemployment guidelines described above, will be included for purposes of determining eligibility, vesting and accrual of benefits under the Oncor Retirement Plan.

- Thrift Plan:

  If an employee is a participant in the Thrift Plan upon entering the military service, employee savings and corresponding matching contributions to the employee's account will be discontinued during the unpaid portion of the military leave of absence. However, upon subsequent reemployment under the reemployment guidelines described below, the employee will have an opportunity to make employee contributions to his/her account to the extent such contributions would have been allowed had employment been continuous during the leave of absence. Any such contribution must be made by the employee within the period beginning with the date of re-employment and extending for a period equal to three times the period of the employee's service, not to exceed five years. Oncor will make matching contributions that correspond to the employee contributions made by the employee within the guidelines described above.

Upon reemployment from paid or unpaid military leave:

- Vacation:

  Upon reemployment following the military leave of absence under the reemployment guidelines described above, the employee will be eligible for vacation. See Vacation policy for additional information

- Other Employee Benefits:

  The employee will be immediately eligible for all other employee benefits offered by the Company for which the employee is otherwise eligible upon reemployment under the reemployment guidelines described below.

Reemployment

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- Less than 91 days of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service; or (ii) if Oncor determines that the individual is not qualified for such position after reasonable efforts by Oncor, in the position in which the employee had been employed prior to military service.

- More than 90 days and less than 5 years of military service - (i) in a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or (ii) if Oncor determines that the individual is not qualified after reasonable efforts by Oncor, in the position of the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.

- Employee with a service-connected disability - if after reasonable accommodation efforts by Oncor, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the employee and Oncor ; or (ii) if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

Oncor is not required to reemploy an individual returning from a military leave under the circumstances described below. Function level approval must be obtained before any of these exceptions can be relied upon.

- Due to a change in Oncor's circumstances, reemployment has become impossible or unreasonable;

- The person who would otherwise be entitled to reemployment suffers from a disability incurred during the Uniformed Service and for that reason, or any other, is not capable of performing the essential functions of his pre-military leave job or any other available job within Oncor (even after considering all reasonable accommodations);

- The employment from which the employee took the military leave of absence is for a brief, non-recurrent period and there is no reasonable expectation that such employment will continue indefinitely or for a significant period of time;

- Reemployment would pose an undue hardship upon Oncor; or

- The employee did not receive an honorable discharge from military service.

Governance / Implementation

An employee taking a military leave of absence must have provided Oncor with advance written or verbal notice of the obligation to serve and the cumulative length of such service (including all previous absences from Oncor by reason of uniformed service) must not exceed five years. In addition, the employee must report to or apply for reemployment in accordance with the following guidelines:

- An application for reemployment may be made verbally or in writing. The application should indicate that the employee is a former employee returning from service in the uniformed services and that he or she seeks reemployment with Oncor. The employee is permitted but not required to identify a particular reemployment position in which he or she is interested.

- If the period of uniformed service was less than 31 days, the employee must report to the employer on the first full regularly scheduled work day following the completion of service.

- If the period of service was greater than 30 days but less than 181 days, the employee must submit an application for reemployment with the Company not later than 14 days after service completion.

- If the period of service exceeded 180 days, the employee must submit an application for reemployment with the Company not later than 90 days after service.

- An employee that is hospitalized for an injury or illness incurred or aggravated during the performance of the uniformed service shall have until the end of the period needed for recovery from such illness to report to work, provided the recovery does not exceed two years.

A reemployed person who has been absent for more than 90 days may be required to provide Oncor with documentation establishing that the application for reemployment was timely, that service had not exceeded five years and that the employee's separation from service was an honorable discharge or better. Oncor may require such documentation before treating the employee as not having incurred a break-in-service for pension benefit purposes.

Failure to report or apply for re-employment within these deadlines will not automatically forfeit the employee's right to be reemployed, but they will be subject to the established policy and practice of Oncor pertaining to a standard absence from scheduled work.

An individual reemployed under this policy and in accordance with USERRA cannot be discharged by Oncor, except for cause, within the following time periods:

- If the period of uniformed service prior to re-employment exceeded 180 days, the employee may not be discharged within one year following the reinstatement, except for cause; and

- If the period of service was more than 30 days and less than 181 days, the employee may not be discharged within the 180-day period following the reinstatement , except for cause.