BrightSpring Planned Time Off (PTO) Policy forPharMerica and Support Center Employees

Effective: January 1, 2025

Purpose

The BrightSpring Planned Time Off (PTO) Policy provides paid time off from work that can be used forrest, relaxation, personal or family illness, personal appointments, volunteerism, and other activities of your choice. You will accrue a specified amount of PTO each pay period, based on length of serviceand hours worked each week (for hourly employees), and subject to any maximum accrual amounts established under the Policy. You can use PTO as you see fit, subject to the terms and conditions of this Policy. Our intent is to provide you a flexible planned time off benefit package while at the same time ensuring the quality of services to the individuals we serve. Some states or local jurisdictions have additional or different requirements for paid sick leave, and eligible employees in those jurisdictions will receive any additional or greater benefits of the local law.

Eligibility

If you are classified as a full-time employee and work at least 30 hours per week, you are eligible to accrue PTO. If you are a salaried full-time employee in the Support Center or a salaried full-time PharMerica Corporate based employee in Louisville, Tampa, Brockton and Longmont, you are covered by the Results Driven Time Off (RDTO) Policy instead of this policy and should refer to the RDTO policy. Additionally, other salaried positions may be eligible for the RDTO Program as determined and approved by your Line of Business President. If you are eligible for the RDTO Program, you will be notified by your direct supervisor and/or Human Resources representative. Part-time and PRN/Per Diem employees may be eligible for paid sick leave if they work in a state or locality with an applicable paid sick leave law. BrightSpring will comply with all applicable paid sick leave laws for all eligible employees.

Accruing PTO

When PTO is Accrued. You will begin to accrue PTO after you have met the

eligibility requirements. The number of hours of PTO you accrue each pay period depends on your length of service and the number of hours you actually work each pay period (excluding overtime). You will notaccrue PTO during unpaid leaves of absence. Refer to the PTO Schedule at the end of this Policy.

Maximum Balance. To encourage you to take time off, your PTO accrual will stop once you have reached a maximum balance of 200 hours of PTO. Your balance includes PTO hours accrued in the current year and any carryover PTO hours from the prior year. Once you hit the maximum balance of 200 PTO hours, you will stop accruing PTO. Once your PTO balance drops below 200 hours, your PTOaccrual will resume until you once again reach the maximum PTO balance of 200 hours.

Carryover. If you do not use all of your accrued PTO hours before 11:59 pm on December 31 of each calendar year, you will be allowed to carryover up to eighty hours (80) of accrued but unused PTO into the following calendar year. Any unused, accrued PTO hours in excess of eighty (80) hours will be forfeited at 11:59 pm on December31 and will not be paid out in lieu of use, to the extent permittedby state and local law.

For employees in states that do not permit forfeiture of accrued PTO hours, you will continue to be subject to the maximum PTO balance of 200 hours, as described above under "Maximum Balance." As described above, once you accrue 200 hours of PTO, you will stop accruing any additional PTO until your PTO balance drops below 200 hours. At that time, your PTO accruals will resume, subject to the maximum PTO balance of 200 hours.

Employees will not receive payment in lieu of using any accrued PTO, unless otherwise expresslyprovided in this Policy or as required by applicable law.

PTO Rate of Pay. If you are paid hourly, PTO will be paid at your regular base rate of pay. If you have multiple rates of pay, PTO will be paid using Rate 1, as noted in ADP Enterprise. If you are paid on a salary basis, you will be paid for PTO based on your annual base salary, pro-rated accordingly. PTO may be used in the following increments:

Hourly Employees – Fifteen (15) minute increment(s)

Salaried Employee – One (1) hour increment(s)

<u>Using PTO</u>

PTO Use. You may use PTO only after it has been accrued. BrightSpring does not allow your PTO balance to drop below zero.

You must use accrued PTO for all scheduled and unscheduled full or partial day/shift

absences based on the number of hours you are scheduled to work that day. For example, if you're scheduledto work a ten (10) hour shift, you must use (10) hours of PTO if you will be absent the entire shift.
You may not request PTO in excess of your regularly scheduled hours. PTO hours are not taken into account for purposes of determining whether an employee has worked overtime.

Leaves of Absence. If you're on an approved personal or Family and Medical Leave Act (FMLA) leaveof absence, you will be required to use your accrued PTO hours concurrently with such leave of absence, to the extent permitted by applicable law. If all accrued PTO is used, the remainder of the leave will be unpaid. Use of PTO hours for approved FMLA leave will be counted towards your twelve (12) week FMLA entitlement.
For other leaves of absence, you may also be permitted and/or required by BrightSpring (to the extent permitted by applicable law) to use accrued PTO during any period of unpaid leave. Please contact Human Resources for additional information on required or permitted use of accrued PTOduring specific leaves of absence.

Providing Notice

Planned Absence. Requests to use PTO for planned absences such as vacation must be requestedfourteen (14) day in advance. PTO should be documented and approved by your supervisor utilizingthe Employee Punch Correction/ Adjustments/ Days-Off Request/ Hours Allocation Form. Please note that approval of requests to use PTO will be made by BrightSpring in its sole discretion (unless otherwise required by applicable law), and may depend on business demands and needs, as well asconflicts with the scheduling of PTO requested by other employees.

Unplanned Absence. If you are absent due to an unplanned event, such as a personal or family illness or emergency, you must notify your supervisor as soon as reasonably possible in accordance with the BrightSpring Attendance Policy, or as otherwise may be required by law.

Change in Status

Change from Full-time to Per Diem Status. If you change from full-time to Per Diem status, you will stop accruing PTO under this Policy. You will receive payment for your accrued and unused PTO balance at 75%. Such payment will generally be reflected on your next paycheck following your change in status. You may be entitled to continue to accrue paid sick leave pursuant to state or local laws.

Change from Full-time to Part-time Status. If you change from full-time to part-time

status, you will stop accruing PTO under this Policy. However, you will retain your accrued and unused PTO balance, and you may continue to use your accrued PTO until your PTO balance is depleted. You may be entitled to continue to accrue paid sick leave pursuant to state or local laws.

Change from Part-time to Per Diem Status. If you change from part-time to Per Diem status and have a balance of accrued but unused PTO, you will receive payment for your accrued and unused PTO at 75%. Such payment will generally be reflected on your next paycheck following your change in status. You may be entitled to continue to accrue paid sick leave pursuant to state or local laws.

Change to Full-time status. You will begin accruing PTO once you satisfy the eligibility requirements based on the date you changed to full-time status. An employee will retain their accumulated Company service if the break in service and/or period of part-time or per-diem employment is less than thirty (30) days.

PTO is not a form of deferred compensation and is not vested until it is used by the employee. In the event that an employee has moved between full-time and part-time employment or is re-employed, he/she will be considered a new employee who must meet the eligibility requirements before accruing PTO hours. An employee will retain his or her accumulated company service if the break in service and/or period of part-time employment is less than 30 days. This is subject to the applicable state law as the laws of some states may differ.

PTO Payout at Termination

Upon termination of employment, you will receive payment for your accrued and unused PTO asfollows:

Involuntary termination without cause. You will receive payment for your accrued and unused PTO.

Involuntary termination with cause. You are not eligible for payment for your accrued and unused PTO, unless otherwise required by law.

Voluntary terminations (resignation). You will receive payment for your accrued and unused PTO if you provide the requested notice of resignation as outlined in the Employee Handbook, Employment Agreement or other Contractual Agreement and work through your notice period.

Notice should be provided in writing to your immediate supervisor. If you do not provide the required notice and/or do not work through the notice period, you will not receive payment for your accrued and unused PTO, unless otherwise required by law.

The Company reserves the right to revise, alter, amend, or terminate this PTO policy at any time, in accordance with applicable law. This policy does not alter the at-will relationship, nor create a contract of employment between the employee and BrightSpring Health Services.

Further, to the extent any state or local law provides greater benefits than those provided by this PTO policy, the terms of those laws will control only to the extent they provide such greater benefits.

PTO Schedule

Hourly Employees:

Months of FT Service	Hourly PTO Accrual	Annual Accrual Max	Maximum Balance	Annual Carryover Limit
0 – 11 Months	0.0424	11 days / 88 hours	25 days / 200 hours	10 days / 80 hours
12 – 48 Months	0.0654	17 days / 136 hours	25 days / 200 hours	10 days / 80 hours
49 – 108 Months	0.0808	21 days / 168 hours	25 days / 200 hours	10 days / 80 hours
109+ Months	0.0924	24 days / 192 hours	25 days / 200 hours	10 days / 80 hours

Salary Employees:

Months of FT Service	Pay Cycle	PTO Hours Accrued Per Pay Cycle	Annual Accrual Max	Maximum Balance	Annual Carryover Limit
0 - 11 Months	Weekly	1.69	11 days / 88 hours	25 days / 200 hours	10 days / 80 hours
	Bi-weekly	3.39			
	Semi-monthly	3.67			
12 - 48 Months	Weekly	2.62	17 days / 136 hours	25 days / 200 hours	10 days / 80 hours
	Bi-weekly	5.24			
	Semi-monthly	5.67			
49 - 108 Months	Weekly	3.23	21 days / 168 hours	25 days / 200 hours	10 days / 80 hours
	Bi-weekly	6.47			
	Semi-monthly	7			
109+ Months	Weekly	3.69	24 days / 192 hours	25 days / 200 hours	10 days / 80 hours
	Bi-weekly	7.39			
	Semi-monthly	8			