	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

Table of Contents

The Table of Contents is hyperlinked, use ctrl + click to jump to each section of this Policy.


1.0	Bereavement and Funeral Leave	1
2.0	Jury Duty/Witness Leave.....	1
3.0	Voting Leave	2
4.0	Military Service Leave.....	3
5.0	Pregnancy Disability and Paid Parental Leave	5
6.0	Family and Medical Leave (FMLA)	7
7.0	Disability Accommodations Policy	10
8.0	Unpaid Personal Leave	13

This Leave of Absence Policy shall apply to all Exempt U.S. full- and part-time employees. The eligibility and qualifying events are defined within each leave benefit.

Employees must meet the eligibility requirements under each paid and unpaid leave of absence under this policy to be considered for approval.

Employees on a leave of absence will not have access to badging and access to Rivian software, communication channels and shared drives will be paused, including but not limited to Outlook, Slack, and OneDrive. The pause will take effect within 48 hours of starting your leave of absence and will continue until your return to work. If Rivian needs to communicate with you while on leave, it will be via phone or personal email address, so it is imperative to ensure you have current, accurate contact information on Workday. It is important you communicate timely with Sedgwick regarding any changes to your leave or return-to-work date to ensure system and badge access are set up in time upon your return. You must share your return-to-work date with Sedgwick and your manager up to 1 week prior to your return. During your leave of absence, you will still have access to Workday and Guidepost. Any questions you have should be submitted through [Guidepost](#).

When an employee is on a continuous leave of absence for 26 weeks or greater, any Rivian sponsored medical, dental, and vision benefits will be terminated at the end of the month in which you begin your 26th week of leave, unless otherwise prohibited by applicable law. At that time, employees will receive information on how to continue coverage through COBRA if they so choose to elect. Upon an employee’s return to work, they will then be able to re-enroll in medical, dental, and vision benefits as applicable.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

1.0 Bereavement and Funeral Leave

Exempt eligible employees of Rivian, with full or part time employment status, may take five (5) working days (40 hours total) of paid bereavement leave, paid up to a maximum of 8 hours per day, for the death of an immediate family member, as defined below.

This paid leave is granted a maximum of three (3) times in a 12-month period.

1.1 Qualifying Event

- 1.1.1 Death of an immediate family member
- 1.1.2 Immediate family member defined as employee’s spouse or legally recognized domestic partner, parent, parent-in-law, step-parent, child, step-child, sibling, sibling-in-law, step-sibling, grandparent, or grandchild. For purposes of this policy, paid bereavement leave is also available to eligible employees in the event of a miscarriage or still birth.

1.2 Procedures

- 1.2.1 Employees are responsible for requesting bereavement leave from their supervisor as far in advance as possible.
- 1.2.2 Rivian may require verification (in the form of a death certificate, obituary, or other verifiable documentation) of the need for bereavement leave.
- 1.2.3 Additional unpaid bereavement leave, up to a maximum of four (4) consecutive working days, may be granted at the discretion of management based upon business demands. Such additional unpaid bereavement leave must be taken consecutively with the paid bereavement leave available under this policy.


1.3 Funeral Leave for Non-Immediate Family

- 1.3.1 All regular full-time employees are eligible for one (1) day off of work, with a maximum of eight (8) hours of pay, to attend the funeral of a close non-family member that does not fall within one of the defined family members referenced in Section 1.1.2, above.
- 1.3.2 Regular part-time employees are eligible for this benefit if the funeral occurs on a scheduled workday and is subject to the discretion of management based upon business demands.
- 1.3.3 Rivian complies with all applicable laws related to bereavement leave and to the extent any applicable law conflicts with this policy, Rivian will comply with that law.

2.0 Jury Duty/Witness Leave

2.1 Jury Duty

- 2.1.1 Rivian encourages employees to fulfill their civic duties related to jury duty service. Employees summoned for jury duty will be released from work and with may take ten (10) working days of jury duty leave, paid up to a maximum of 8 hours per day (80 total hours). Any absences beyond 10 days will be unpaid unless otherwise required by applicable law.
- 2.1.2 Employees are expected to provide Rivian with proper notice of their request to perform jury duty and supply their manager with verification of service.
- 2.1.3 Employees are expected to return to work if excused from jury duty during regular working hours or released from jury duty earlier than expected.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

2.2 Witness Leave

- 2.2.1 Rivian acknowledges that, on occasion, employees may have an obligation to participate in criminal or civil legal proceedings either as a witness or because the employee or a close family member was victimized by a criminal act. Rivian authorizes leave to attend those proceedings under circumstances described in this policy.
- 2.2.2 Employees required to attend a criminal proceeding either as a witness or as a crime victim (or a close family member of a crime victim), must inform their manager or [Guidepost](#) as soon as possible to make arrangements for a leave of absence.
- 2.2.3 Rivian reserves the right to require employees to provide proof of the need to attend the criminal and/or civil proceedings to the extent authorized by law.
- 2.2.4 Employees who must attend criminal proceedings for reasons authorized by this policy take that leave as paid days.
- 2.2.5 Employees are expected to return to work if excused from the criminal proceedings during regular working hours or released from the criminal proceeding earlier than expected.
- 2.2.6 This policy does not extend leave to employees seeking leave because they have committed or are alleged to have committed a criminal act. Similarly, this policy does not extend to employees seeking leave because they or their family member(s) are a party to a civil lawsuit.
- 2.2.7 Retaliation for taking leave permitted under this policy is strictly prohibited.

3.0 Voting Leave


- 3.1 All employees are eligible to take up to two (2) hours² of paid time off from work at the beginning or end of their scheduled shift to exercise their right to vote but only if they do not have sufficient time outside of working hours to vote.
- 3.2 Employees must request leave under this policy from their supervisor before taking time off to vote.
- 3.3 Rivian expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting or taking leave under this policy.

4.0 Military Service Leave

- 4.1 Rivian recognizes that employees may need to be absent from work to serve in the US military. Rivian provides military service leaves of absence to all regular full- and part-time employees in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.
- 4.2 Employees requiring military service leave must provide advance notice to their supervisor and [Guidepost](#). When possible, employees should give at least 30 days' notice of their requested leave. If 30 days' notice is not possible because of military necessity or for other reasons, as much advance notice as possible should be provided.

¹ Immediate family member is defined in the Bereavement and Funeral Leave policy (may be expanded based upon state or local law).

² Additional paid voting leave may be provided if required by applicable law.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

4.3 Employees should submit a copy of their military orders, training notice, or order to active duty to their supervisor.

4.4 Employees are entitled to 120 hours (up to a maximum of 8 hours/day) of paid military leave in a fiscal year or a maximum of three (3) 40-hour workweeks. Additionally, employees may use any or all of their accrued, available paid time off during their military service leave. Please be advised, Flex Time Off is not an accrued benefit.

4.5 Reemployment:

4.5.1 Employees may be eligible for reemployment after their military service leave. Any employees who would like to return to work must report to work or submit an application for reemployment to the People Team, including their military discharge documentation, if available, as follows:

4.5.1.1 If their military service was for less than 31 days, they must report to work on the first regularly scheduled workday that is at least eight hours after they return home from military service.

4.5.1.2 If their military service was for 31 to 180 days, they must apply for reemployment within 14 days following completion of military service.

4.5.1.3 If their military service was for more than 180 days, they must apply for reemployment within 90 days following completion of military service.

4.5.1.4 If they suffered a service-connected injury or illness and they are hospitalized or convalescing, they have up to two years following completion of military service to return to their jobs or apply for reemployment, depending on the length of recovery time required.

4.5.2 If any employees are unable to comply with this reporting schedule through no fault of their own or if they are injured or recovering from an injury and need an accommodation for specific circumstances beyond their control, they should speak with the People Team as soon as possible to determine if they are eligible for a reasonable accommodation or additional time to apply for reemployment. Employees who do not report to work or apply for reemployment within the applicable timeframe will be subject to Rivian’s rules about unexcused absences.

4.5.3 Nothing in this policy requires Rivian to reemploy individuals who are not eligible for reemployment rights under applicable law.

4.6 Seniority Rights After Reemployment


Employees who are eligible for reemployment will be reemployed with the same seniority, and all rights and benefits based on that seniority, that they would have attained if they had not taken military leave. Seniority rights include pay and benefits that accrue or are determined based on their length of service.

4.7 State or Local Military Service Leave Laws

Where state or local military service leave laws offer more protections or benefits to employees, the protections or benefits that are most favorable to the employee, as provided by such laws, will apply.

4.8 Discrimination and Retaliation Prohibited

Rivian prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person's membership in or obligation to perform service for any branch of the US military. Specifically, no one will be denied employment, reemployment, promotion, or any other benefit of employment, or be subjected to any adverse employment action based on that person's membership in or service for any branch of the US military. In addition, no one will be disciplined,

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

Rivian is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, Rivian may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

5.1 Pregnancy Disability and Paid Parental Leave

Rivian recognizes that employees may require time away from work following the birth, adoption, or foster care of a child (referred to as “Parental Leave” in this policy). Rivian recognizes the importance of this time away for the physical and psychological well-being of our employees and their families. This policy describes the Paid Parental Leave and Paid Pregnancy Disability Leave benefits offered by Rivian that apply to mothers and fathers of newly born, newly adopted or newly placed foster children as further described below.

5.2 Eligibility


- 5.2.1 All full-time, exempt, regular active employees are eligible for Paid Pregnancy Disability Leave and Paid Parental Leave benefits as described below.
- 5.2.2 All full-time, exempt, regular active employees will be eligible for Paid Pregnancy Disability Leave and Paid Parental Leave upon their first day of employment.

5.3 Paid Pregnancy Disability Leave

- 5.3.1 Rivian offers Paid Pregnancy Disability Leave to eligible employees (see Section 5.1.) for the standard post-partum, period of disability following the birth of a child. The maximum amount of Paid Pregnancy Disability Leave under this policy is six (6) weeks in a rolling 12-month period in the case of a regular delivery, and eight (8) weeks in a rolling 12-month period in the case of a c-section delivery, even in the case of multiple births. This continuous leave begins on the date of the child’s (or children’s) birth.
- 5.3.2 Childbearing employees who are medically unable to work due to pregnancy, childbirth, and/or complications arising from these physical conditions will be treated the same for purposes of compensation, benefits, and advancement as employees unable to work due to other disabilities.

5.4 Paid Parental Leave

- 5.4.1 Eligible employees (see Section 5.1) may receive up to 12 weeks of Paid Parental Leave per qualifying event (see Section 5.4.2) within any 12-month rolling period.
- 5.4.2 Paid Parental Leave is offered in addition to Paid Pregnancy Disability Leave. Eligible employees must also meet one of the below qualifying events to receive Paid Parental Leave:
 - **Employee** gave birth to a child; or
 - Be the **spouse or domestic partner** of someone who has given birth to a child; or
 - **Employee** becomes the caretaker of a child through one of the following means: adoption of a child, become a parent through surrogacy, become the legal guardian or foster parent to a child under the age of 18.
- 5.4.3 An employee’s Paid Parental Leave must be completed within the first 12 months following the birth, completion of surrogacy, adoption, or foster placement of a child.


	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

5.5 Procedures

- 5.5.1** Employees requiring Paid Parental Leave or Paid Pregnancy Disability Leave for the birth of their child or to care for a new adopted or foster child must provide advance notice to their supervisor and the Benefits Team via [Guidepost ticket](#). When possible, employees should provide at least thirty (30) days’ notice of their request for leave. If thirty (30) days’ notice is not possible because of medical necessity, employees should provide as much advance notice to Rivian as possible.
- 5.5.2** Request for leave may be denied based on business demands, in accordance with applicable law.
- 5.5.3** Employees suffering from a pregnancy-related disability and who require a reasonable accommodation (which may include leave) for this purpose should submit an [Accommodation Request through the Guidepost portal](#). Employees may be required to submit medical certification of their disability.
- 5.5.4** Paid Parental Leave can be taken for a continuous period not to exceed 12 weeks or can be taken intermittently in any rolling twelve-month period. In no event can Paid Parental Leave be taken in less than full day increments.
- 5.5.5** Eligible parents who are both employed by Rivian at the time of a qualifying event under this policy are eligible to take a maximum of eight (8) weeks of Paid Parental Leave concurrently with one another. Unless otherwise prohibited by applicable law, any such employees eligible for more than eight (8) weeks must take any remaining Paid Parental Leave benefits individually so that both parents are not taking leave under this policy simultaneously beyond the concurrently used eight (8) weeks of parental leave.
- 5.5.6** In the event of multiple births, surrogacy, adoptions or placements, the maximum amount of Paid Parental Leave time under this policy is 12 weeks for all births, surrogacies, adoptions, or placements combined within a rolling 12-month period.
- 5.5.7** Leave under this policy is not earned or accrued, therefore employees will not be paid out for any Paid Parental Leave or Paid Pregnancy Disability Leave for which they were eligible but did not use upon separation of employment.

5.6 Compensation, Benefit Continuation and Amount of Leave

- 5.6.1** During an approved Paid Parental Leave, eligible exempt employees will be paid at 100% of their regular straight-time weekly pay, less deductions, withholdings, and state benefits.
- 5.6.2** During an approved Paid Pregnancy Disability Leave, eligible employees will receive the same compensation as employees unable to work due to other disabilities consistent with Rivian’s short term disability program (if eligible). Specifically, exempt employees will be paid at 100% their regular salary, less deductions, withholdings, and state benefits. See section 5.7 for information on coordination with state benefits.
- 5.6.3** As with Rivian short term disability benefits, there is no Paid Pregnancy Disability Leave waiting period for eligible exempt employees.
- 5.6.4** During an approved Paid Parental Leave or Paid Pregnancy Disability Leave, all benefits provided under an employee benefit plan are governed by the applicable employee benefit plan documents in accordance with applicable law.
- 5.6.5** If a company holiday occurs while the employee is on a Paid Pregnancy Disability Leave or Paid Parental Leave, the holiday will be ignored, and the employee will receive paid leave under this policy instead. The occurrence of a holiday during leave under this policy will not extend the length of the leave.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

5.6.6 Employees cannot use other paid time off or leave benefits, including but not limited to paid safe and sick leave, vacation time, flex time, or unpaid personal leave, to extend their total Paid Parental Leave or Paid Pregnancy Disability Leave entitlement (see Sections 5.2, 5.3, and 5.5.6 above), unless such extension is otherwise required by applicable law.

5.7 Coordination with Other Paid Benefits, Policies and Applicable State Laws

5.7.1 Employees are not eligible to receive Rivian Paid Parental Leave and Paid Pregnancy Disability Leave benefits simultaneously.


5.7.2 Certain employees work in states and/or cities that have statutory disability insurance (“SDI”) benefit programs (e.g., California, New Jersey, New York, and Rhode Island, Hawaii) or paid family or paid family medical leave or wage replacement benefit (“PFL” or “PFML”) programs (e.g., California, Colorado, Connecticut, Massachusetts, New Jersey, New York, Oregon, Rhode Island, Washington, Washington, D.C., and San Francisco). Unless prohibited by applicable law, such employees will have their Paid Parental Leave and Paid Pregnancy Disability Leave benefit payments under this policy offset (reduced) by the amount they are eligible to receive through the applicable SDI, PFL or PFML program. In these instances, employees will receive up to, but no more than 100% of their regular base pay from a combination of (a) state or city SDI, PFL or PFML payments and (b) Paid Parental Leave or Paid Pregnancy Disability Leave under this policy.

5.7.3 Employees who work in a location with state or local SDI, PFL or PFML benefits must apply for any such state or local mandated benefits in order to be eligible to receive Paid Parental Leave or Paid Pregnancy Disability Leave benefits as set forth herein, except in Massachusetts and as otherwise prohibited by applicable law. Rivian will assume that employees in such states have applied for any available SDI, PFL or PFML benefits and will automatically reduce Paid Parental Leave and Paid Pregnancy Disability Leave benefit payments accordingly. Failure to file a claim for state or local SDI, PFL or PFML benefits in conjunction with Rivian Paid Parental Leave and Paid Pregnancy Disability Leave may result in the denial of the Paid Parental Leave / Paid Pregnancy Disability Leave and recovery of any company payments made prior to the denial.

5.7.4 Paid Parental Leave and Paid Pregnancy Disability Leave run concurrently with all federal, state, and company-provided leaves and wage replacement benefits programs that may apply to the time off to the extent permitted by law. To that end, although the Paid Pregnancy Disability Leave benefits described herein are separate and apart from federal, state, or local pregnancy disability leave mandates (i.e., CA-PDL), Rivian Paid Pregnancy Disability Leave and Paid Parental Leave will run concurrently with all such applicable mandates as legally permitted.

5.7.5 Employees who submit a leave request for a time period and qualifying reason that is eligible for benefits under Paid State/Local Leave Programs (i.e., CA-SDI, CA-PFL), may be eligible to take additional leave beyond the leave provided under Rivian’s policies, regardless of length of service or eligibility for federal/State/Local Leave Protections (i.e., FMLA, CFRA, PDL, etc.).

5.7.6 Under no circumstances is an employee permitted to receive more than 100% of their salary while on a paid leave under this policy.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

5.8 Job Protection

Your job will be held for you in accordance with applicable law while you are on Paid Parental Leave or Paid Pregnancy Disability Leave.

If you are on pregnancy-related disability leave, when you are able to return to work, you must submit a doctor’s certification stating you are medically able to return to your normal duties before starting your Paid Parental Leave. Your continued absence from work beyond your required disability leave period (as determined by your physician) and exhaustion of all other available leave may be deemed a voluntary abandonment of your job.

5.9 Discrimination and Retaliation Prohibited

Rivian prohibits and will not tolerate discrimination or retaliation against any employee or applicant because of that person’s pregnancy, pregnancy disability leave, or parental leave. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy or applicable law.

Rivian is committed to enforcing its policies against discrimination and retaliation. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report such conduct, Rivian may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

6.0 Family and Medical Leave (FMLA)


Rivian provides leave according to the Family and Medical Leave Act of 1993 (FMLA), which provides for unpaid job-protected leave to covered employees in certain circumstances.

6.1 Eligibility

To qualify for FMLA leave, you must: (1) have worked for Rivian for at least 12 months, although it need not be consecutive; (2) worked at least 1,250 hours in the last 12 months; and (3) be employed at a worksite that has 50 or more employees within 75 miles. If you have any questions about your eligibility for FMLA leave, please contact Sedgwick at 877-469-0010 or via their website at www.MySedgwick.com/Rivian.

6.2 Leave Policy

If eligible, you may take up to 12 or 26 weeks of family or medical leave, whichever is applicable (as explained below), within the relevant 12-month period defined below. While you are on FMLA leave, Rivian will maintain your group health insurance coverage at the same level and under the same circumstances as when you were actively working, as explained more fully under the section titled, "Medical and Other Benefits." Upon returning from approved FMLA leave, you have the right to be restored to the same job or an equivalent position, subject to the terms, limitations, and exceptions provided by law.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

6.3 Leave Entitlement

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period, which is measured forward from the date an employee's first FMLA leave begins for any of the following reasons:

- the birth of a child and in order to care for that child (leave to be completed within one year of the child's birth).
- the placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave to be completed within one year of the child's placement).
- to care for a spouse, child, or parent with a serious health condition.
- to care for your own serious health condition, which renders you unable to perform any of the essential functions of your position; or
- a qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service, as defined by the FMLA's regulations (known as military caregiver leave).

6.4 Both Spouses Employed by Rivian

Spouses who are both employed by Rivian and eligible for FMLA leave may be limited to a:


- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
 - for the birth of a child and in order to care for that child;
 - for the placement of a child with the employee for adoption or foster care and in order to care for the newly placed child; or
 - to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
 - military caregiver leave; or
 - a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

6.5 Notice of Leave

If your need for FMLA leave is foreseeable, you must give Rivian at least 30 days' prior written notice. If this is not possible, you must at least give notice as soon as practicable (within one to two business days of learning of your need for leave). Failure to provide this notice may be grounds for delaying FMLA-protected leave, depending on the particular facts and circumstances.

Additionally, if you are planning a medical treatment or a series of treatments or you are taking military caregiver leave, you must consult with Rivian first regarding the dates of this treatment to work out a schedule that best suits the needs of the employee or the covered military member, if applicable, and Rivian.

Where the need for leave is not foreseeable, you are expected to notify Rivian within one to two business days of learning of your need for leave, except in extraordinary circumstances. Once you

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

contact Sedgwick to initiate a request for FMLA, Sedgwick will provide you with the required FMLA paperwork that must be completed.

6.6 Certification of Need for Leave

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from Sedgwick or the Department of Labor (www.dol.gov). When you request leave, Sedgwick will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

Rivian, at its expense, may require an examination by a second health care provider designated by Rivian. If the second health care provider's opinion conflicts with the original medical certification, Rivian, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Rivian may require subsequent medical recertification. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

Rivian also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

6.7 Leave is Unpaid

FMLA leave is unpaid. You will be required to substitute any accrued and unused vacation/paid time off/sick days for unpaid FMLA leave as described below. Please note, Flex Time is not an accrued benefit:

- If you request leave because of a birth, adoption, or foster care placement of a child, paid parental leave will first be substituted for unpaid family/medical leave and run concurrently with your FMLA leave.
- If you request leave because of your own serious health condition, or to care for a covered relative with a serious health condition, any accrued paid vacation or sick leave will be substituted for any unpaid family/medical leave and run concurrently with your FMLA leave. Please note, Flex Time is not an accrued benefit.


The substitution of paid leave time for unpaid FMLA leave time does not extend the 12 or 26 weeks (whichever is applicable) of the FMLA leave period. In no case can the substitution of paid leave time for unpaid leave time result in your receipt of more than 100% of your salary. Your FMLA leave runs concurrently with other types of leave, for example, accrued vacation time that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law.

6.8 Medical and Other Benefits

During approved FMLA leave, Rivian will maintain your health benefits as if you continued to be actively employed. If paid leave is substituted for unpaid FMLA leave, Rivian will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, your health plan premiums will remain in arrears until your return to work. Upon such time, your premiums will be collected via payroll deductions in accordance with applicable law. If you elect not to return to work for at least 30 calendar days at the end of the leave period, you will be required to reimburse Rivian for the cost of the health benefit premiums paid by Rivian for maintaining coverage during your unpaid leave, unless you cannot return to work because of a serious health condition or other circumstances beyond your control.

6.9 Exemption of Key Employees

Key employees, defined as salaried and FMLA-eligible employees who are among the highest paid

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

10% of all employees at a worksite or within 75 miles of that worksite, may not be returned to their former or an equivalent position following FMLA leave if restoration of employment will cause substantial and serious economic injury to the operations of Rivian. This fact-specific determination will be made by Rivian on a case-by-case basis. Rivian will notify you if you qualify as a key employee if Rivian intends to deny reinstatement and of your rights in these instances.

6.10 Intermittent and Reduced Leave Schedule

If medically necessary, FMLA leave occasioned by a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

If leave is unpaid, Rivian will reduce your salary based on the amount of time worked. In addition, while you are on an intermittent or reduced leave schedule, Rivian may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

6.11 Returning from Leave

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. Otherwise, you will not be permitted to resume work until it is provided.

6.12 State or Local Family and Medical Leave Laws and other Company Policies

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

7.0 Disability Accommodations Policy

7.1 Commitment to Equal Employment Opportunities


Rivian complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, Rivian will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

7.2 Requesting a Reasonable Accommodation

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from the People Team. You may make the request orally or in writing. Rivian encourages employees to make their request in writing using our [Accommodation Request through the Guidepost portal](#) and to include relevant information, such as:

- A description of the accommodation you are requesting; and
- The reason you need an accommodation; and
- How the accommodation will help you perform the essential functions of your job.

After receiving your written request, Rivian will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Rivian encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, Rivian is not required to make the specific accommodation requested by you and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on Rivian.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

7.3 Medical Information

If your disability or need for accommodation is not obvious, Rivian may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, Rivian may require that you see a health care professional of Rivian's choosing, at Rivian's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.

Rivian will keep confidential any medical information obtained in connection with your request for a reasonable accommodation.

7.4 Determinations

Rivian makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

Rivian strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the People Team.


7.5 No Retaliation

Individuals will not be retaliated against for requesting an accommodation in good faith. Rivian expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting an accommodation in good faith.

Rivian is committed to enforcing this policy and prohibiting retaliation against employees and applicants who request an accommodation in good faith. However, the effectiveness of our efforts depends largely on individuals telling us about inappropriate workplace conduct. If employees or applicants feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately to the employeerelations@rivian.com. If employees do not report retaliatory conduct, Rivian may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

7.6 Administration of this Policy

The People Team is responsible for the administration of this policy. If you have any questions regarding this policy or questions about disability accommodations that are not addressed in this policy, please contact the People Team.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

8.0 Unpaid Personal Leave Policy

Rivian recognizes that employees that may not be eligible for a paid leave of absence under one of the many paid leave policies provided by Rivian may nonetheless require a personal leave of absence to respond to a personal or family matter. As such, eligible employees may request one unpaid leave of absence up to a maximum period of thirty (30) days in any rolling 12-month period.

8.1 Eligibility:

- 8.1.1 Employees that have been employed with Rivian for at least three (3) continuous months and are not otherwise qualified for leave under any Rivian policy, federal, state or local leave law(s).

8.2 Qualifying Event:

- 8.2.1 Serious health condition of the employee or an immediate family member³
- 8.2.2 International travel required due to the serious health condition or subsequent death of an immediate family member.


8.3 Procedures:

- 8.3.1 Employees requiring an unpaid leave of absence for a qualifying event should provide advance notice to their supervisor and the Benefits Team via [Guidepost ticket](#). When possible, employees should provide at least thirty (30) days' notice of their request for leave. If 30 days' notice is not possible because of medical necessity or for other reasons, employees should provide as much advance notice to Rivian as possible.

8.4 Coordination with Other Paid Benefits, Policies and Applicable State Laws:

- 8.4.1 Employees are required to apply any accrued and unused sick leave or paid time off benefits to their personal leave of absence. Please note: Flex Time is not an accrued benefit.
- 8.4.2 Employees will not continue to accrue paid time off benefits during their personal leave of absence. In addition, any company recognized holidays occurring during an employee's personal leave of absence will not be paid out.
- 8.4.3 Employees are required to pay the employee's portion of their insurance premiums during their personal leave of absence. If your leave is unpaid, your health plan premiums will remain in arrears until your return to work. Upon such time, your premiums will be collected via payroll deductions in accordance with applicable law.
- 8.4.4 Should an employee's benefits be terminated as a result of a personal leave, the employee will be eligible to continue their current benefits under the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). A separate COBRA enrollment package will be sent to their home address following any such loss of coverage. With continued COBRA coverage, unless the employee returns to work on the first day of the month, their COBRA medical, dental, and/or vision benefits will continue to the end of the month. The employee is responsible for paying for COBRA continued coverage.
- 8.4.5 If the employee's benefits are terminated as a result of their leave and they do not elect to continue them via COBRA, their benefits will be automatically reinstated upon their return.

³ Immediate family member as defined in Rivian's Bereavement Policy outline in Section 1.1.2.
This policy supersedes any prior policy/provision that may have been published and/or distributed.

	Policy Title: US Leaves of Absence Policy	
	Document #: RIVIAN-LOA	Rev. Level: 3.0
	Effective Date: 9/23/2025	Department/Group: Benefits

8.5 Returning from leave:

- 8.5.1** Employees should contact their supervisor within one (1) week of their expected date of return to work to align on their return to work.
- 8.5.2** Rivian will attempt to return employees to the position held prior to their personal leave or to a similar position, subject to prevailing business considerations. However, reinstatement is not guaranteed unless otherwise required by law.
- 8.5.3** Failure to advise management of availability to return to work, failure to return to work after notifying Rivian of an expected return to work or remaining absent from work beyond the time approved by Rivian is considered a voluntary resignation of employment unless otherwise prohibited by applicable law.

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Revision Log: Enter Document Revision details in the table below.

Revision Level	Revision Description (Reason for Change)	Author	Rev. Date
1.0	Initial Release	T. Higgins	March 10, 2021
1.2	Jury Duty/Witness Edits	T. Higgins	June 1, 2021
1.2	Paid Parental Leave Edits	E. Warner	June 23, 2021
1.3	Update Reasonable Accommodation Links	A. Paz	November 8, 2021
1.4	Update Reasonable Accommodation Links	E. Warner	April 5, 2022
1.5	Updates to Paid Parental Leave and Bereavement	E. Warner	April 15, 2022
1.6	Clarifying edits made to Bereavement leave.	A. Cholag	March 27, 2023
1.7	Parental leave eligibility requirement update.	A. Cholag	June 5, 2023
2.0	LOA Access Change – user access	A. Cholag	July 28, 2023
3.0	Updating to Sedgwick, adding 26 weeks for benefits termination	A. Cholag	September 1, 2024