

LEAVES OF ABSENCE POLICY

General Overview

The Company understands that there may be times and circumstances when an individual needs to take time away from work, whether it is to perform military obligations, attend to serious personal/family medical conditions, or care for a new child. The Company currently offers several types of Leaves of Absence (LOA). Each type of Leave of Absence has its own rules. As soon as you become aware of the need for a Leave of Absence, you should notify Human Resources in writing.

The Company abides by all local, state, and federal requirements in providing and administering LOAs.

The Company will consider each leave request received in accordance with applicable law and Company leave policies. Requests for a LOA that do not meet eligibility requirements will be evaluated and either accepted or denied at the discretion of management and Human Resources, based on business needs. You will be notified whether your leave request is granted or denied. If you are granted leave, you must comply with the terms and conditions of the leave, including keeping in touch with your Manager and Human Resources during your leave about your leave status and giving prompt notice if there is any change in your circumstances or return to work date.

Generally, leaves of absence are unpaid, including holidays that occur during an employee's LOA. However, employees who do not accrue paid time off (PTO) but who do accrue paid sick time will be required to exhaust all accrued paid sick time at the beginning of any leave (unless otherwise required by applicable law). Likewise, employees who accrue PTO must exhaust all accrued PTO concurrently with LOA (unless otherwise required by applicable law). Exempt employees are subject to the Discretionary Time Off policy, and accordingly do not accrue PTO. While on a leave of absence, employees do not accrue paid time off or other Company benefits, including Holiday Pay. If an employee is currently covered by a Company insurance plan(s) at the time a leave of absence is taken, in some instances, coverage may be continued while on leave.

If you fail to return to work after the expiration of an approved LOA, you will be considered to have voluntarily resigned your employment with the Company. Additionally, if while on an approved LOA, you do any of the following, your leave will cease immediately, and you will be considered to have voluntarily resigned:

- Fail to advise the Company of your availability to work;
- Apply for unemployment benefits;
- Obtain other employment or engage in another business;
- Fail to provide the required documentation to substantiate the leave, where applicable; and/or
- Fail to return to work when expected.

Abuse of Leave

By submitting a request for Leave of Absence, and any other required supporting documents including documentation solicited from or provided by medical providers, an Employee is certifying the accuracy of the information that the Employee provides to loanDepot, and that such information satisfies the

applicable requirements as stated in loanDepot's Leave of Absence policies. loanDepot reserves the right and ability to investigate potential abuse of leave, including but not limited to requesting an independent medical evaluation by a non-treating medical provider, or requesting medical certification and periodic re-certification from the Employee's medical providers, as permitted by law. loanDepot reserves the right to take action in response to abuse of Leave of Absence or falsification of employment records or records submitted to loanDepot, including but not limited to immediate termination of employment.

The following is a non-exhaustive list of several types of Leaves of Absences permitted by the Company. For further information or clarification about any Leaves of Absence, eligibility, etc., please contact Human Resources.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Company provides Family Medical Leave to its eligible employees.

The purpose of this policy synopsis is to provide you with a general description of your FMLA rights. In the event of any conflict between this policy and applicable law, you will be afforded all rights required by law.

If you have any questions not addressed in this policy, contact Human Resources in writing.

General Provisions

Under this policy, the Company will grant up to 12 weeks of family medical leave (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a rolling 12-month period to eligible employees.

Eligibility

To qualify to take FMLA leave, you must meet all of the following conditions:

- 1) You must have worked for the Company for 12 months or 52 weeks. The 12 months or 52 weeks may need not have been consecutive;
- 2) You must have worked at least 1,250 hours in a rolling 12-month period immediately preceding the commencement of the leave; and
- 3) You must work in a worksite where 50 or more employees are employed by the Company within 75 miles of that office or worksite.

Type of Leave Covered

To qualify as FMLA leave under this policy, you must be taking leave for one of the reasons listed below:

- 1) The birth of a child and in order to care for that child.
- 2) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3) To care for a spouse, registered domestic partner, child, or parent with a serious health condition.
- 4) Your serious health condition.
- 5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.
- 6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

Exhaustion of Accrued Sick and Paid Time Off (PTO)

If you are taking FMLA leave because of your own serious health condition, the serious health condition of a family member, for the adoption or foster care of a child, or for military leave, non-California employees must use all accrued paid time off or accrued paid sick time at the beginning of any otherwise unpaid FMLA Leave period. California employees are required to use accrued paid time off or accrued paid sick time only when taking FMLA for the employee's own serious health condition. California employees may elect to use paid time off or paid sick time when using FMLA leave for reasons other than his or her own serious medical condition prior to the commencement of an unpaid FMLA Leave period. The receipt of paid time off or disability benefits will not extend the length of the FMLA leave.

Leave taken for Military Exigency is paid by loanDepot for up to 10 days before PTO would apply. Contact Human Resources for additional information.

Discretionary Time Off (DTO)

Exempt employees are subject to the discretionary time off policy. Under this policy, eligible employees may use DTO for any reason, including but not limited to the following, vacation, personal illness, medical and dental appointments, emergencies, family care and personal commitments. For personal illness leave, you will be eligible for 2 weeks of regular pay, and 1 week leave to care for a family member's illness. It is at your discretion when you receive this pay during your leave of absence. Please coordinate dates with the Benefits Administrator.

Employment during Leave

An Employee on FMLA Leave may not accept employment with or perform work for any other employer without the Company's written permission. An Employee who accepts such employment or performs such work will be deemed to have resigned from employment with the Company.

Insurance Benefits

The Company will continue to pay its portion of applicable insurance benefits for a covered employee on an approved leave of absence to the extent required to do so by law. In cases where the Company continues to pay its share of insurance premiums, the employee must make arrangements to pay his or her share of any premiums.

When a request for a leave is granted, the Company will give the employee written confirmation of the arrangements made for payment of insurance premiums during the leave period. In some instances, the Company may recover premiums paid to maintain health coverage for an employee who fails to return to work following a leave.

Intermittent Leave or a Reduced Work Schedule

You may take FMLA leave in 12 consecutive weeks, may use the leave intermittently, or under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced schedule. In all cases, your leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a rolling 12-month period. PTO is required except in California for family or pregnancy related intermittent absences. Intermittent leave is not available for bonding purposes. All absences must be reported within 72 hours in order to be designated appropriately.

The Company may temporarily transfer you to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate an intermittent or reduced schedule.

Exhaustion of Accrued Sick and Paid Time Off (PTO)

If you are taking FMLA leave because of your own serious health condition, the serious health condition of a family member, for the adoption or foster care of a child, or for military leave, non-California employees must use all accrued paid time off or accrued paid sick time at the beginning of any otherwise unpaid FMLA Leave period. California employees are required to use accrued paid time off or accrued paid sick time only when taking FMLA for the employee's own serious health condition. California employees may elect to use paid time off or paid sick time when using FMLA leave for reasons other than his or her own serious medical condition prior to the commencement of an unpaid FMLA Leave period.

Certification for the Employee's Need for FMLA Leave Entitlement

The Company will require certification, and may require re-certification, for your need to take a leave under the FMLA. Recertification is required if the leave is sought after the expiration of the time of needed leave estimated by the healthcare provider. In compliance with HIPAA Medical Privacy Rules, the Company will obtain your written permission for clarification of individually identifiable health information. Failure to timely provide the required certification may result in the denial of foreseeable leave until such certification is provided. In the case of unforeseeable leaves, failure to timely provide the required certification may result in a denial of the employee's continued leave. If the Company has reason to doubt the medical certification of an employee's own serious health condition, the Company may request a second opinion by a health care provider of its choice (paid for by the Company). If the second opinion differs from the first one, the Company will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

Requesting FMLA Leave

When requesting FMLA leave, you must provide a verbal or written notice of the need for the leave to Human Resources as soon as you are aware of the need for such leave. All requests for family care, medical, military exigency, and military caregiver leave should include enough information to make the Company aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known.

For foreseeable family care, medical, and military caregiver leave, the employee must provide 30 calendar days' advance notice to the Company of the need for leave. For events that are unforeseeable, the employee must notify the Company as soon as is practicable and generally must comply with the Company's normal call-in or notice procedures.

If the leave is requested in connection with a planned, non-emergency medical treatment, the employee must make an attempt to schedule such treatment so as to avoid unduly disrupting Company operations, and may be requested to reschedule the treatment so as to minimize disruption of the Company's business.

If an employee fails to provide the requisite 30-day advance notice for foreseeable events without any reasonable excuse for the delay, the Company reserves the right to delay the taking of the leave until at least 30 days after the date the employee provides notice of the need for family care or medical leave.

Designation of FMLA Leave

After you have submitted the appropriate certification, you will receive a written response to your request for FMLA leave.

Intent to Return to Work from FMLA Leave

You must contact Human Resources in advance of the expiration of your leave, or you must return to work on the next regular working day after your Leave of Absence ends. If you do not, the Company may consider you to have voluntarily quit your job. On a basis that does not discriminate against employees on FMLA leave, the Company may ask you to report periodically on your status and intent to return to work.

Return to Work—Employee Status after Leave

You ***will*** be required to provide a Fitness for Duty (FFD) clearance from your health care provider in order to return to work if the leave taken was for your own health condition. The Company may delay returning you to work or terminate your employment in the absence of such documentation.

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. An employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. The Company will comply with all applicable laws pertaining to reinstatement of employees, including where required, the reasonable accommodation of employees who have been on an approved leave.

Please contact **Human Resources** with questions regarding any leave of absence.

VICTIMS OF DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING LEAVE

The Company will grant unpaid time off to employees who have been victims of domestic violence, sexual assault or stalking. A victim of domestic violence, sexual assault or stalking may take time off to seek relief in court to help ensure his or her health, safety, or welfare, or the health, safety, or welfare of his or her child. Victims of domestic violence, sexual assault or stalking also may take time off to (a) undergo treatment for physical or mental injuries or abuse, (b) seek medical attention for injuries, (c) obtain services from a domestic violence shelter, program, or sexual assault crisis center, (d) obtain psychological counseling, (e) participate in safety planning, or (f) take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

To be eligible for leave under this policy, employees must provide advance notice of their intent to take time off unless advance notice is not feasible. The Company may request that the employee provide supporting documentation such as a police report, a restraining order, or medical documentation.

The Company will provide reasonable accommodations for an employee who is a victim of domestic violence, sexual assault, or stalking who requests an accommodation for the safety of the victim while at work. Reasonable accommodations may include the implementation of safety measures, including a transfer, reassignment, modified schedule, changed work telephone, changed work station, installed lock, assistance in documenting domestic violence, sexual assault, or stalking that occurs in the workplace, an implemented safety procedure, or another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, or stalking, or referral to a victim assistance organization. The Company will engage in a timely, good faith interactive process with the employee to determine effective reasonable accommodations. Reasonable accommodations do not include any action that would constitute an undue hardship on the Company's business operation. Employees seeking such accommodations should contact **Human Resources**. The Company will maintain the confidentiality of any employee requesting time off or other accommodation under this policy to the extent required by law.

MILITARY LEAVE

An eligible employee will be granted an unpaid military leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”) as amended, and applicable state and local laws.

Eligibility

To be eligible for Military Leave, you must:

- Enlist in or be drafted into the armed forces of the United States; or
- Be a member of a reserve corps of the United States armed forces, the commissioned corps of the Public Health Service, the National Guard, the Naval Militia, or any other category of persons designated by the President of the United States in time of war or national emergency.

Type of Leave Covered

You must be ordered to:

- 1) Active duty
- 2) Active duty for training
- 3) Initial active duty for training
- 4) Inactive duty training
- 5) Full-time National Guard duty
- 6) Appear for an examination to determine your fitness to perform such duty.

Qualifying events include military duty for purposes of:

- 1) Military training
- 2) Drills
- 3) Encampment
- 4) Naval cruises
- 5) Special exercises or similar activity.

Amount of Leave

If eligible, you will be granted Military Leave for up to 5 years to perform military service obligations pursuant to a qualifying event.

Military Leave Pay

loanDepot is committed to supporting members of the Armed Forces and Reserves. As such, while on Military leave, loanDepot will supplement Military pay for the duration of leave as documented by Orders received.

Employee Status and Benefits during Leave

Benefit accruals, such as paid time off, will be suspended during the leave and will resume upon your reinstatement to active employment.

Continuation of health insurance benefits and other insurance benefits is available as required by law based on the length of the leave and subject to the provisions of the Company’s various employee benefit plans for which you are otherwise eligible.

When a request for Military Leave is granted, **Benefits** will give you written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

While on Military Leave, you remain an employee of the Company, and your leave will not constitute a break in service. Employees reinstated after Military Leave will be treated as though they were continuously employed for seniority purposes.

Procedure for Requesting Military Leave

You should request Military Leave by submitting the request in writing to **Human Resources**. Employees should provide no less than 30 days' notice, or such shorter notice as is practicable, for foreseeable periods of military service.

Return to Work from Military Leave

The conditions of your reinstatement following Military Leave are governed by USERRA and applicable state laws.

To qualify for reinstatement under USERRA, you must:

- Have given advance notice of your military service to the Company, unless such notice was prevented by military necessity or was otherwise impossible or unreasonable; and
- Not have been separated from military service with a dishonorable or bad conduct discharge or under other than honorable conditions.

If returning from a military service period of less than 31 days, you are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time. Qualifying employees who were on longer Military Leaves must apply for reinstatement and will be granted reinstatement in accordance with USERRA.

Returning employees will be required to provide documentation of the timeliness of his or her application for reinstatement and/or the length and character of his/her military service.

An employee who fails to return to work or apply for re-employment within the appropriate period specified in applicable laws will thereafter be deemed to have voluntarily resigned.

Please contact **Human Resources** with questions.

DISABILITY LEAVES

The Company complies with all federal and state disability laws, including the Americans with Disabilities Act, and is willing to make reasonable accommodations to employees with disabilities, including Leaves of Absence, in order to allow them to perform the essential functions of their position, unless undue hardship would result. Please contact **Human Resources** for additional information.

An Employee on Disability Leave may not accept employment with or perform work for any other employer without the Company's written permission. An Employee who accepts such employment or performs such work will be deemed to have resigned from employment with the Company.

PERSONAL LEAVES OF ABSENCE

Employees wishing to take time off for non-medical, non-disability, and/or non-military service reasons, in addition to paid time off, may request an unpaid and **non-job protected** personal leave of absence for up to a maximum of 30 calendar days in any 12 month period.

To be eligible for consideration to take an unpaid, personal leave of absence, you must be:

- A full-time employee; and
- Employed by the Company for at least six consecutive months.

Approval of a personal leave of absence is not guaranteed, and the Company reserves the right to grant or deny any requests for a personal LOA at its sole discretion. The Company may deny the request in its entirety or may approve the request for leave but for a shorter duration than requested. Employees wishing to apply to take a personal leave of absence must make such application in writing to Human Resources as soon as the need for leave is known and no later than 30 days before the employee wishes the leave to begin. If the need for leave is not foreseeable 30 days in advance, the employee shall request the leave as soon as the need is known. An Employee on an approved personal leave may not accept employment with or perform work for any other employer without the Company's written permission. An Employee who accepts such employment or performs such work will be deemed to have resigned from employment with the Company.

The Human Resources Department, in conjunction with the employee's supervisor/manager, may consider the following factors in determining whether to grant or deny a Personal Leave of Absence:

- Length of service
- Reason for the leave
- Performance record
- Department work load
- Company business need
- Attendance record
- Work schedule, work load, and responsibility level
- The impact of the requested leave on other employees

Final approval of a personal leave requires approval of a Vice President or above.

Employees whose request to take a personal leave of absence is granted must exhaust all available paid time off concurrently with LOA.

At the end of a personal leave, the Company may consider you for suitable positions. However, the Company cannot guarantee that you will be reinstated to any particular position, or any position, at the end of a personal leave.

Employees who fail to return to work promptly at the expiration of the approved leave period will be assumed to have resigned.

Employee Status and Benefits during Personal Leaves of Absence

While on a personal leave of absence, employees do not accrue paid time off or other company benefits, including Holiday Pay. Employees must exhaust all accrued PTO concurrently with LOA. If an employee is currently covered by a Company insurance plan(s) at the time a leave of absence is taken, in some instances, coverage may be continued while on leave.

Continuation of health insurance benefits and other insurance benefits is available as required by law based on the length of the leave and subject to the provisions of the Company's various employee benefit plans for which you are otherwise eligible.

When a request for a personal leave is granted, the Company will give the employee written confirmation of the arrangements made for payment of insurance premiums during the leave period. In some instances, the Company may recover premiums paid to maintain health coverage for an employee who fails to return to work following a leave.

Please contact **Human Resources** with questions or to determine eligibility.

ADDITIONAL LEAVES OF ABSENCE

Several different types of leaves of absence may be available to you, as required by state and/or local laws, based on your work location and circumstances. Please refer to the Employee Handbook and/or contact Human Resources if you have any questions.

Leave of Absence Policy

Acknowledgement of Receipt and Review

Employee's acknowledgement of the Leave of Absence Policy through Workday constitutes an electronic signature and confirms that he or she has read this agreement in its entirety, understands its terms, and agrees to abide by the expectations as outlined herein.