
Policy and Number	SHORT AND LONG TERM INCOME PROTECTION FOR U.K. EMPLOYEES
Administrator	VP Human Resources/Organization Development
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Issue by	VP Human Resources/Organization Development
Supersedes	N/A

Purpose The purpose of these benefits is to prevent interruption in pay in the event of occasional illness and to provide a steady source of income during longer health-related absences.

Eligibility All regular full-time and part-time employees

Policy It is the policy of Ocean Spray to assist in providing replacement income to employees during periods of authorized absence from work due to medical reasons (for example, illness or injury), to the extent that the employee is eligible for benefits as outlined below.

Salary Continuation Amounts

Eligible employees will receive a percentage of base salary during medically-certified periods of Sickness Absence based on the following schedule:

- ◆ 100% for 12 weeks
- ◆ 75% for weeks 13 through 28
- ◆ Any applicable government benefits thereafter

Sickness Absence is defined as an authorized absence from work due to illness lasting longer than three (3) calendar days for a period not exceeding 28 weeks.

This amount paid by Ocean Spray will be reduced by any income received from other sources (such as applicable state benefits paid to the employee) for the same disability. Other offsets may also apply. Work-related injuries are not covered by this policy and are covered by Ocean Spray's employers' liability arrangements.

Salary continuation payments will be made until the earliest of:

- ◆ the date the employee returns to work
- ◆ the date the employee is no longer medically certified as sick or disabled
- ◆ the end of 28 weeks

Reporting sickness or injury

It is the responsibility of the employee to inform his/her supervisor as soon as possible of the sickness or injury and to provide a note from their General Practitioner (GP) indicating the amount of time expected to be away from work.

Supervisor Responsibility

It is the responsibility of each supervisor to notify Human Resources whenever a person is absent due to sickness or injury for more than three (3) consecutive calendar days and to inform Human Resources when the employee returns to work. It is also the responsibility of the Supervisor to maintain contact with the employee nearing the end of his/her Sickness Absence and to ensure that the employee is notified of the proper certifications needed to return to work.

Return to work

The employee may return to work when he/she provides a medical clearance to return to work from their GP.

There will be no break in service when an employee returns to work within 28 weeks of the start of their Sickness Absence. The employee will return to his/her specific position or one of similar scope and pay.

If an employee is medically certified as able to return to work within 28 weeks of the start of their Sickness Absence and is not able to perform effectively in his/her former position, Ocean Spray will make every reasonable effort to provide an appropriate alternative position, consistent with the business needs and conditions and the employee's capabilities.

Maternity Leave

Employees eligible for Maternity Leave may take up to 52 weeks of leave. Ocean Spray will continue 100% of base salary (inclusive of state maternity benefits) for up to the first 12 weeks of maternity leave. Any additional period of Maternity Leave would be unpaid (other than any state maternity benefits). The employee would then return to his/her specific position or one of similar scope and salary upon return from Maternity Leave.

Benefit Coverage

During an approved medical leave of absence (Sickness Absence or Maternity Leave), an employee's benefits will remain in force subject to payment of the regular employee contributions required for each benefit plan in which the employee is enrolled. Regular employee contributions will be deducted from each benefit payment received by the employee. Ocean Spray will pay the balance of the premium cost, including the full cost of those benefits that are non-contributory.

Annual Leave

Annual leave will continue to accrue during company-paid approved medical leaves of absences.

Salary Administration

Any applicable merit increases will not start to be paid to an employee on an approved medical leave of absence until he/she returns to work.

Payments made under bonus programmes including Short Term Incentive, (STI), Long Term Incentive (LTI), Pay for Performance (PFP) and Sales Bonus programmes may be pro-rated for employees on a leave of absence. Applicable bonus payments will be paid out to employees on leave on the bonus payout date. Please see bonus plan documents for more information about bonus pro-rations. Please contact your Human Resources Manager with any questions.

