

## Fresenius Compensatory Time Account

**Play. Pause. Fast forward.**

### Information for Executive Staff

As of 01.01.2021, the Compensatory Time Account can be used by executive employees. Some special regulations apply for this. Everything you need to know is summarised here. General information on how the Compensatory Time Account works, as well as the conversion forms, can be found at [www.fresenius-benefits.de](http://www.fresenius-benefits.de).

### Save credits

You decide whether and how much you want to contribute to the Compensatory Time Account. You can add time and money to your account:

- Up to 10% of your regular monthly salary
- Up to 5 days of annual leave (per year)
- Up to 100% of the target variable
- Proceeds from participating in long-term incentive programmes

Time values are converted into cash and credited to the Compensatory Time Account.

Use the **calculator** on our website to see which leave of absence you can finance with your own contributions.

You can start contributing as of 01.01.2021. The form for this can be found on the website in the download area.

#### **Please note the return deadlines for your conversion form**

Money contributions: **04.12.2020**

Time contributions (remaining days of annual leave 2020): **28.02.2021**

### Using leave of absence

You can use the credit in your Compensatory Time Account to take a **break**, take **care** of close relatives or just **before you retire**. You will not work while you are on leave of absence, but you will continue to receive a monthly salary, and you will be employed by Fresenius. During this time period, your salary is financed by the credit on the Compensatory Time Account:

$$\frac{\text{Balance}}{\text{Salary}} = \text{leave of absence in months}$$

You can control how long you take a break: via the amount of the leave of absence salary - it can be between 75% and 125% of your regular salary.

This document is a simplified representation of the rules of the executive staff committee agreement Compensatory Time Accounts of 06.08.2020 and is for informational purposes only.

Only the executive staff committee agreement itself is legally binding.

©Corporate Human Resources, Fresenius SE & Co. KGaA, October 2020.

## Fresenius Compensatory Time Account

**Play. Pause. Fast forward.**

### Break (Sabbatical)

There are no special requirements for a break: You can take leave of absence for up to **3 months** - just like that!

Talk to your supervisor in order to coordinate the possible implementation.

**Application deadline:** 9 months prior to the leave of absence

### Care

If you need time at short notice to care for a relative, there is the option of leave of absence for care. This can last up to **6 months**. The application can be made at short notice.

**Other requirements:** medical certificate / proof of the need for care.

**Application deadline:** none

### Early retirement

You can use the Compensatory Time Account immediately prior to your statutory pension: You can take leave of absence, enjoy the advantages of an earlier retirement and at the same time are still employed at Fresenius - with all the advantages:

- You can use the leave of absence at a point in time at which you are not yet entitled to a statutory pension - you can therefore retire early.
- You can delay the actual drawing of your pension until you reach standard retirement age. This way you avoid deductions in the statutory pension.

Leave of absence for early retirement can last up to a maximum of 3 years - regardless of whether you continue to draw your full salary from the Compensatory Time Account or reduce your salary during the leave of absence.

**Other requirements:** An early exit from professional life needs to be well planned - in your own interest and that of Fresenius. Therefore, you must discuss your plans with your manager at least **24 months** prior to a leave of absence.

**Application deadline:** 6 months prior to the leave of absence

The general rule is as follows: A leave of absence is always taken in whole months. It is not possible to take individual days or partial months.

You can find more information on leave of absence in the leaflet "*Leave of Absence for Executives*" in the download area at [www.fresenius-benefits.de](http://www.fresenius-benefits.de)