 Policy and Procedures	Leave Donation Policy (United States)		
	Date Issued: 01/01/2022	Revision Date: 01/01/2022	Approved Date: 12/3/2021
	Approved by Bioventus Human Resources		

Purpose of Policy

Bioventus recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available paid time off. To address this need, all eligible employees will be allowed to donate accrued paid time off hours from their unused balance to their co-workers in need of additional paid time off, in accordance with the policy outlined below. This policy is strictly voluntary.

Scope

Employees must be employed with Bioventus for a minimum of one year to be eligible to donate and/or receive donated paid time off. Members of the Executive Leadership Team are not eligible to donate or receive donated paid time off.

Policy and Procedures

Employees who would like to make a request to receive donated paid time off from their co-workers must have a situation that meets the following criteria:


Medical emergency, defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a spouse, domestic partner, child or parent.

Major disaster, defined as a disaster declared by the president under §401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), or as a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee or to an immediate family member of the employee that requires the employee to be absent from work.

Donation of Paid Time Off

- The donation of paid time off is strictly voluntary.
- Donated paid time off will go into a leave bank for use by eligible recipients.
- Recipient identity will not be disclosed to donating employees.

This policy supersedes and replaces all prior policies, practices and guidelines as they relate to this topic. Bioventus reserves the right to change, modify, or cancel any provisions contained herein at any time with or without prior notice.

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- The donation of paid time off is on an hourly basis, without regard to the dollar value of the donated or used leave.
- The minimum number of paid time off hours that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours or no more than 50 percent of the employee's current balance.
- Employees cannot borrow against future paid time off to donate.
- Employees will be given the opportunity to donate paid time off in December each year. The donated paid time off will be transferred from the donor to the leave pool on December 31st.
- Employees who are currently on an approved leave of absence cannot donate paid time off.

Requesting Donated Paid Time Off

Employees who would like to request donated paid time off are required to complete a Donation of Paid Time Off Request Form and submit it to human resources.

Requests for donations of paid time off must be approved by human resources, the employee's immediate supervisor and the Chief Human Resources Officer.

If the recipient employee has available paid time off in his or her balance, this time will be used prior to any donated paid time off. Donated paid time off may only be used for time off related to the approved request.

Employees who receive donated paid time off may receive no more than 480 hours (12 weeks) within a rolling 12-month period.

Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.