

FAMILY AND MEDICAL LEAVE ACT (FMLA) NOTICE



Notice of Change in 12-Month Measuring Period for FMLA

The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks of unpaid, job-protected leave for specified family and medical reasons within a 12-month period. Effective January 1, 2022, all US business units of Illinois Tool Works Inc. (ITW) will use the same method to calculate an employee's FMLA benefit. The method used will be a rolling 12-month period, measured backward from the date of an employee's first use of an approved FMLA leave for a given qualifying event. Qualifying events include:

- The birth of a child and to care for a newborn child
- The placement of a child for adoption or foster care
- The care of a seriously ill spouse, child, or parent
- Your own serious health condition that makes you unable to perform the essential functions of your job
- A qualifying exigency arising because your covered military family member is on covered active duty (or has been notified of an order to report for covered active duty)
- Family-related military leave to care for a covered servicemember with a serious injury or illness

This method will ensure that all US employees have access to FMLA benefits in the same manner and streamline communications and administration.

The rolling backward method means to count or look backward for 12 months from the date an approved leave began. With this method, the process would be to total the amount of FMLA used (if any) for the 12 months prior to the leave start date, and then subtract this total time (number of days or weeks) from the 12-week maximum allowed. The balance is the amount of FMLA leave available for use as of the leave start date:

- Example 1: An employee requests to begin FMLA leave on February 1, 2026. Looking backward to February 1, 2025, the employee used no FMLA leave. Therefore, the employee has a balance of 12 weeks FMLA leave that can be used for a qualifying event.
- Example 2: An employee requests to begin FMLA leave on February 1, 2026. Looking backward to February 1, 2025, the employee used 4 weeks of FMLA in March 2025, and 4 weeks in October 2025 for a total of 8 weeks over the last 12 months. The employee is eligible at the start of the leave to 4 weeks of FMLA (12-week benefit minus the 8 weeks already taken).

This announcement fulfills the requirement to provide 60-days' notice of the change to all employees. During the 60-day transition period (November 1 through December 31), any employee who takes FMLA will do so under the 12-month calculation period currently in use or the rolling backward method – whichever is of the greatest benefit to the employee.

If you have any questions concerning this notice, please contact [your local HR Representative](#).

IMPORTANT