

Klaviyo Sabbatical Program and Policy

Klaviyo is excited to offer this Sabbatical Program to eligible Klaviyos. This program is in addition to Klaviyo's other paid time off ("PTO"), contractual holiday entitlements and leave of absence offerings. A sabbatical gives you an opportunity to take extended time off to relax, recharge and pursue personal interests and goals. This "Policy" outlines the terms of the Sabbatical Program.

Eligibility

You are eligible for the Sabbatical Program if you are a regular, full-time Klaviyo¹ located in the U.S., the U.K. or Australia with **five or more years of continuous full-time service** with Klaviyo in any jurisdiction as of or following July 1, 2023.² Eligible employees can start requesting sabbatical leave on January 1, 2024 and can start taking leave pursuant to this Policy as of April 1, 2024. Time spent on an approved leave of absence *will* count towards your service requirement. For the avoidance of doubt, time spent as an independent contractor, temporary employee or intern/coop *will not* count towards your service requirement. If you have a break in employment service, the count towards five years of continuous service will restart once you return to regular employment with Klaviyo. For example, if you are employed by Klaviyo from January 1, 2024 to June 1, 2024, leave Klaviyo for another opportunity and then return on July 1, 2026, your previous service in 2024 will not count towards your five years of continuous service and the "clock" will start as of July 1, 2026.

Once you become eligible to take your first sabbatical, you will begin to accrue employment service towards your next sabbatical eligibility, which will occur five years from the eligibility date of your first sabbatical. For example, if you become eligible to take your first sabbatical on January 1, 2025, you will be eligible for your next sabbatical on January 1, 2030 (assuming no break in service), regardless of when you actually took your first sabbatical.

You will be **ineligible** for a sabbatical if any of the following situations occur³:

¹ Part-time Klaviyos will receive communication regarding their eligibility in early 2024.

² In Australia, Klaviyo has integrated and offset its Sabbatical Program with statutory long service leave entitlements. As part of Klaviyo's Sabbatical Program, eligible employees in Australia can choose to access their accrued long service leave entitlements as set out in this Policy, and sooner than they would otherwise be entitled to under applicable long service leave legislation. In addition, the entitlement to Klaviyo's Sabbatical Program essentially 'tops up' an eligible employee's long service leave entitlement. Nothing in this Policy limits any rights eligible employees may have under applicable long service leave legislation. For the avoidance of doubt, any sabbatical leave paid to employees in accordance with this Policy is inclusive of, and offset against, any statutory long service leave entitlement owed to the employee and fully satisfies all obligations Klaviyo may have under applicable long service leave legislation.

³ In Australia, even if you are ineligible for a sabbatical under this Policy, you will remain entitled to long service leave in accordance with applicable legislation. On the termination of your employment, Klaviyo will only make a payment to you in lieu of any accrued and unused long service leave in accordance with the applicable legislation.

- Your employment with Klaviyo is terminated for any reason or you have given or received notice of termination of employment with Klaviyo for any reason.
- You do not use your sabbatical within **12 months** of becoming eligible⁴; *provided* that if you are on an approved or statutory leave of absence during your period of sabbatical eligibility, your eligibility period will be extended by such period of time. If you become eligible for a sabbatical but do not take it in the designated period, **you will forfeit your sabbatical** and will not be eligible for another until you complete another consecutive five years of continuous service from the date you earned your forfeited sabbatical.
- You are on a performance improvement plan at the time that you otherwise become eligible for sabbatical. Upon successful completion of a performance improvement plan, you will immediately become eligible for sabbatical, subject to the terms of this Policy, including other eligibility criteria.
- Klaviyo discontinues the Sabbatical Program in its discretion, or adjusts eligibility criteria on a going-forward basis in a way that impacts your eligibility.

Length of Sabbatical; Extending Sabbatical

Eligible Klaviyos may take **one month** (in the case of salaried exempt U.S. Klaviyos) or **four weeks, i.e., 20 working days** (in the case of non-exempt Klaviyos and U.K. and Australian Klaviyos)⁵ of fully paid time off as a sabbatical from work to relax, recharge and pursue personal interests. Klaviyos in sales roles must take any four week sabbatical as a full calendar month unless otherwise approved by your People Leader, Human Resources Business Partner (“HRBP”) and VP+ Leader.

You may request to use sabbatical time before or after parental leave, another approved leave of absence, approved holiday absence or flexible PTO to extend your time away. However, any extension is subject to approval by your People Leader, HRBP and VP+ Leader.

Applying for and Taking your Sabbatical

To allow your team time to plan for your absence, you must obtain **approval in writing at least 90 days prior** to starting your sabbatical from your respective People Leader, HRBP and VP+ leader, and submit your request through Workday. Requests will be approved or disapproved depending on eligibility for the Program, business needs at the time of the request and other legitimate business factors that may be relevant at that time. If your sabbatical request is rejected due to timing/staffing considerations, your People Leader and HRBP will work with you to select a mutually agreeable window for your sabbatical.

Although you do not need to use the full period of your sabbatical, **sabbatical leave must be taken in one continuous period** (i.e., you can take a three week rather than a four week sabbatical, but all weeks must be taken consecutively in one chunk). You

⁴ In recognition of the planning considerations for taking an initial sabbatical, Klaviyos with 4.5 or more years of continuous service as a regular full-time employee as of August 24, 2023 will have 18 months (rather than 12) to take their first sabbatical before their eligibility is forfeited.

⁵ In Australia, this is subject to compliance with any specific requirements under applicable long service leave legislation.

may not split your sabbatical into several shorter periods, roll it over year to year, or cash it out (whether upon termination of employment or otherwise).

You may use your sabbatical for any purpose, as long as it is not in conflict with Klaviyo's business or interests. Please review Klaviyo's Code of Conduct and your restrictive covenants agreement you signed when you joined Klaviyo. The terms of these documents remain in effect while you are on sabbatical. You remain an employee of Klaviyo while you are on a sabbatical, and you are expected to return to work at Klaviyo following the completion of your sabbatical.

Your Compensation and Benefits During Sabbatical

- You will be paid your normal base salary or hourly rate while on sabbatical . If you receive commissions or other variable compensation as part of your compensation, you will be paid at the rate of 100 percent of your on-target earnings. If you receive a pay increase while you are on sabbatical, you will receive pay at the new rate effective on the date of the increase.
- If you are paid on an hourly basis, the pay you receive during your sabbatical will be based on your regular rate of pay and hours scheduled in effect on the day prior to beginning your sabbatical, exclusive of any overtime hours.
- You will continue to vest in your equity subject to the terms of the applicable equity documents.
- All regular benefits in which you are participating when your sabbatical begins will, subject to the terms of the relevant benefits plans and programs, continue as if you were actively at work, including group health insurance. Any deductions from your pay, such as 401(k)/pension contributions, commuter benefits, and so on, will continue to be deducted from your pay while on sabbatical.
- If you become ill or injured while on sabbatical, your time away may be extended by the length of time that you were medically unable to work. Time off due to medical reasons will be coordinated with Klaviyo's STD, sickness and related leaves of absence policies. Please contact HR@klaviyo.com with any requests for medical leave.

Returning from Sabbatical

When you return from sabbatical, Klaviyo encourages you to report back to your team about what you did with your sabbatical and how you benefited from taking the time off.

While sabbatical is technically not a job-protected leave, Klaviyo generally anticipates that you will return to your same job and duties when you return from your sabbatical. While we don't anticipate this to be the case, if business conditions change during your absence, Klaviyo and your People leaders will work with you to help you find a suitable position for which you are qualified at that time. For U.S. Klaviyos, nothing in this Policy changes the at-will nature of your employment.