

Separation of Employment Frequently Asked Questions (US Employees)

The following FAQs are based on assumptions of a voluntary resignation of employment for non-union employees. Special provisions may exist under a Reduction in Force or Rebadging event. Additional information may also apply to those departing due to Retirement. These FAQs are designed to answer a variety of questions, whether you participate in a program or not.

Please contact AskHR at (800) 654-3373 or askhr@hertz.com Monday through Friday from 8:00 a.m. CT through 5:30 p.m. CT for additional information in these circumstances.

Employee Benefits - Employee Benefits FAQs are based upon plan provisions for non-union Hertz benefit plans.

Medical, Dental, and Vision Benefits

1. When do my benefits end?

If you are currently enrolled in the Hertz medical (including prescription), dental, and/or vision plans, your coverage under these plans ends on the date your employment terminates. You will be provided with an opportunity to elect to continue coverage under COBRA (Consolidated Omnibus Budget Reconciliation Act).

2. Am I eligible to continue coverage beyond my termination date?

Once your coverage terminates, a COBRA Notice will be mailed to your last known address as it appears in the Hertz payroll system. Your coverage will be reinstated retroactively to the coverage end date once your election form and first month's payment are received by the COBRA administrator. The cost for continuing coverage under COBRA shall be borne solely by you and not by the Company. Any claims incurred during your Cobra election period can be submitted to the insurance carrier for reconsideration once your coverage has been reinstated. If you have any questions after receiving your COBRA Notice, or if you have any subsequent eligibility or billing inquiries, please contact the COBRA Administrator, Businessolver, at (800) 654-3373 and select option #3.

3. What happens to the funds in my Health Savings Account (HSA)?

If you are enrolled in one of the medical plans which has an HSA, you can take your HSA balance with you, including any contributions Hertz has made to your HSA. Since you are the owner of your HSA, you may continue to maintain the account with our HSA-partner, Optum Bank.

All other coverage (Life Insurance, Accidental Death & Dismemberment Insurance, Disability Insurance, and all Voluntary Coverage) will terminate on your last day of employment. Continuation of these benefits (except for Disability, which cannot be continued) is subject to strict election and payment timelines; please read the information below carefully and be sure to take prompt action and adhere to all deadlines or you could lose the opportunity to continue benefits.

Employee and Dependent Life Insurance

4. Am I eligible to continue coverage beyond my termination date?

You may be able to continue your life insurance benefits when your coverage under the Hertz Custom Benefit Program terminates, by either converting it to an individual policy, or porting your current group term coverage, but on an individual basis. You must apply and pay for the continued coverage during the 30-day period following your termination date. You and your dependents are not required to provide proof of good health in order to continue your coverage. Continuation of life insurance is handled directly by the insurance carrier, The Hartford. The continued policies are essentially "individual insurance" and they are priced by The Hartford individually for each interested person. **To obtain an application and/or a quote, please contact The Hartford directly at (888) 755-1503. When calling, you will need the following Hertz policy number: GL-803546.**

Optional Accidental Death & Dismemberment Insurance (AD&D)

5. Am I eligible to continue coverage beyond my termination date?

Optional AD&D benefits will terminate on your last day of employment and are not able to be continued.

Disability Insurance (Short-Term and Long-Term Disability)

6. Am I eligible to continue coverage beyond my termination date?

Short-Term and Long-Term Disability benefits terminate on your last day of employment and are not able to be continued.

Health Care and Dependent Care Spending Accounts (FSAs)

7. How long can I continue to file FSA claims beyond my termination date?

You can continue to file claims for reimbursement through the end of the plan year, under both the Health Care and Dependent Care FSAs, for services incurred while you were employed and participating.

Voluntary Benefits: Auto & Home Insurance, Legal Services, Pet Insurance, Identity Protection, Critical Illness, Accident and Hospital Indemnity Insurance

8. Am I eligible to continue coverage beyond my termination date?

Any policies you currently hold under the Voluntary Benefits program are portable, meaning you can continue your coverage when you leave Hertz.

- To continue your Auto and/or Home Insurance via direct billing, contact the Auto & Home Insurance Service Center at (800) 447-5362.
- To continue your Legal Plan, contact MetLife Legal's Service Center at (800) 821-6400.
- To continue your Pet Insurance, contact Pet's Best at (877) 255-5751.
- To continue your Identity Protection, contact Allstate Identity Protection at (800) 789-2720.
- To continue your Critical Illness, Accident, and/or Hospital Indemnity Insurance, please contact The Hartford at (888) 755-1503.

Important Notice: This information is not intended to be a legal contract or specific promise of benefits. In all cases, the formal plan documents will govern the Hertz benefit plans and programs. Hertz reserves the right to amend and/or terminate its benefit plans or programs in whole or in part, from time to time, at its sole discretion. For more details, refer to the Hertz Custom Benefit Program Summary Plan Description, contact the program or plan carrier, or contact AskHR at (800) 654-3373 or AskHR@hertz.com.

401(k) Plan

9. What will happen with my 401(k) Savings Plan Account?

If you are a participant in the Hertz Corporation Income Savings Plan, your termination date will be provided to Fidelity, (our 401(k) record keeper) and a distribution package will be mailed to your home address, as it appears in the Hertz payroll system, within three to four weeks. The distribution package will contain instructions on how to file a distribution request. If your current account balance is under \$1,000, you will be required to take an immediate distribution. If your balance is over \$1,000, you can elect to either take a distribution or leave the funds in the account until you turn age 65. When electing a distribution, you have the option of either receiving a direct payout or you may rollover the taxable portion of your vested account to an Individual Retirement Account (IRA) or another tax-qualified plan such as another employer's 401(k).

If you have not received your distribution packet within three to four weeks after your termination date, or if you have any questions concerning your account, please contact Fidelity directly at (800) 835-5095.

10. What if I have an outstanding 401(k) loan?

If you have an outstanding 401(k) loan balance and would like to pay it off, please call Fidelity at (800) 835-5095. You will be advised of the process to pay off your full loan balance. If you do not wish to pay off your loan balance or if it is not paid off within 90 days, it will be deemed to have been distributed. This means the outstanding loan balance will be considered as taxable income. Early withdrawal penalties may also apply.

Pension Plan

11. May I take a benefit distribution from the Hertz Pension Plan?

You must be at least 55 years old and have a vested benefit in the Hertz Cash Balance Pension Plan in order to collect your pension benefit. If you have a vested benefit in the Hertz Cash Balance Pension Plan but are not yet age 55, your account balance will continue to earn interest, but you cannot request a distribution until you are at least 55 years old. You can access the Hertz Pension

Center website (www.mercerbeneftscentral.com/Hertz) to review your estimated accrued benefit, run estimates to see how much your benefit may be at various dates, and initiate benefit commencement. You can also call the Hertz Pension Center at 866-819-8399 (between 9am and 6pm ET, Monday through Friday) if you have questions or need help with your pension benefit.

Service Vehicle

12. What happens to my service vehicle if I have car privileges?

You must return your service vehicle prior to or on your date of termination. Please arrange with management for return of the vehicle.

13. What if I would like to purchase my current service vehicle?

Let your HRBP know that you are interested in purchasing your current service vehicle along with the current mileage and they will help facilitate this with our Fleet department.

Stock Options

14. What happens to my stock options?

Former employees will be given the specified amount of time listed below to exercise their vested stock options:

- *For grants made prior to May 2008* – (i) for terminations after reaching normal retirement eligibility (age 65) – 180 days; and (ii) for all other terminations (except for termination for Cause) – 60 days.
- *For grants made May 2008 or later* – (i) for voluntary terminations before retirement eligibility 30 days; (ii) for voluntary terminations after reaching normal retirement eligibility (age 65) or early retirement eligibility (age 55 with 10 years of service) – 90 days; and (iii) for involuntary terminations without Cause – 90 days.

Please note, in the event of any discrepancy between the above language and the Plans (or agreements), the language under the Plans (or agreements) will apply. Contact equity@hertz.com or call 239-301-7057 with questions.

Tuition Reimbursement

15. I received Tuition Reimbursement within the last year, do I need to repay any of that amount?

Employees who voluntarily leave the employ of the Company within one (1) year of receiving tuition reimbursement under this program must reimburse the Company for any payments received under this program prior to their departure.

Reward and Recognition

16. I was recognized for my service anniversary and outstanding achievement. I have not redeemed some or all of my points. What happens to the points after I leave?

Rewards and recognition points will be available until the date your employment ends, at which time they will be automatically forfeited. Access to the rewards and recognition platform will be discontinued on your employment termination date.

Other Exit Considerations

17. I have a child(ren) enrolled in Bright Horizon's, what can I expect?

Enrollment of your child(ren) will extend until the end of the month. Since your badge will have been inactivated, you will need to be buzzed in at the Bright Horizon main door for all drop off/pick up activity.

If you choose to end enrollment, please notify your HR Business Partner. You will receive a reimbursement for the unused time via check. The return funds process is 2 weeks from advisement.

18. What is the policy on the return of company property?

Company property must be returned no later than the last day of employment. Please ensure you coordinate with your local manager, supervisor or Human Resources Business Partner on or before your last day of work to return company property. Property should be turned into a management or HR representative. Portable articles may not be left unattended in a work area. Company property includes, but is not limited to: laptop, computer equipment, cell phone, blackberry, parking card or

hang-tag, purchasing cards, credit cards, building access card, door and file keys, computer access codes, software, employee badge, uniforms, employee handbooks and proprietary information as discussed below.

19. What is proprietary, company confidential information?

Any "Company Information" which you had access to or had possession of, prepared or helped prepare in connection with your employment is considered confidential and proprietary company information. Upon leaving Hertz all employees shall return and treat as confidential all "Company Information" in your possession or control. This includes but is not limited to, business reports and records, client reports and records, customer information, business strategies, contracts and proposals, files, lists of customers or clients, lists of potential customers or clients, technical data, testing or research data, research and development projects, business plans, financial plans and internal memoranda concerning any of the above. This information must be returned and cannot be maintained in your possession, copied or replicated in any way.

20. What if I have questions about my final paycheck?

Should you have any questions or issues regarding your final paycheck, please contact AskHR at (800) 654-3373 or via email at askhr@hertz.com).

21. How do I update my address after I leave?

Please contact AskHR at (800) 654-3373 or via email at askhr@hertz.com to update your address after you leave. They will ensure your information is updated in the Oracle payroll system. Please ensure that you speak with an Ask HR representative. Do not leave your new address on a voicemail system.

22. Will I be entitled to collect unemployment?

Terminated employees have the right to file for unemployment benefits. Eligibility for unemployment; however, varies by state. You are encouraged to discuss your eligibility to collect unemployment benefits with your local Unemployment Insurance office.

23. When will I receive my W-2?

W-2s are mailed out each January for the preceding year. Former employees will receive their W-2 at the home address on file in the Hertz payroll system. It is very important that you keep your mailing address current until you receive your last W-2. You can also access your W-2 online at <https://w2.adp.com>. Instructions on registering for ADP's website are provided at the end of this document. Should you have any issues, please contact AskHR at 800-654-3373 or via email at askhr@hertz.com.

24. How do I verify my past employment and salary with Hertz?

Hertz utilizes The Work Number, an automated service that provides instant employment and income verification. This fast, secure service may be used when verifying your Hertz employment. Information and instructions for The Work Number are located on the Payroll site on the Hertz Intranet, and at the end of this document. The Work Number can be reached at (800) 367-5690 (Hertz Employer Code: 20176; DTG Employer Code: 11269) or <https://www.theworknumber.com/>.

25. What information do I need to provide regarding my use of a company provided vehicle?

In November, you will be required to provide vehicle information (year, make, model and last 8 digits of the VIN) and a mileage log to support business use. We need this information in order to calculate the amount to be added to your taxable income. If, at that time, you declare that you do not have a log, or are unable to provide a log, then 100% of the benefit of the car will be deemed for personal use and therefore fully taxable. A mileage log and vehicle information can be submitted now by emailing hrramericapayroll@hertz.com.

26. What happens to my accrued unused paid vacation time?

Unused paid vacation time will be paid in a lump sum and will not be considered an extension of active employment for benefit continuation. Upon separation of employment, employees will be paid for all accrued, unused vacation time at the time of separation. The amount of unused paid vacation time will be determined solely by the records of the company.



- A. Go to <https://my.adp.com/> to access pay and W2 information
- B. Click "Register Now" if first time user
- C. Enter the Registration Code: **hertz-pay** (*not case sensitive*)
- D. Enter personal information as prompted
- E. Add contact email address(s) and mobile number(s) in order to receive account notifications
- F. Set up your user ID and password for account
- G. Create a unique password which contains **all the following**: 8-64 characters, 1 letter, 1 number, 1 special character
- H. Click Create Account



Why the Work Number?

The Work Number is an automated service that provides instant employment and income verification. This fast, secure service is used when applying for a mortgage or loan, for reference checking, leasing an apartment or any other instance where proof of employment or income is needed. You benefit from having control of the process - authorizing others access to your information.

For proof of employment only, you will need to give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number
- The Hertz Corporation Employer Code: **20176**
- The Work Number Access Options for Verifiers: <https://www.theworknumber.com/> or **800-367-5690**

For proof of employment plus income, you will need to give the person needing proof of your employment, the verifier, the following information:

- Your Social Security Number
- The Hertz Corporation Employer Code: 20176
- Your Salary Key* (see instructions below for obtaining a salary key)
- The Work Number Access Options for Verifiers: <https://www.theworknumber.com/> or **800-367-5690**

***To Obtain a Salary Key**, you need to contact The Work Number using the Access Options for Employees: <https://www.theworknumber.com/> or **800-367-2884**

- Select **Obtain a Salary Key**
- Enter the following information:
 - The Hertz Corporation Employer Code: **20176**
 - Your Social Security Number
 - Your PIN: MMDDYY of Birth

Applying to a Social Service Agency?

Case Workers must register with The Work Number prior to obtaining employment and income verification. *All agencies must register to use the service. The process is one-time and takes about 5 minutes to complete the application.*

- You will need to give your case worker The Work Number Access Options for Social Service Agencies: <https://www.theworknumber.com/> or **800-660-3399**