

Flexible Work Arrangements

Policy number: 5.2
Latest update: October 17, 2008
Applicable to: All full-time and part-time Sara Lee U.S. salaried employees (exempt and non-exempt) according to local practices and business feasibility.
 Includes international employees as local legislations and business feasibility allows. The factor that will determine which practice or legislation will have to be taken into account is the location of the employee.
Category: Work/Life Balance

Sara Lee endorses flexible work arrangements that enable employees and managers to achieve an appropriate integration of professional and personal lives.

We believe that flexible work arrangements enhance personal and professional effectiveness, maximize enthusiasm for the business and best satisfy the needs of the business, our customers and consumers.

Our policy at a glance

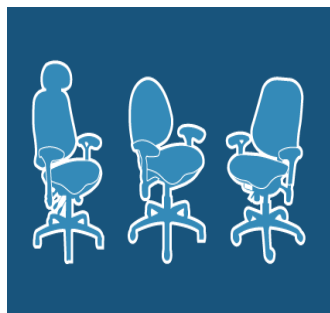
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Flex Time



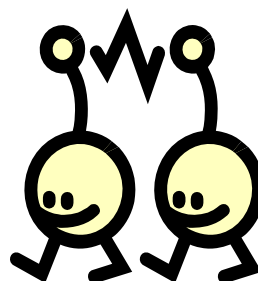
Start/Finish times
Condensed workweek

Flex Location



Remote office

Flex Role



Part-Time work
Job Sharing

Three Guiding Principles:

1. Employee Initiated
2. Customer and Consumer focused
3. Performance driven

1. Flex Time

Flex Time provides the opportunity for employees to adjust their start and finish times to suit business and individual needs.

- Variable start-finish time
- Condensed work week

2. Flex Location

Flexible location provides employees with the option to work from “anywhere.”

- Remote locations (e.g., home, different office location, etc.) can enhance employee productivity, effectiveness and engagement.
- Employees are responsible for staying connected while working remotely (e.g., forward phone, be network/email accessible, etc.)
- Employees are responsible for costs associated with working remotely (e.g., Internet connectivity at home, etc). except where state or local regulations differ
- Sara Lee assumes no responsibility for injuries or other mishaps that occur at non-Sara Lee locations (e.g., home offices), except where state or local regulations differ

Employees who work from a flex location must utilize a business focused environment in which to perform work and participate in conference calls, Live Meetings, etc. Employees who work from a flex location are expected to dedicate their scheduled time to their regular work activities.

3. Flex Role

A part-time schedule allows employees to work less than 40 hours per week while still receiving benefits when working minimum 20 hours. (Hours indicated are U.S.-specific. Definitions of full time and part time vary based upon geography.)

Employees may also have the ability to job-share (e.g., one full-time role shared between two part time employees) where there is another interested and qualified job-share candidate.

4. Recording Time

Employees (exempt and non-exempt) participating in flexible work arrangements are still required to accurately record their time if required by the Company's existing policies regarding time worked. Non-exempt employees (overtime eligible) are not to perform work for the company without recording their time. Overtime hours always need the approval of the manager.

5. Manager Discretion

Managers have the discretion to approve or disapprove of individual flexible work arrangements based upon business feasibility or specific work requirements. Additionally, managers can discontinue any of the work arrangements identified in this policy where the employee's performance is not meeting expectations or circumstances and business requirements have changed.

The location of the employee determines the legislation, practices and business feasibility to be taken into account. Line managers should be aware of the country specifics whenever they have direct reports applying for flexible work arrangements.

If you have questions about a decision with respect to Flexible Work Arrangements, please contact your Human Resources representative and your manager.