



Adoption Benefit Policy

Policy Overview:

Effective January 1, 2026, Pla-Fit Franchise, LLC. ("the Company") is pleased to offer assistance to employees who are building families by providing Eligible Employees with adoption benefits which include financial reimbursement and paid leave.

Eligibility:

Eligible Employees:

Full-time employees of the Planet Fitness Club Support Center are eligible for adoption assistance under this Policy. If both parents work for the Company, only one employee can utilize the financial reimbursement, but the paid leave may be shared between both parents. Employees must be actively employed at the time any financial reimbursement is made. Financial reimbursement can be made for expenses incurred no more than six (6) months prior to hire date or the effective date of this Policy for existing employees.

Eligible Child:

To be considered for financial reimbursement under this policy, an eligible adopted child must be under the age of eighteen or physically or mentally incapable of self-care at the time the qualified adoption expenses are incurred. They may be a blood relative of the employee (such as a nephew or grandchild). Expenses related to the adoption of a child of the Eligible Employee's spouse are not reimbursable under this policy.

Financial Reimbursement:

Eligible adoption-related expenses will be reimbursed to a maximum of \$10,000 per adopted child. There is a limit of three adoptions per household for the lifetime of employment at the Company.

Expense eligible for reimbursement include:

- Application fees
- Home studies
- Agency and placement fees
- Medical expenses for the Eligible Child that are required to complete the adoption (including immunizations)
- Legal fees and court costs
- Immigration and translation fees
- Transportation, meals and lodging (excluding mileage and gasoline)
- Parent, child and family adoption counseling

Reimbursement for expenses related to a surrogate parenting arrangement, expenses paid for establishing legal guardianship, expenses claimed as a credit or deduction on your personal tax return and personal items such as clothing are not allowed under this Policy.

**Procedure:**

During the process of the adoption as expenses are incurred, you may complete the *Adoption Financial Reimbursement Form* available on the benefits portal to receive reimbursement. Itemized receipts for expenses must accompany the form.

Any claims for reimbursement will be processed in accordance with the Policy and any procedures established by the Company, in its sole discretion. Benefits will provide notice in writing if a claim for reimbursement is denied. Approved reimbursements will be processed through payroll and are subject to applicable taxes.

Tax Treatment & Liability

The tax laws regarding adoption reimbursement and credits are complicated and may affect employees differently. Employees should consult with a financial or tax advisor for assistance before obtaining reimbursement under this Policy or claiming an adoption tax credit. While you may be able to claim both a credit and exclusion from income for reimbursement of Qualified Adoption Expenses, both cannot be claimed on the same expenses. The Company does not provide personal tax assistance. You may also obtain further information from IRS Form 8839, Qualified Adoption Expenses.

The tax liability on any reimbursements made under this Policy are the sole responsibility of the participating Eligible Employee. Neither the Company or the Policy make any warranty or representation as to whether any reimbursement received under this Policy will be treated as excludable from gross income for federal or state income tax purposes. Eligible Employees should consult a tax advisor to determine the proper treatment of the reimbursements made under this Policy.

Leave of Absence:

Employees should notify their manager as early as possible of the need for time off related to the adoption process. Employees must request a leave of absence with our leave vendor at least 30 days in advance of their anticipated leave begin date (or as soon as they know they need a leave in an unanticipated situation) as absences related to the adoption process may be covered under the federal Family and Medical Leave Act (FMLA). The leave vendor will advise if you are eligible for leave under FMLA or other state leave laws.

Paid Parental Leave:

Employees may be eligible for additional paid time off during their leave of absence under the applicable Parental Leave Benefit Policy. Visit the benefits portal to review the policy.

Please reach out to the Benefits Department at benefits@planetcsc.com with any questions. The Company reserves the right, at its sole discretion, to change, modify or terminate this benefit at any time.