



Superior Court of California, County of Santa Clara
California Civil Rights Dept. v. Microsoft Corporation
Case No. 24CV442210

Notice of Settlement

***Authorized by the Superior Court of California,
County of Santa Clara***

Did you work for Microsoft Corporation and take one or more leaves of absence protected by California and/or federal law from May 13, 2017 to August 9, 2024?

There is a \$14.2 million settlement of a lawsuit. You may be entitled to money.

What you should do now:

- Read this notice
- Decide whether to cash the enclosed check and release your claims

Important things to know:

- If you take no action, you will not be bound by the settlement, and your rights will not be affected.
- You can learn more at: www.ProtectedLeaveSettlement.com.

Table of Contents

Table of Contents	2
About This Notice	3
Why did I get this notice?	3
What do I do next?	3
Learning About the Lawsuit	4
What is this lawsuit about?	4
Learning About the Settlement	4
Why is there a settlement in this lawsuit?	4
What does the settlement provide?	5
How do I know if I am part of this settlement?	5
Is CRD my lawyer in this lawsuit?	5
Do I have to pay the CRD lawyers in this lawsuit?	5
Deciding What You Want to Do	6
How do I weigh my options?	6
Doing Nothing	6
What are the consequences of doing nothing?	6
Accepting the Enclosed Check(s)	6
What are the consequences of cashing or depositing the enclosed check(s)?	6
How was my payment calculated?	7
Potential Second Payment	7
Might I receive more money than the enclosed check?	7
Not Participating	7
What if I don't want to be part of this settlement?	7
Key Resources	8
How do I get more information?	8

About This Notice

Why did I get this notice?

This notice provides information about the settlement (described in the "Consent Decree") in the lawsuit *California Civil Rights Department v. Microsoft Corp.*, brought by the California Civil Rights Department ("CRD") on behalf of employees employed by Microsoft Corporation ("Microsoft") in California.

You received this notice because records show that you were an employee who worked at Microsoft in California and took one or more leaves of absence protected by California and/or federal law from May 13, 2017 to August 9, 2024 (the "Settlement Period"). This means that you are a part of the group of people potentially covered by the Consent Decree, called the "Covered Workers."

This notice gives you a summary of the terms of the Consent Decree, explains what rights Covered Workers have, and helps Covered Workers make informed decisions about what action they can take.

Enclosed with this notice is a settlement check being offered to you in exchange for a release of certain claims you may have that CRD sought to advance on your behalf and on behalf of the group of Covered Workers in this lawsuit. The release of claims form is also enclosed. If you accept this offer by cashing or depositing the enclosed check, you are agreeing to the terms of the enclosed release form, which means that you forfeit your right to initiate your own lawsuit for the released claims.

This notice is an important legal document, and we recommend that you read all of it. If you have questions or need assistance, please go to www.ProtectedLeaveSettlement.com or call 877-930-0968.

What do I do next?

Read this notice to understand the Consent Decree. Then, decide if you want to:

RECEIVE PAYMENT	Cash or deposit the enclosed check. You will be bound by the settlement described in the Consent Decree.
DO NOTHING	Do not cash or deposit the enclosed check and obtain no payment. You will not be bound by the settlement described in the Consent Decree.

Read on to understand the specifics of the Consent Decree and what each choice would mean for you.

Learning About the Lawsuit

What is this lawsuit about?

CRD has investigated allegations that Microsoft engaged in unlawful employment practices related to protected leaves of absence in violation of California and federal law.

Microsoft denies that it engaged in any unlawful conduct. The parties agree the Consent Decree is not a finding or admission of wrongdoing.

This lawsuit was filed to resolve the case under the supervision of a judge.

Where can I learn more?

You can get a complete copy of the full Consent Decree, including CRD's complaint, and other key documents in this lawsuit by visiting:

www.ProtectedLeaveSettlement.com

Learning About the Settlement

Why is there a settlement in this lawsuit?

The Court has not decided this case in favor of either side. In July 2024, before the lawsuit was filed, the parties agreed to settle, which means they reached an agreement to resolve CRD's claims from its investigation into Microsoft. The settlement agreement is memorialized in a document called the [Consent Decree](#). Both sides want to avoid the risk and expense of further litigation. The settlement is on behalf of CRD and any Covered Worker who cashes or deposits their settlement check.

What is a Consent Decree?

A consent decree is a type of settlement agreement that resolves a case under the supervision of a judge. It can provide money and sometimes changes to the practices that caused harm in the first place.

What does the settlement provide?

Microsoft agreed to pay \$14,200,000.00 into a settlement fund. This money will be divided among the Covered Workers as described below (see “How was my payment calculated?” on page 7) and will also be used to pay for the cost of administering this settlement.

Covered Workers who cash or deposit their enclosed check will release their claims as part of the settlement, which means they cannot sue Microsoft for the same issues in this lawsuit. The full terms of the release are enclosed with this notice. The settlement also includes a separate amount of \$225,000.00 to settle CRD’s claim for attorneys’ fees and costs.

In addition, Microsoft has committed to provide enhanced training to its managers and human resources personnel concerning leaves of absence protected by California law generally and in connection with its annual Rewards process. The parties have also agreed to engage a third-party consultant who will evaluate Microsoft’s leave-related policies/guidelines in connection with (i) the determination of “impact” and recommending Rewards outcomes to ensure that these policies/guidelines consistently and expressly state that the time an employee is on protected leave shall not be counted against that employee in evaluating that employee’s impact; (ii) the calculation of bonus eligible salary (BES); and (iii) the investigation of employee complaints. The third-party consultant will recommend possible improvements.

How do I know if I am part of this settlement?

If you were an employee of Microsoft in California and took one or more leaves of absence protected by California and/or federal law from May 13, 2017 to August 9, 2024, you may be a Covered Worker as defined in the Consent Decree and therefore part of this settlement.

Is CRD my lawyer in this lawsuit?

No, CRD is not your lawyer. CRD is a party to the Consent Decree and is the plaintiff in the lawsuit filed in connection with the Consent Decree, and it represents the interests of the State of California, itself, and the public, but it does not specifically represent you or other Covered Workers.

Do I have to pay the CRD lawyers in this lawsuit?

CRD’s attorneys’ fees and costs are being paid as part of the settlement. You will not need to pay CRD any money.

Deciding What You Want to Do

How do I weigh my options?

You can deposit or cash the enclosed check to receive payment and be bound by the settlement as described in the Consent Decree, or you can do nothing. This chart shows the effects of each option:

	<i>Do nothing</i>	<i>Cash or deposit the enclosed check</i>
Can I receive settlement money if I	NO	YES
Am I bound by the terms of this settlement if I	NO	YES
Can I pursue my own lawsuit if I	YES	NO

Doing Nothing

What are the consequences of doing nothing?

If you do nothing, you will not get any money from this settlement between the government and Microsoft. However, you will also not be bound by the Consent Decree. This means you may be able to start, continue, or be part of any other lawsuit against Microsoft regarding the issues in this case. Please see the Consent Decree, which can be found at www.ProtectedLeaveSettlement.com, for a full description of the claims in this case.

Even if you choose not to participate in the settlement by not cashing or depositing the enclosed settlement check, the injunctive terms in the Consent Decree will still be implemented and will apply to all Microsoft workers for the duration of the Consent Decree.

Accepting the Enclosed Check(s)

What are the consequences of cashing or depositing the enclosed check(s)?

If you cash or deposit the enclosed check within 180 days of the date on which it was issued, you will be bound by the settlement (as described in the Consent

Decree) and the enclosed Release of Claims. You will not be able to start, continue, or be part of any other lawsuit regarding the claims released in this government lawsuit through August 9, 2024. More information about the claims you will release if you cash or deposit the enclosed check is provided in the enclosed Release form.

If you do not want to be bound by the settlement, do NOT deposit or cash the check.

How was my payment calculated?

Covered Workers each receive a minimum payment. Your check may also include an additional payment amount. Any additional payment amount was calculated solely at CRD's discretion based on several factors, including days worked during the Settlement Period, your highest salary during the Settlement Period, and your taking of protected leaves of absence during the Settlement Period. You can review the determination of these factors as applied to you by accessing the following website: www.ProtectedLeaveSettlement.com and entering your "Unique ID" on the Review Your Data page.

If you believe any of the information on that website is incorrect or have other questions regarding how your payment was determined, please contact the Settlement Administrator at 877-930-0968.

Potential Second Payment

Might I receive more money than the enclosed check?

Possibly. Any money that is not accepted by Covered Workers by the deadline (within 180 days of the check's date) will be redistributed through a second payment to all Covered Workers who accepted this first payment. That second payment will be made proportionately to all Covered Workers who accept their first payment, consistent with the Consent Decree.

Not Participating

What if I don't want to be part of this settlement?

You do not have to be part of this settlement.

If you do NOT cash or deposit the enclosed settlement check, you will not be a part of the settlement or receive payment. You will not be bound by this settlement and may be able to file your own lawsuit.

IMPORTANT: There are strict time limits for pursuing legal claims by filing an administrative complaint or a lawsuit. For employment discrimination claims under the Fair Employment and Housing Act (or FEHA), except in special and rare circumstances, an employee must file an administrative complaint with the California Civil Rights Department within three years from the date they were harmed. The time limit to file an employment discrimination administrative complaint with the federal Equal Employment Opportunities Commission (EEOC) for federal employment discrimination claims is three hundred (300) days from the date they were harmed. You may wish to consult an attorney to discuss your legal options.

Key Resources

How do I get more information?

This notice is a summary of the settlement contained in the Consent Decree. The complete Consent Decree with all its terms can be found [here](#). To get a hard copy of the Consent Decree or get answers to your questions:

- visit the case website maintained by CRD at <https://calcivilrights.ca.gov/readingroom/>
- visit the case website maintained by the Settlement Administrator at www.ProtectedLeaveSettlement.com
- access the Court Record System [online](#) or by visiting the Clerk’s Office of the Court (address below).

California Civil Rights Department	California Civil Rights Department Call CRD at (833) 525-4333 Email CRD at ProtectedLeave@calcivilrights.ca.gov
Settlement Administrator	Protected Leave Settlement Administrator c/o JND Legal Administration P.O. Box 91205 Seattle, WA 98111 877-930-0968 info@ProtectedLeaveSettlement.com www.ProtectedLeaveSettlement.com
Court (DO NOT CONTACT)	Superior Court of California, County of Santa Clara 191 N. First Street San Jose, CA 95113