

RR DONNELLEY

**2017 Summary of Material
Modifications (SMM) for Short-Term
Disability provided under the
Disability Benefit Program**

Effective as of January 1, 2017

This Summary of Material Modifications (the “SMM”) only covers Short-Term Disability provided under the Disability Benefit Program of the RR Donnelley Group Benefits (the “Plan”). In addition, nothing in this SMM, the Summary Plan Description of the Disability Benefit Program (the “SPD”) or its appendices should be interpreted as an employment contract. This SMM merely describes the material changes to the coverages and benefits offered to eligible participants from the date of the last SPD until January 1, 2017. R.R. Donnelley & Sons Company (“RR Donnelley”) reserves the right to amend, change, or terminate the Plan or the Disability Benefit Program, in whole or in part, at any time. If a capitalized term is not defined in this SMM, such term shall have the definition set forth in the SPD.

This SMM contains a summary in English to supplement and/or replace the information provided in the SPD and its appendices. If there is any inconsistency between the SMM and the SPD, this SMM shall control. You should keep this SMM with your SPD, and other Disability Benefit Program and/or Plan documents. If you have difficulty understanding any part of this content, call the RR Donnelley Benefits Center at 1-877-RRD-4BEN (1-877-773-4236). Benefits Center Representatives are available from 8 a.m. to 5 p.m. CT, Monday through Friday.

(The following section replaces the section of the SPD titled “Summary of Benefits” found under the section of the SPD titled “Your Short-Term Disability Coverage” beginning on page 6.)

Summary of Benefits

Plan Features	Salaried Employees	Hourly Employees
Waiting Period	Illness: benefits start on the 8 th calendar day for a disability period due to illness Injury: benefits start on the 8 th calendar day for a disability period due to injury or hospitalization	Illness: benefits start on the 8 th calendar day for a disability period due to illness Injury: benefits start on the 8 th calendar day for a disability period due to injury and hospitalization
Weekly Benefit	60% of your Predisability Earnings* calculated on a weekly basis	60% of your Predisability Earnings* calculated on a weekly basis
Maximum Weekly Benefit Period	26 weeks	26 weeks

*Important Note: Review the definition of Predisability Earnings to understand completely how your STD benefits will be calculated, especially if you are a commissioned sales employee, a 4-crew employee, or a truck driver.

(The following definitions replace the definitions in the section of the SPD titled “Glossary of Key Terms” found beginning on page 13.)

Predisability Earnings

Your gross salary or wages that you were earning from the applicable Participating Employer as of your last day Actively at Work before your Disability began. We calculate this amount on an annual basis.

For “4 crew” employees, your actual hours worked do not determine your Predisability Earnings. When your leave begins, we calculate your annual amount by taking an average of hours worked in a week given your annual schedule. The average of hours worked per week will be determined by looking back at the average of hours worked per week for the 12-month period immediately prior to your disability.

The term includes:

- contributions you were making through a salary reduction agreement with an applicable Participating Employer to any of the following:
- an Internal Revenue Code (IRC) Section 401(k), 403(b) or 457 deferred compensation arrangement;
- an executive non-qualified deferred compensation arrangement; and
- Your fringe benefits under an IRC Section 125 plan.

The term does not include:

- commissions, awards and bonuses;
- overtime pay;
- the applicable Participating Employer’s contributions on your behalf to any deferred compensation arrangement or pension plan; or
- any other compensation from the applicable Participating Employer.

Important Note for Commissioned Sales Employees: Your last three full years of base pay and commissions will be used to calculate your base pay amount. This calculated average amount will be frozen each September 1 prior to the plan year. If you have been employed less than three calendar years, each full calendar year of employment will be used and averaged for this calculation.

Important Note for Truck Drivers: Your last three full years of base pay and mileage pay will be used to calculate your base pay amount. This calculated average amount will be frozen each September 1 prior to the plan year. If you have been employed less than three calendar years, each full calendar year of employment will be used and averaged for this calculation. “Truck Drivers” only includes those employees who are paid according to miles driven.

Increase in Benefit

An increase in benefits due to an increase in your earnings will take effect on the date of change. If you are not Actively at Work on the date benefits would otherwise take effect, benefits will take effect on the day you resume Active Work.

Decrease in Benefit

A decrease in benefits due to a decrease in your earnings will take effect on the date of change. If you make a written application to decrease your benefits, that decrease will take effect as of the date of your application. Changes in your disability income benefits will only apply to disabilities commencing on or after the date of the change.