

## **PARENTAL LEAVE**

The Company provides eligible employees with paid parental leave to enable employees to care for and bond with the employee's child after birth or adoption of a child in the care of the employee.

### **Eligibility**

Full-time employees who have been employed for at least 1,250 hours during the 12-month period immediately before the date parental leave is requested and are the parent of a newly born, or newly adopted child are eligible for leave pursuant to this policy.

### **Amount, Time Frame and Duration of Parental Leave**

Eligible employees will receive a maximum of four (4) weeks of paid parental leave as the primary caregiver or a maximum of two (2) weeks of paid parental leave as the secondary caregiver pursuant to this policy per birth or adoption. A multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the total amount of parental leave granted for that event pursuant to this policy.

An employee seeking leave under this policy must notify the Company in advance of the leave whether they are the primary or secondary caregiver. The primary caregiver is the parent who assumes the primary responsibility for the day to day care of the child.

Each week of paid parental leave is compensated at 100% of the employee's regular rate of pay.

Paid parental leave provided pursuant to this policy must be taken in one consecutive period. Additionally, parental leave must be taken immediately following the birth or adoption of a child or the end of any applicable disability period related thereto to the extent employee gave birth to the child.

### **Requests for Paid Parental Leave & Interplay with Other Leaves/Monetary Benefits**

The employee must provide Human Resources with written notice of the request for parental leave pursuant to this policy and notice of whether the employee is the primary caregiver for the child, at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete any Company-provided forms and provide all documentation as required by the Company to substantiate the request.

Employees must apply for any applicable statutory or other sources of paid parental leave and/or monetary benefits for which they are eligible as a condition of receiving parental leave pursuant to this policy, to the maximum extent permitted by applicable law. Paid parental leave provided pursuant to this policy is coordinated with any applicable statutory or other sources of paid parental leave and/or other monetary benefits so that a qualifying employee may not receive more than 100% of their base compensation pay at any time, to the maximum extent permitted by applicable law.

Additionally, leave provided pursuant to this policy will run concurrently with any applicable statutory or other sources of paid parental leave and/or monetary benefits for which an employee may be eligible, to the maximum extent permitted by applicable law.

### **Benefits During Leave**

The company will continue health insurance as well as all other benefit coverage during a parental leave, to the extent permitted and in accordance with the applicable plans and policies.

Employees with questions regarding this policy should contact Human Resources.