

Parental Leave

The Company provides maternity & paternity leave for adoptive, foster, and natural mothers and fathers as a benefit of full-time employment.

Eligibility

Employees are eligible for this benefit if they have been employed full-time for 12 continuous months and are in good employment standing.

Coordination with Other Leave Policies

Employees may use accrued PTO or FMLA leave concurrently with Parental Leave.

Leave Duration

The benefits for maternity leave are as follows:

Employees who have been employed 12-23 continuous months are eligible for 4 weeks of Paid Time Off and 8 weeks of approved Unpaid Time Off.

Employees who have been employed 24 months or more are eligible for 8 weeks of Paid Time Off and 4 weeks of approved Unpaid Time Off.

The benefits for paternity leave are as follows:

Employees who have been employed 12 continuous months are eligible for 3 days of Paid Time Off.

Requesting Parental Leave

While due dates and adoption timelines can be uncertain, we request that employees provide at least 30 days' notice prior to the start of their parental leave whenever possible. Once an employee determines they would like to request leave, they must email their supervisor and the HR Department to notify them of the requested dates. Health benefit continuation is available; however, the employee must pay the premium normally paid by the employee before the leave of absence begins. Open and early communication allows us to best support our employees.

Return to Work

Prior to the start of your parental leave, the employee and the supervisor will create a return-to-work plan. While on leave, the employee is expected to communicate with the supervisor if the leave plan or return to work plan needs to change.

Documentation

The Company reserves the right to request that the employee provide the HR Department documentation verifying the birth, adoption, or foster placement of a child.

Montana Employees

Under the Montana Human Rights Act (MHRA), specifically Montana Code Annotated § 49-2-310 and 49-2-311, employers are required to provide a reasonable leave of absence for pregnancy and related childbirth recovery. The Company complies with this law, and ask that employees who are protected by this provision contact the HR Department for more information.