

## PARENTAL LEAVE POLICY

### SCOPE & PURPOSE

This policy outlines the commitment of the company to supporting employees during significant family transitions by providing up to one week of paid parental leave. This leave is available to eligible employees following the birth of a child, placement of a child through adoption or foster care, or placement of a child through surrogacy.

The purpose of this policy is to enable employees to care for and bond with their newborn, newly adopted, or newly placed child. Paid parental leave will run concurrently with leave provided under the Family and Medical Leave Act (FMLA), where applicable. This policy applies to qualifying events occurring on or after xxx.

### ELIGIBILITY

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months.
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time, regular employee (temporary employees, part-time employees, interns, or any other non-regular employment classifications are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse of a woman who has given birth to a child.
- Have adopted a child, been placed with a child through foster care or surrogacy (in any case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

If both spouses or committed partners work for the company, the maximum paid parental leave available is a combined total of one week to be shared between them for the same birth, adoption, foster placement, or surrogacy event.

### AMOUNT, TIME FRAME, AND DURATION

During a rolling 12-month period, eligible employees will receive a maximum of one week of paid parental leave per qualifying event. Multiple births, adoptions, or placements (e.g., the birth of twins or adoption of siblings) do not increase the one-week maximum amount of paid parental leave granted for that event.

For commission employees, each week of paid parental leave will reflect the amount earned on the employee's specific route during their absence. For non-commission employees, paid parental leave will be calculated using the employee's hourly wage rate or

salary and the number of hours on leave. Paid parental leave will be paid on a biweekly basis and on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time within the six-month period immediately following the qualifying event. It is not required that the leave be used in one continuous period; employees may use approved parental leave intermittently in 8-hour increments by providing proper notice to Human Resources at least 48 hours prior to the requested leave date. Whether used consecutively or intermittently, all required documentation must be completed prior to the event date. Paid parental leave may not be used or extended beyond the six-month time frame. Any unused paid parental leave will be forfeited at the end of the six-month time frame.

In the event of a female employee who herself has given birth, the one week of paid parental leave may be taken at any time within the six-month period immediately following the qualifying event. In accordance with the company's leave policy, paid parental leave and personal paid time off (PTO) must be used to cover any portion of leave under the Family and Medical Leave Act (FMLA) that is not compensated by the short-term disability (STD) benefit provided for the employee's medical recovery following childbirth.

Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

#### **POLICY COORDINATION**

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a rolling 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.

Upon completion of short-term disability or FMLA medical leave (for employee's own health), a fitness-for-duty certificate will be required before the employee may return to work. Requests for workplace accommodations upon return should be directed to Human Resources, and the company will make every effort to provide reasonable accommodations. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the remaining balance of FMLA leave (if applicable) will be compensated through the employees' accrued personal time (PTO). Upon exhaustion of accrued personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

### **REQUESTS FOR PARENTAL LEAVE**

The employee must submit a formal request through the Human Resources department. Requests should be submitted as far in advance as possible, with a minimum of 30 days' notice prior to the anticipated qualifying event date. If the leave is unforeseeable, the request and supporting documentation must be submitted as soon as possible.

Human Resources will provide the employee with the necessary forms, which they must complete and submit back to Human Resources, along with any required supporting documentation to substantiate the request. All required documentation must be completed prior to the event date, regardless of whether the requested leave begins on or after the event date, or whether it will be taken consecutively or intermittently. Leave requests will be reviewed by Human Resources, and once approved, the employee will receive confirmation of approved paid parental leave. It is the employee's responsibility to communicate the leave request to their supervisor.

All required forms and supporting documentation (e.g., medical note, adoption or placement paperwork, surrogacy documentation) must be completed prior to the start of leave, or as soon as reasonably possible in emergencies. Falsifying documents or misusing parental leave may result in disciplinary action up to and including termination of employment.

### **EXPECTATIONS DURING LEAVE**

Employees are not expected to perform work duties while on parental leave. To ensure adequate position coverage, company equipment (e.g., laptops, phones, tablets) must be returned to their manager or the IT department prior to the start of leave unless otherwise authorized. Outside employment while on parental leave is prohibited. Termination of employment may result if it is found that an employee has engaged in outside employment while on parental leave or has misused the parental leave.

### **ENFORCEMENT**

This policy is administered and enforced by the Human Resources Department. The Human Resource Department will treat all medical and family documents confidentially.

This policy is intended to comply with the applicable federal laws including FMLA. Where state or local leave laws provide different guidelines for family or parental leave benefits than those outlined in this policy, the company will comply with the applicable state or local requirements. Anyone with questions or concerns specific to this policy or needing

guidance on how state or local laws may affect their parental leave rights and benefits should contact the Human Resources Department.

#### **POLICY AMENDMENT & ADMINISTRATION**

The company, or its delegate, administers this Policy and has the sole discretionary authority to make eligibility determinations and interpret the terms of the Policy.

The company expressly reserves the right to amend, suspend, discontinue, or terminate the Policy at any time. Nothing in this description of the Policy says or implies that participation in the Policy is a guarantee of continued employment with the Company nor is anything in this description of the Policy intended to guarantee that benefit levels will remain unchanged in future years.

The company's decision to amend, suspend, discontinue or terminate the Policy may be due to changes in applicable law, Company policy, or any other reason.