

<b>Policy Number: 510</b>	<b>Effective Date: June 7, 2022</b>
<b>Title: Parental Leave</b>	

## **Purpose**

To provide 6 weeks of paid parental leave for full-time employees for the birth and care of a newborn child of an employee or for the placement with the employee of a child for adoption, or the placement of a newborn up to age of 6 months into foster care. This includes maternity, paternity, or both for parents.

## **Policy**

Paid leave for the birth and care of a newborn child of an employee or for the placement with the employee of a child for adoption, or the placement of a newborn up to age 6 months into foster care, allows employees to have the nurturing and bonding time as parents, to meet personal and family health care needs, while also fulfilling work responsibilities with greater financial security.

In placing our earnest efforts in support of our family structures, which is the core of our nation, our future generations are most positively influenced and affected by protecting, preserving, promoting, and enhancing our quality of life. Our fathers, mothers, and extended families raise our children by teaching, demonstrating, the character and lifestyle that builds on previous generations and strengthens the next. This parental leave policy allows parent(s) and child the precious time to have the greatest influence on the child's physical, cognitive, and socioemotional development.

Furthermore, by allowing paid parental leave along with any other applicable benefit leave options, allows time for parents to adjust and embrace their parental journey. This journey includes time to recover from childbirth, time to facilitate breast feeding, to allow time that is free from stress, time to focus on developing the special bond with their child, and to also allow time to make practical arrangements for allocation of childcare.

## **Practice**

Eligible employees must meet the following criteria:

- Have been employed with the company for at least one year,
- Have worked at least 1,250 hours during the 12 months preceding the date leave would begin,
- Be a full-time employee

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

- Have given birth to a child
- Be a spouse or committed partner of a woman who has given birth to a child
- Have adopted a child or been placed with a newborn up to age of 6 months into foster care

All benefits will continue to be provided during the 6 weeks of paid leave at the same rate as in effect before the leave was taken regardless of length of service as long as the employee has at least one full year of service.

Paid leave benefits will continue to accrue during the 6 weeks of paid leave as defined by policy.

The employee must provide to the department leadership 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable), complete the necessary Human Resources (HR) Forms, provide proper documentation and file them with the HR Benefits Team. Proper documentation may include any of the following: physician's statement, recognition of parentage, applicable court documentation, guardian documentation, birth certificate, etc.

Each week of paid parental leave is compensated at 100 percent of the employees' regular rate of pay and paid by the current pay period schedule. This 100 percent may include applicable Short Term Disability benefits that the mother may be eligible for.

The current medical leave of 12 weeks will run concurrently with this leave as applicable and per policy.