

# Parental Leave of Absence



## **Purpose**

Pace is committed to supporting family-friendly policies that cultivate an atmosphere of where Associates can thrive professionally without sacrificing essential family obligations.

## **Policy**

It is the policy of Pace to provide up to one week (40 Hours) of paid Parental Leave to eligible Associates. Parental Leave can be taken in connection to the birth of an Associate's child or the placement of an adopted minor child within an Associate's home. This time allows our new parents to bond and care for their new child.

Our Parental Leave Policy exceeds any legal requirement as currently there is no legal requirement to provide any paid Parental Leave. The effective date of this policy is July 1, 2022.

## **Eligibility**

An Associate is eligible on the first of the month following 30 days of employment and must be classified as a Full-Time, Non-union, Regular Associate.

An Associate is eligible if they are the biological parent, same sex spouse or adoptive parent.

## **Parental Leave Provisions**

1. Full-Time, Non-union, eligible Associates may take up to one week (40 hours) of Parental Leave for a birth or adoption. The 40 hours will be compensated at 100% of the Associate's regular, straight weekly pay.
2. Certified Proof of birth or adoption is required to be provided to the site Human Resources Department within 5 business days of the start of parental leave.
3. The one week (40 hours) of Paid Parental Leave may be taken in its entirety or no less than one day increments (8 Hours).
4. All Parental Leave shall be available for a 6-month period following the birth or adoption of a child.
5. Parental Leave will run concurrently with Family Medical Leave Act (FMLA). For those Associates that are FMLA eligible, the Associate must submit the applicable FMLA certifications through Pace's disability provider.
6. Multiple births or adoptions with the same event date does not increase the length of Parental Leave.
7. The adoption of a spouse's child is excluded from this policy.
8. Upon termination of employment, the Associate shall not be eligible for payment for any unused Parental Leave.
9. Benefits will remain the same while an Associate is on Parental Leave.

10. Parental Leave Policy will reset annually (per calendar year) if the Associate were to have another child.

#### **Notice of Leave**

1. An Associate shall notify his or her supervisor and Human Resources of the need for Parental Leave and include the estimated timing and duration of such leave at least 30 calendar days in advance of the need for Parental Leave, where practical.
2. An Associate will file a claim with Pace's disability carrier for Family Medical Leave. Pace's disability carrier will request appropriate documentation for approval of the leave of absence.

***As is the case with all Company Policies, Pace reserves the right to modify this policy.***