

## Parental and Family Leave

Employees may request Parental & Family Leave of absence to care for a newborn, adopted or fostered children, or to care for a family member with a serious illness.

### 1. Eligibility

Regular, full-time hourly (non-union) and salaried employees are eligible to request a Parental & Family Leave beginning with the first of the month after hire date.

### 2. Leave Description

Parental & Family Leaves under this policy are paid leaves associated with the birth of an employee's own child, the placement of a child with the employee in connection with adoption or foster care, or to care for a family member with a serious illness. The benefits under this policy are as follows:

#### **Birth Parent Leave**

Up to a total of 12 weeks of company-paid time off for the birth parent. This includes 8 weeks for short-term disability leave for recovery and 4 weeks bonding leave as defined below.

- Employees are paid 100% of base pay.
- The Birth Parent Leave (including short-term disability leave) must be used immediately following birth. A doctor's release is required prior to returning to work.
- The bonding leave must be used within 12 months after birth and must be taken in minimum of 2-week increments.

#### **Bonding Leave**

Up to 4 weeks (160 hours) of company-paid time off for non-birth, adoptive, or new placement foster parent.

- Employees are paid 100% of base pay.
- Must be used within the first 12 months after birth, adoption, or foster care placement.
- Any intermittent bonding leave must be taken in minimum of 2-week increments and must be fully used within 12 months of the birth, adoption, or foster care placement.
- Additional unpaid (or paid with available PTO) bonding leave under FMLA may be taken.
- Bonding leave for foster parents:
  - Is the shorter of 4 weeks or the time the foster child resides with the foster parent
  - Has a lifetime maximum of 12 weeks of paid time off

#### **Family Leave**

Up to 4 weeks (160 hours) of company-paid time off to care for a family member with a serious illness.

- Employees are paid 100% of base pay.
- Serious illness of a family member is limited to those conditions of a family member that would qualify as a serious illness under FMLA's Family Member's Serious Health Condition.

- Family members are defined as those listed under FMLA's Family Member's Serious Health Condition (parent, spouse, child) unless state law provides otherwise. If you believe you have a qualifying circumstance, contact your HR Business Partner.
- Intermittent family leave must be taken in no less than 1-hour increments.

### 3. Requirements for Leave

The employee must provide to his or her supervisor in writing a 30 days' notice of the requested leave (or as much notice as practicable if the leave is not foreseeable) using the [Parental & Family Leave Request Form](#). The form, as well as Frequently Asked Questions, are available on the [Total Rewards & Benefits Portal](#). Complete the form in its entirety, including required documentation and approval from your HR Business Partner (in consultation with your supervisor), and submit the form to HR Shared Services ([HRSS@thgrp.com](mailto:HRSS@thgrp.com)).

- If there are multiple requests that may cause coverage issues for the company, the company may require that non-eligible FMLA employees reschedule their requested leave.
- Documentation is required when requesting any leave listed above.
- If your employment terminates prior to using the full leave benefit, the unused portion is forfeited.
- Birth Parent, Bonding, or Family Leave is available once in a rolling 52-week period.
- A birth parent who has taken 12 weeks of paid leave is not eligible for additional Bonding or Family Leave in the same 52-week rolling period.
- A total of 4 weeks in any rolling 52-week period can be taken for either Bonding or Family Leave or some combination of the two leave types.
- For any portion of these leaves that qualifies for unpaid time off under the Family and Medical Leave Act, such FMLA leave runs concurrently with any leave described in this policy.
- *State-Funded Disability Benefits & Paid Family Medical Leave*: Some states provide extended paid leave benefits for related reasons. This benefit is administered and paid by the state. Employees in states with such benefits should follow the state's guidance for qualification and claim administration. This benefit will be paid concurrently with the Company paid leave. At no time can the employee earn more than 100% of their normal wages. If applicable, see your [State's government website](#) for details.
- Use of the benefits described in this policy other than for its intended purpose, if substantiated, will result in the revocation of benefits and disciplinary action up to and including termination.

### 4. Definitions

The following definitions apply to terms used in this policy.

- *Birth Parent*: The individual giving birth to a child, regardless of whether the child stays with the Birth Parent or is offered for adoption.
- *Non-Birth Parent*: The biological or adoptive parent other than the Birth Parent who is living in the same household as the child or otherwise has day-to-day responsibilities for caring for and financially supporting their child during the time of the leave.
- *Family Medical Leave Act (FMLA)*: FMLA provides certain employees with up to 12 weeks of unpaid, job-protected leave per year for reasons related to the birth and care of a child; placement of a child for adoption or foster care; to care for a family member with a serious health condition; or for one's own serious health condition. FMLA runs concurrently with any leave described in this policy.