

# Parental Leave Policy

## Purpose

The purpose of this Parental Leave policy is to provide time for new parents to care for a newborn or newly placed child. It supports adjustment to new family life and balances personal and professional obligations. It also recognizes the physical and emotional demands of welcoming a new child.

## Eligibility

Parental leave is available to regular, full-time employees with at least one year of service.

Eligibility applies to the following circumstances:

- Birth of a biological child (where the employee is an intended parent).
- Birth via assisted reproductive technology (for intended parents).
- Permanent placement of an adopted child (not a stepchild or child of the employee's spouse/domestic partner).

If both parents are employed, both are considered eligible.

## Leave Entitlement

Eligible employees may take up to 8 weeks of paid, job-protected leave following the birth or placement of the child. Leave begins immediately upon the date of eligible birth or placement and must be taken continuously. If leave is delayed, the total entitlement is reduced by the delay period.

**Example:** Starting leave 4 weeks after birth = only 4 weeks of paid leave remaining.

## Pay and Conditions

Parental leave is paid at the employee's normal rate of pay at the start of leave. There is no payout for unused leave upon separation from employment. If both parents are employees, each will be entitled to eight weeks of paid leave. PTO accrual is paused for the duration of leave and will resume when the employee returns to work.

## Concurrent Leave

Parental leave runs concurrently with:

- Short-Term Disability (STD)
- Long-Term Disability (LTD)
- Family and Medical Leave Act (FMLA)
- Any other applicable federal, state, or local leave laws.