

**ADMINISTRATION - PEOPLE – POLICY AP-160**

**TITLE:** Parental & Postpartum Leave Policy

**PURPOSE:** The purpose of this policy is to establish the paid leave associated with the birth of an employee’s own child or the placement of a child with the employee in connection with adoption.

**RESPONSIBILITY:** Manager in Charge

**DISCUSSION:** This Company believes it is important for a parent to bond with their child during the first weeks following the child’s birth. This policy establishes paid time off for Parental and Postpartum leave.

**POLICY:**

1. Eligibility: To be eligible for Parental and/or Postpartum Leave, the employee must:
  - a. Be classified as a Full-time Salaried Employee;
  - b. Have been employed with Robins & Morton as a salaried employee for 6 months;
  - c. Have given birth to a child or be a spouse or partner of a person who has given birth to a child; or
  - d. Have adopted a child who is under the age of 18.
  - e. Birth includes birth by surrogacy. Adoption does not include the adoption of a stepchild by a stepparent.
2. Leave weeks will be paid at the employee’s regular rate of pay.
3. Benefits will remain the same while the employee is on leave.
  - a. The employee will remain responsible for their portion of the premium and the Company will continue paying its portion.
  - b. Post-partum recovery leave will also deplete up to 10 weeks of Short-Term Disability Benefit for the rolling calendar year, if applicable.
  - c. If the employee is eligible, FMLA and/or Short-Term Disability Leave will run concurrently with Parental/Postpartum Leave.
4. Duration of Leave:
  - a. Up to 8 weeks for Postpartum Leave for the birthing parent
  - b. Up to 2 consecutive weeks for Parental Leave for the birthing parent, or the spouse or partner of the birthing parent.
  - c. An additional 10 days of Parental Leave may be used intermittently, 30 days after any consecutive leave has been taken, for the birthing parent, or spouse or partner of the birthing parent.
5. Requesting Leave:
  - a. Employee will provide their manager and the Human Resources department with notice of the request for leave at least 30 days prior to

the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).

- b. Employee must go to My Forms in their Sage HR Portal and Initiate a New Action for the Parental & Postpartum Leave Form.
- c. To request time off, employees will add a new Time Off Request in their Sage HR Portal and use the drop-down menu to select Postpartum or Parental Leave.

6. Please call the HR Helpline at (205) 803-0102 if you need assistance.

7. All leave must be used within 12 months of the birth/placement of child.