

# Seiler Paid Parental/Bonding Leave Policy

## Eligibility:

- Must be a regular, full-time W2 employee. Not available for employees working under 32 hours per week, or temporary/seasonal employees, contractors, or interns.
- Must meet one of the following criteria:
- Have given birth to a child;
- Be a spouse or committed partner of a person who has given birth to a child; or
- Have adopted a child, been placed with a foster child, or granted guardianship of a child (in either case the child must be age 17 or younger).

## Leave Provisions:

- Employees that meet the above eligibility criteria are eligible for three (3) weeks of Paid Parental/Bonding Leave (“Parental Leave”).
- Parental Leave will be paid at 80% of the eligible employee’s straight time, base compensation based on the number of regularly scheduled hours for the eligible employee. PTO time may be used to supplement leave in order to bring the employee’s compensation up to, but not beyond, 100%.
- Parental Leave must be taken immediately upon the birth of the child or placement of the child. *\*Special consideration may be taken in cases of placement if there is required travel prior to the placement of the child.*
- Parental Leave must be taken in one continuous leave period and cannot be taken on an intermittent or reduced leave schedule.
- Multiple births or multiple placements for adoption or foster care (for example the birth or adoption of twins) does not increase the length of Parental Leave for that event under this policy.
- Parental Leave is only available for eligible employees one (1) time in a rolling twelve (12) month period.
- If an employee leaves the Company for any reason, any unused Parental Leave will be forfeited.
- Any paid Company holidays that occur during Parental Leave will not be counted toward the maximum period of three (3) weeks of Parental Leave under this policy.
- All paid benefits under this policy are less any applicable taxes or withholdings.

## Additional Paid Parental Leave Available

- An additional three (3) weeks of Paid Parental/Bonding Leave may be available for the employee physically giving birth should the employee’s physician provide medical certification indicating that the employee needs additional time off to recover.

- Any additional Paid Parental/Bonding Leave will follow the same provisions as above.

**Concurrent Leave With All Other Company Leave Policies or Applicable Law:**

- FMLA leave begins on the first date of absence and runs concurrent with paid leave, PTO and/or Short Term Disability under this policy.
- Parental Leave under this policy will run concurrently with any other leave available for the same reason, whether by Company policy or applicable federal, state or local mandated leave law. If federal, state or local law requires Paid Parental Leave, any company payment made under this policy will satisfy the company's obligation under both the law and this policy concurrently.
- To the extent an employee eligible for Parental Leave is eligible for any Short Term Disability relating to the birth of a child, such employee must elect to receive either Short Term Disability or Parental Leave during any period of eligibility for both of such paid leave benefits.

**Requesting Leave:**

Please contact your HR representative to request use of Paid Parental/Bonding Leave.

**Group Health Insurance:**

During leave under this policy, coverage under the Company's benefits programs will continue in accordance with the terms of the benefits programs. If coverage continues, then the employee's share of the premium will be deducted from the eligible employee's Paid Parental/Bonding Leave in accordance with normal payroll practice.