



CPC Paid Parental Leave Policy

Policy Objective

CPC will provide up to 4 weeks of paid parental leave to employees following the birth of an employee's child or following an adoption or placement of a child in foster care.

Purpose

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, a newly adopted or newly placed foster child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy is effective May 1, 2022.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time, part-time, or regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 4 weeks of paid parental leave following the birth or a child (inclusive of multiple births, i.e. twins, triplets, etc.), adoption or placement of child/children and may be used once in a rolling 12-month period.
- The 4 weeks of paid parental leave does not compound in the event of multiple births (twins, triplets, etc.) or adoption/placement of multiple children.
- In the event of a miscarriage at 20 weeks or more of pregnancy, CPC offers 1 week of Parental leave (female employee) and 1 week Paternity leave (male employee) to be used immediately following a miscarriage. This leave may only be taken once in a 12-month rolling time period.

- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 3 month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 3 month time frame.
- Following delivery of the child, the 4 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth or bonding time.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 3-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 3-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick and vacation time. Upon exhaustion of accrued sick, vacation and personal time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.
- Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.

Requesting Paid Parental Leave

- An employee must request paid parental leave via their manager at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies, CPC has the exclusive right to interpret this policy.