PARENTAL LEAVE POLICY

Title: Parental Leave Policy

Policy: Logicalis will grant an eligible employee a maximum of eight (8) weeks of paid parental leave during a single 12-month period for one of the following events:

- The birth of a child
- The adoption of a child
- The placement of a child into foster care with the employee

The adoption of a spouse's or partner's child is excluded from this policy.

Eligible employees must take parental leave all at once (cannot be taken intermittently or broken into smaller periods of time), but employees may choose to delay starting their parental leave for up to six (6) months following the event to allow coordination with a second birth/adoptive/foster parent's employment leave or for other personal reasons.

This policy will run concurrently with the Family Medical Leave Act (FMLA), the Logicalis Medical Leave of Absence policy (MLOA), short-term disability (STD) and/or any state paid leave programs as applicable. After paid parental leave (and any applicable short-term disability for employees who give birth) is exhausted, employees who wish to remain off work on an approved FMLA leave or MLOA, the remaining balance of the leave will be unpaid.

This policy will be in effect for the events listed above occurring on or after March 1, 2023.

Purpose: Logicalis is committed to cultivating a work environment where employees can thrive professionally and take the time off necessary to care for their families.

Eligibility: To be eligible for Parental Leave, an employee **must:**
- Have worked for Logicalis for a total of at least 12 full months.
- Be a full-time or part-time employee working at least 20 hours per week (temporary, per diem, and part-time employees working less than 20 hours per week are not eligible).

In addition, employees must meet **one** of the following criteria:
- Have given birth to a child.
- Have a spouse or partner who has given birth to a child where you will be listed as a legal parent on the child's birth certificate.
- Have adopted a child or been placed with a foster child aged 17 or younger.

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Eligible employees will receive a maximum of eight (8) weeks of paid parental leave per birth, adoption, or placement of child/children at 100% of their current regular base rate of pay. In the event of multiple births or the adoption or placement of more than one child (i.e., the birth of twins or adoption of siblings), this does not increase the eight (8) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than eight (8) weeks of paid parental leave under this policy in a rolling twelve (12) month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that twelve (12) month period.

If an employee receives partial pay through short-term disability (STD), other insurance policies and/or state paid programs during this time, Logicalis will pay the employee's current regular base rate of pay, less the amount of benefits the employee is eligible for through other insurance policies and benefit programs. **The employee is required to disclose to Logicalis if they are receiving pay from other benefit policies or state programs.** In no event will an employee receive more than 100% of their regular base rate of pay during the paid parental leave period.

If an employee chooses to not use all eight (8) weeks of parental leave available to them, the unused parental leave will be forfeited. Employees will not be paid for any unused parental leave for which they were eligible but didn't use, at any time, including upon the termination of employment with Logicalis, for any reason.

Procedure:

Employee

1. Must provide supervisor and Benefits Administrator in the Logicalis Human Resources Department with at least 30 days advance notice of the need to take parental leave when the need is foreseeable. When a 30-day notice is not possible, the employee must provide notice as soon as possible and practical.
2. Completes Leave of Absence Request Form in its entirety prior to the start of the proposed parental leave.
3. As soon as possible following the birth, adoption, or placement of foster child(ren), the employee is required to provide Benefits Administrator with appropriate legal documentation to substantiate the event. This can be a copy of a certified birth certificate, official birth announcement from the hospital that lists the names of both legal parents, or legal documents showing effective date of adoption or foster placement. **This must be received no later than 30 days after the event.**
4. Notify Benefits Administrator of any other pay they are receiving from other benefit policies or state programs.

Benefits Administrator

1. Provides employee with Leave of Absence Request Form upon request.
2. Reviews completed Leave of Absence Request Form submitted by employee in a timely matter.
3. Notifies employee and employee's supervisor of the Parental Leave request and dates/duration of parental leave.

4. Assists employee with coordinating parental leave with FMLA and/or short-term disability (STD).
5. Notifies Payroll Manager of employee's parental leave request to ensure appropriate payments are made to the employee on the regular payroll cycles while on leave.
6. Coordinates with Payroll Manager the placement of the employee's portion of the payment for group health plan benefits (if enrolled) into arrears for repayment when employee receives short-term disability pay (if applicable) or when employee returns to work, whichever occurs first.

If an employee fails to return to work on the scheduled date of return, the employee will be considered to have abandoned their position at Logicalis, their employment will be terminated, and Logicalis personnel records will reflect Voluntary Resignation.

Any employee who is found to have falsely received paid parental leave will be subject to appropriate disciplinary action, up to and including termination of employment.

ISSUE	REASON FOR CHANGE	DATE
1.0	Created by Human Resources	03/01/2023