

Parental Leave Phase Back Policy

POLICY: Parental Leave Phase Back Policy	POLICY DESCRIPTION: Outline the company's phase back policy.
PAGE: 1 of 2	DEPARTMENT: Human Resources
EFFECTIVE DATE: January 1, 2023	REVISION DATE: September 9, 2022

PURPOSE

Relias will provide a voluntary four (4) week phase back plan to assist parents in transitioning back to full-time employment after parental leave.

SCOPE

Relians who meet the eligibility requirements set forth below, regardless of work location.

POLICY STATEMENT

Eligible employees must meet the following criteria:

- Be an eligible parent for Parental Leave.
- Begin Parental Leave on or after the effective date, January 1, 2023, and newborn was born on or after January 1, 2023.
- Have been employed with the company for at least 12 consecutive months, in a full-time role (40 hours per week).
- Have been on paid parental leave immediately preceding this policy. Phase back cannot be used in lieu of parental leave.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

What if I'm not eligible for Relias' Parental Leave Policy?

- Employees who do not meet the above eligibility requirements are not eligible for this benefit.

Amount, Time Frame, and Duration of Phase Back Plan

- Eligible Parents:
 - Eligible for an additional 2 weeks of total leave time used in the following way:
 - Initial 2 weeks post return from leave employee will work 2 days per week
 - Subsequent 2 weeks, employee will work 3 days per week.
 - At the conclusion of the 4-week period, the employee will resume full time work.
 - Days worked are agreed upon between an employee and manager prior to the beginning of leave (pre-birth of child). Employee must notify HR prior to their leave the days that they are planning to work for the Phase Back Plan.
 - If the employee wishes to transition back to full-time sooner than 4 weeks, this should be agreed upon in advance in conjunction with HR and the manager.

- The Phase Back Plan is compensated at 100 percent of the employee’s regular base pay and paid on the regular payroll cycle.
- Employees must use the Phase Back plan immediately following Parental Leave or forfeit the ability to participate.
- If an employee resigns or separates during the Phase Back Plan, repayment requirements from the Parental Leave Policy will apply.

Coordination with Other Policies/Procedures:

- Phase Back policy coordinates with Parental Leave and must be taken immediately following a paid Parental Leave.
- If a company holiday falls during the agreed upon phase back date, the schedule of days worked should be adjusted to accommodate workdays occurring outside of the paid holiday. (i.e. employee works, Monday and Tuesday, but will adjust to Tuesday and Wednesday to accommodate July 4th holiday).
- Employees on Phase Back may not participate in company sponsored events during work hours if the event occurs during a non-workday in the plan.

REPORTING PROCEDURES

- The employee will provide his or her manager and HR with intent to utilize Phase Back Policy at the time leave is requested.
- Scheduled days of work should be coordinated in advance.

REVIEW/REVISION HISTORY

Date of Change	Completed by	Summary of Change/Review
1/17/2022	Nicole Matteson	Created policy
9/9/2022	Elizabeth Downing	Updated eligibility to include all parents effective January 1, 2023