

Parental Leave Policy

POLICY: Parental Leave Policy	POLICY DESCRIPTION: Outline the company's parental leave policy.
PAGE: 1 of 2	DEPARTMENT: Human Resources
EFFECTIVE DATE: January 1, 2018	REVISION DATE: January 10, 2025

PURPOSE

Relias will provide paid parental leave to employees following the birth or adoption of an employee's child. The purpose of parental leave is to enable the employee to care for and bond with a newborn, a newly adopted child, or a newly placed foster child. This policy will run concurrently with the Family and Medical Leave Act (FMLA), as applicable.

SCOPE

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

POLICY STATEMENT

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 consecutive months at the time of birth.
- Be a full or part-time, regular employee schedule to work at least 30 hours per week (temporary employees and interns are not eligible for this benefit).

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

- A newborn parent
- Have adopted a child (the child must be age 18 or younger, or adopting a mentally or physically disabled child aged 23 or younger). The adoption of a child by a new spouse is excluded from this policy.
- Have a newly placed foster child aged 18 or younger. The policy is limited to one placement per rolling 12 month period, to coincide with FMLA guidelines. This is applicable for state-registered foster parents only.

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. In lieu of this, Relias may offer up to two weeks (10 business days) at the time of birth of Flexible PTO for non-eligible part-time or full-time regular employees. Additional Flexible PTO cannot be taken to extend the two weeks (10 business days) offered.

Amount, Time Frame, and Duration of Paid Parental Leave

- Newborn Parents:
 - Eligible for up to ten (10) weeks (50 business days) of paid parental leave. Depending upon birth type and STD approval. Birthing parents will have a total of 20 weeks of paid leave (STD, PL, and Phaseback). Parental leave must be a minimum of two (2) weeks. Flexible PTO cannot be taken prior to or after leave has ended to extend leave.

- If applicable, Short-Term Disability must be exhausted before Parental Leave can begin
 - If applicable, Short-Term Disability and Parental Leave run concurrently with FMLA
- Adoptive Parents/Foster Parents:
 - Eligible for up to ten (10) weeks (50 business days) of paid parental leave. Parental leave must be a minimum of two (2) weeks.
 - The fact that a multiple birth, or multiple-child adoption, or multi-child placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of parental leave granted for that event.
 - Parental leave is compensated at 100 percent of the employee's regular base pay (base pay does not include any overtime, commissions, or bonuses). Parental leave will be paid on a biweekly basis on the regularly scheduled pay dates.
 - Employees on leave are not eligible for bonus pay during their absence. Any bonuses earned will be prorated based on the duration of the leave period.
 - Employees must take parental leave in one continuous period of leave and must initiate the start of their parental leave during the three-month time frame immediately following the birth, adoption or placement of a child. Any unused parental leave will be forfeited at the end of the three-month time frame. If you forfeit a portion of your parental leave by returning to work early, any additional time will need to be approved separately.
 - Employees are prohibited to work while on an approved leave of absence.
 - Upon termination of the individual's employment at the company, he or she will not be paid for any unused parental leave for which he or she was eligible.

Coordination with Other Policies:

- 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 FMLA leave for the birth of a child is to be taken consecutively. All other requirements and provisions under the FMLA will apply. Please refer to the Family and Medical Leave Act section in the Employee Handbook for further guidance on FMLA.
- After the parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- Parental leave may also coordinate with the Company's phase back policy (equivalent to 10 days FMLA) to return to work in a part-time capacity over a four week period.
- The company will maintain all benefits for employees during paid parental leave just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave. If any portion of your leave is extended to unpaid leave under FMLA, you will owe the employee premiums for your benefits for any missed paychecks. Please coordinate with HR on the repayment of any missed premiums.
- If a company holiday occurs while the employee is on parental leave, such day will be charged toward the Parental Leave balance, not as a Holiday. If a holiday occurs while an employee is on short-term disability, they will not be paid for that holiday as that time is covered by disability.
- For employees on a compensation plan and that are on parental leave for a period of four (4) weeks or longer, the Quota Relief policy is automatically put into effect. Coordination with Sales Operations and advanced notice is required to ensure full benefits of the Quota Relief policy are applied.

REPORTING PROCEDURES

- The employee will provide his or her manager and HR 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). The employee must complete the necessary HR forms and provide all documentation as required by HR to substantiate the request. For those on a compensation plan, additional documentation may be required for Quota Relief.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.

Return to work after Parental Leave:

- If an employee determines they will not be returning to work following leave for the birth, adoption, or placement of a child; or if they return to work and leave voluntarily within the timeframe that they took leave, the employee will be required to repay the paid parental leave to the company.

REVIEW/REVISION HISTORY

Date of Change	Completed by	Summary of Change/Review
6/20/2018	Alison Ridenhour	Revised document
07/14/2020	Elizabeth Hill	Revised document
08/31/2020	Elizabeth Hill	Revised document
03/25/2021	Elizabeth Hill	Revised document
1/1/2022	Elizabeth Downing	Revised document/addition of phase back policy/expand definition of primary parent
4/27/2022	Nicole Matteson	Revised document/updated to include foster care placement
9/6/2022	Elizabeth Downing	Updated eligibility requirements
9/14/2022	Elizabeth Downing	Revised document
1/24/2024	Nicole Matteson	Revised document to include coordination with Phase Back Plan
4/4/2024	Elizabeth Downing	Revised document to include bonus eligibility
1/10/2025	Elizabeth Downing	Updated eligible number of weeks