

## Paid Parental Leave Policy

JCTDA will provide up to four (4) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

Eligible employees must meet the following criteria:

1. Have been employed with the company for at least 90 days.
2. Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

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

- Had a child born to him or her or to his or her spouse or committed partner.
- 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.

Eligible employees will receive a maximum of four (4) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the four-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than four weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

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 per the JCTDA's normal payroll schedule.

Approved paid parental leave may be taken during approved times during the three-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 three-month time frame. In the event of a female employee who herself has given birth, the four (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.

Employees must take paid parental leave during the three-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the three-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.

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.

The employee will provide his or her supervisor 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 forms (if applicable) and provide all documentation as required by the JCTDA to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.