



Maternity/Parental Paid Leave Policy for NCC and NI

Maternity leave is a temporary absence from an employee's position and applies to expectant or new mothers who require time off for pregnancy and childbirth due to recovering physically.

Parental leave is a temporary absence from an employee's position and applies to mothers and/or fathers who require time for the care of an infant. It will be granted in an effort to allow the mother and/or father to bond and/or care for their newborn or adoptive child.

Maternity leave under this policy is a paid leave associated with the birth of an employee's own child. Parental leave under this policy is a paid leave associated with the birth of an employee's own child and/or for the placement of a child with the employee in connection with adoption. Maternity/Parental leave is not charged against the employee's other paid time off and/or vacation time, and the number of paid days received is twenty-five days (five weeks) for maternity and five days (one week) for parental. Both maternity and parental leave will be paid at 100%. **The paid leave is only eligible for those employees with at least one full year of consecutive service and who also qualify for FMLA.**

Health insurance benefits will continue to be provided during the paid maternity/parental leave under this policy at the same rate as in effect before the leave was taken regardless of length of service.

Maternity leave of twenty-five days (five weeks) shall be paid with benefits for the physical recovery of the birth mother. The employee must provide 30 days' notice (or as much notice as practicable if the leave is not foreseeable) to the manager of the request for leave and complete the necessary forms and submit to the Employee Services Department. After the five weeks of maternity leave has concluded, subsequent leave shall be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy shall run concurrently with FMLA leave. The balance of FMLA leave beyond the 5 weeks of paid maternity leave is unpaid unless the employee chooses to use other paid time off and/or vacation time.

Parental leave of five days (one week) shall be paid with benefits for the care of a newly born or adopted child. The employee must provide 30 days' notice (or as much notice as practicable if the leave is not foreseeable) to the manager of the request for leave and complete the necessary forms and submit to the Employee Services Department. After the one week of parental leave has concluded, subsequent leave shall be covered under appropriate policies. The Family and Medical Leave Act (FMLA) allows employees up to 12 workweeks of unpaid leave annually. Paid leave under this policy shall run concurrently with FMLA leave. The balance of FMLA leave beyond the 1 week of paid Parental leave is unpaid unless the employee chooses to use other paid time off and/or vacation time.

If both parents are employees, both may access the paid benefits of the parental leave portion of this benefit. Per FMLA guidelines, if both new parents work for the same employer, they don't each get a 12-week FMLA leave for the same birth/adoption. In that case, the mother and father are entitled to 12 weeks jointly to be divided any way they choose between the two of them.