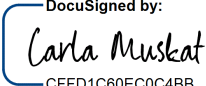




US Parental Leave Policy	Version #: 3.0
Owner: US Human Resources Manager	Number of pages: 3
Approver: Global HR Director	Effective date: 1-Jan-2020
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I. Purpose

At Pathfinder, we believe in providing new parents flexibility and time to bond with their new child and adjust to their new family situation. Our **Parental Leave** benefit will provide eligible employees sixteen (16) weeks paid time off following the birth of a child, adoption of a child or placement of a child through a court order. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, and all applicable state required specific leave laws.

II. Applicability

All US regular full-time and part-time employees are eligible if they have been actively employed at Pathfinder for at least three (3) consecutive months prior to giving birth; are the spouse or domestic partner of a person who has given birth; having adopted a child (excluding the adoption of a spouse's child or children) or having been placed with a foster child age 17 or younger.

III. Policy Statement

At Pathfinder, flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. Pathfinder will provide paid bonding time to eligible employees that is compensated at 100% of their regular, straight-time weekly pay for sixteen (16) weeks following the birth of the employee's child or the placement of a child with employee in connection with adoption or foster care.

Once the leave is approved, leave must be taken within one year following the birth, adoption or foster care placement or it will be forfeited.

For a birth parent, Short-Term Disability (STD) must be taken continuously after the five (5)-day waiting period from the qualifying event (birth). Please see *FMLA Policy* for STD structure requirement. Parental leave that does not include STD may be taken continuously or intermittently. If an employee wishes to take intermittent leave, the proposed leave schedule must be reviewed and approved by HR.

Parental leave runs concurrently with FMLA, state required leave laws, and STD; it is not in addition to these provisions.

If two eligible employees are the Legal Parents for the same newly born or adopted or fostered child, each individual will receive sixteen (16) 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, an employee will receive only one (1) paid parental leave.

All accruals will cease during the leave period and any scheduled US Paid Holidays which occur during the leave period will be paid as leave pay and not accrued in employee time bank. Upon termination of the individual's employment at the organization, the employee will not be paid for any unused paid parental leave for which they were eligible.

Upon return to work from parental leave, Pathfinder is committed to helping new parents make the transition back to the workplace as smooth and positive as possible.

If travel is deemed necessary, travel accommodations will be made for a nursing parent for up to one (1) year after birth. Please see Pathfinder's *Travel Policy* for more information.

Parents returning to work after parental leave may have need for a flexible work arrangement. Please refer to the *Flexible Work Arrangements Policy* for more information.

IV. Responsibilities

Employees requesting parental leave as defined in this policy must provide at least 30 days advanced notice to Human Resources along with appropriate documentation. If the employee meets the eligibility requirements for short-term disability for their own health condition (pregnancy), HR will consult with them on the application process.

Supervisors will support the leave and consult with HR to create and plan for work coverage for the period of leave.

Human Resources (HR) will consult with the employee and inform the Supervisor on all parental leave requests. HR will confirm the actual number of paid weeks for which an employee is eligible under both policy and state specific law, and will guide them on the paid leave application process. Additionally, HR will communicate approval processes and discuss any impacts of the leave on employee benefits such as paid time off accruals.

V. References

Pathfinder International Policies and Procedures

- Family and Medical Leave Act (FMLA) Policy (US)
- Flexible Work Arrangements Policy (US)
- Paid Holiday Policy (US)
- Travel Policy
- Time Off and Leave of Absence Administrative Guide

State-specific Laws

- MA – Parental Leave, Paid Family Medical Leave
- DC – Family & Medical Leave Act
- NY – Paid Family Leave
- MD – Flexible Leave Act, Parental Leave Act, Healthy Working Families Act
- CA – Family Right Act, Paid Family Medical Leave, Pregnancy Disability Leave, New Parent Leave Act
- NH – Pregnancy Disability Leave

MI – Paid Medical Leave Act

RI – Parental & Family Medical Leave Act, Paid Family Leave