

## Maritz Policies and Procedures Parental and Caregiver Leave

<b>Division:</b>	Human Resources	<b>Code:</b>	HR-3023
<b>Owner:</b>	Debbie Juntti		
<b>Policy Name:</b>			
<b>Parental and Caregiver Leave Policy</b>			
<b>Purpose:</b>			
To balance the demands of the workplace with the needs of families by establishing a consistent policy for administering paid leaves of absence for family care related reasons.			
<b>Policy:</b>			
<p><b>ELIGIBILITY:</b> Regular full-time employees of Maritz Holdings Inc. and MaritzCX will be eligible for the benefits provided by this policy after 1 year of service. Length of service is determined by the continuous service date shown in Workday.</p> <p><b>PARENTAL LEAVE</b> is available at 100% of base pay up to 6 work weeks, after 1 year of service, for a new parent (maternal or paternal) due to birth (including birth by a surrogate mother of a child placed with the employee), adoption, or placement for foster care. The purpose of this leave is to allow for bonding time with the new child or children in your home.</p> <p>Parental Leave can be taken in a minimum of 1-week increments (or in smaller increments as required by law) but the time taken must be within 12 months of the child's birth or the official adoption or foster care placement date. The maximum length of time allowed for this purpose is 6 work weeks in a rolling 12-month period, measured backward from the starting date of the leave. The birth, adoption, placement for foster care, or any leave related thereto, must have occurred or commenced after the employee completes 1 year of service.</p> <p>For an employee that is the birthing parent, this benefit will begin after Short-Term Disability Benefits are exhausted. (See the Disability Policies and Instructions available on the Benefits Website: For MHI: <a href="http://www.maritzbenefits.com">www.maritzbenefits.com</a> For MCX: <a href="http://www.maritzCXbenefits.com">www.maritzCXbenefits.com</a> Password: mcxbenefits)</p> <p>An employee who is a surrogate parent or a birthing parent who places a child for adoption will be entitled to maternity benefits under Short-Term Disability Benefits, if applicable, but is not eligible for the bonding time available in the parental leave section of this policy only.</p> <p><b>CAREGIVER LEAVE</b> is available at 100% of base pay up to 2 work weeks, after 1 year of service, for an employee to care for an immediate family member with a serious health condition*. For purposes of this policy, "immediate family member" includes: children** (through birth, adoption, legal guardianship, or foster care), step children living with the employee, legal spouse, or employee's parent. Any leave under an applicable City or State Paid Family Leave Ordinance that provides caregiver leave will run concurrently, with the maximum paid time to be the greater of the two leave policies. If an applicable City or State Paid Family Leave Ordinance provides caregiver leave to care for relatives not covered by the above definition of "immediate family member," then this policy will be deemed to include those additional family members, and the benefits between the two paid leave policies will again run concurrently with the maximum paid leave time to be the greater of the two leave policies.</p> <p>Intermittent use is permitted. The maximum length of time allowed for this purpose is 2 work weeks in a rolling 12-month period, measured backward from the starting date of the leave.</p>			

Approved/Revised: 10/29/2019

Owner: Debbie Juntti

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\*This policy uses the definition of a serious health condition as defined in the Family and Medical Leave Act. In general, a serious health condition means an illness, injury, impairment, or physical condition that involves 1) in-patient care (i.e. an overnight stay) in a hospital, hospice, or residential medical care facility; or 2) continuing treatment by a health care provider involving a period of incapacity of more than 3 consecutive days, pregnancy or prenatal care, or any incapacity due to chronic or long-term conditions such as asthma, epilepsy, diabetes, or Alzheimer's disease.

\*\*For purposes of this policy, "child" is defined under the Family and Medical Leave Act. The child or children must either be under 18 years of age or is 18 years of age or older and incapable of self-care because of a mental or physical disability at the time the leave is to commence.

#### **NOTIFICATION/PROCEDURES:**

Where possible, a request for a parental or caregiver leave of absence must be made at least 30 days in advance of the anticipated leave commencement date by contacting Lincoln Financial at (888) 408-7300 or online at [www.mylincolnportal.com](http://www.mylincolnportal.com) (register as a new user and enter Maritz as the company code when prompted). The employee must also notify their manager and the Corporate Benefits Department at 636-827-1160 of their need for leave. In cases where the need for the leave is foreseeable, an employee's failure to provide 30-days' notice prior to taking leave may result in denial or delay of leave. For unforeseen events, such as accidental injury causing a serious health condition, premature birth, or sudden placement of a child for adoption or foster care, or a sudden change in health, employee must give as much advance notice as possible (even if initially given orally).

Lincoln Financial will provide written confirmation to the employee setting forth the specific details of the leave.

#### **BENEFITS:**

Health benefits, such as medical, dental, life, supplemental life, etc., included in the Maritz Holdings Inc. Health and Welfare Plan or the MaritzCX Research LLC Cafeteria Plan documents, will be continued during the period of the approved leave of absence under this policy. During the paid leave, premiums will continue to be deducted from the employee's paycheck.

Employees who do not return to work at the end of their authorized leaves will be required to repay any insurance premiums paid by the Company on their behalf, unless the Company determines, in its sole discretion, that such failure to return is caused by the continuance, recurrence, or onset of a serious health condition of the employee or the employee's family member, or other circumstances beyond the employee's control.

Upon their return to work, MHI employees will vest the vacation time accrued during any leave taken under this policy. If the employee does not return to work, they will not be entitled to any accrual of vacation during any leave taken under this policy. MaritzCX practices an open vacation policy and, therefore, there is no accrual.

If a company-recognized holiday or closure day falls within the week taken under this policy, the employee will be entitled to an additional day.

#### **PAYROLL:**

Wages paid under the Parental and Caregiver Leave Policy are considered taxable wages and will be paid on the same semi-monthly pay schedule as if you were actively working.

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Paid time off taken under this policy shall not count as hours worked for purposes of calculating whether a non-exempt employee is eligible for overtime pay.

#### **MISCELLANEOUS:**

Any authorized time off under this policy which also qualifies the employee for leave under the Family and Medical Leave Act will be counted against the employee's leave entitlement under the Family and Medical Leave Act (See Policy HR-3020, Family and Medical Leave Act). Any entitlement to paid or unpaid time off under other applicable laws will run concurrently with the benefits under this policy, and in all instances, pay received from multiple source/leave types during the same time will not exceed 100% of the employee's regular weekly wages. If both spouses or parents are employed within the same Maritz Business Unit, their requested leave time must be coordinated with their managers, and may be denied if the Business Unit determines, in its sole discretion, that it poses an unreasonable hardship.

Approved time off under this policy will not constitute a break in the employee's length of service provided the employee returns to work upon completion of the leave.

During the paid leave, the Company reserves the right to require employees to make periodic reports as to their status and intent to return to work and to request from time to time recertification of the serious medical condition.

There is no pay in lieu of taking Parental or Caregiver Leave.

Paid Parental and Caregiver Leave is only available to employees who plan to return to work at the conclusion of their leave and to work indefinitely after leave ends. Employees may be required to state their intention to return to work indefinitely following their leave. Subject to applicable law, the Company reserves the right to seek repayment of any paid leave provided if an employee fails to return to work at all or for a substantial period of time following paid leave.

Paid Parental or Caregiver Leave ends upon termination of employment.

It is the company's intention to offer this policy indefinitely; however, Maritz reserves the right to alter or discontinue the policy at any time. Maritz has the sole discretionary authority to interpret the policy and to resolve questions that arise with respect to administration, interpretation and application of the policy. Maritz may delegate authority and duties as it deems necessary or desirable.

Employees not meeting the 1 year of service requirement under this policy should see other paid leave policies available on MyMaritz and the Benefits Website.

#### **JOB RESTORATION:**

Upon returning to work following an authorized leave under this policy, the Company will endeavor to reinstate the employee to the same position that the employee held when the leave started or to an equivalent position. However, employees taking leave under this policy are not exempted from being affected by actions such as reclassification, job modification, layoff, or job elimination that would have otherwise occurred in the course of conducting business had the employee not taken the leave.

An employee who does not return to work upon expiration of the authorized paid leave under this policy will be deemed to have voluntarily resigned, and normal termination procedures will apply.

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Associated Documents/Websites:
Policy HR-3020, Family and Medical Leave Act Q&A Document located on Benefits Website  Benefits Website: MHI Employees: <a href="http://Maritzbenefits.com">Maritzbenefits.com</a> MCX Employees: <a href="http://MaritzCXbenefits.com">MaritzCXbenefits.com</a> Password: <a href="http://mcxbenefits">mcxbenefits</a>

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Change Record [Green Section – Law Department Use Only]

Revision #	Written/ Revised By	Approved Date	Approved by	Description of Change
01	Debbie Juntti	10/29/2019	DCM	New Policy effective November 1, 2019

Approved/Revised: 10/29/2019  
Owner: Debbie Juntti