

PURPOSE

The purpose of paid parental leave (PPL) is to enable our employees 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), state family leave programs, and Short-Term Disability (STD), as applicable. This policy will be in effect for births, adoptions or placements of foster children and includes employees in good standing.

Each week of paid parental leave is compensated at one hundred (100) percent of the employee's regular, weekly wage or salary. The Company will provide up to twelve (12) weeks of paid parental leave to the primary caregiver, and up to two (2) weeks for the secondary caregiver 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 following definitions apply:

Primary caregiver: Have given birth to a child or received placement of a child (17 years or younger) in connection with surrogacy, adoption or foster care other than adoption of a spouse or partner's child.

Secondary caregiver: A spouse or committed partner of a primary caregiver. Note that if both parents work for Inotiv then the total leave the parents can take is 14 weeks.

ELIGIBILITY

Eligible employees must meet the following criteria:

- Be a full-time or part-time, regular employee (temporary and seasonal employees are not eligible for this benefit) that has generally been employed by the Company for 30 days, and
 - Have given birth to a child, or
 - Be a spouse or committed partner of a person who has given birth to a child, or
 - Received placement of a child in connection with surrogacy, adoption, or foster care.
 - In either case of adoption or foster care, the child must be age seventeen (17) or younger.

REQUESTS FOR TAKING PARENTAL LEAVE

The employee must provide at least thirty (30) days' notice in a form acceptable to the Company, in advance of the requested leave, or as much notice as practicable if the leave is not foreseeable. Documentation to substantiate a leave, such as adoptions papers or certificate of live birth, is required if you are not giving birth. If you are giving birth, you will complete the medical certification required for short-term disability (STD) benefits. Employees eligible for job-protected leave under FMLA may be required to complete additional forms as explained by the HR Leader or Benefits Specialist.

TIME FRAME AND DURATION OF PAID PARENTAL LEAVE

Eligible employees will receive a maximum of twelve (12) weeks of paid parental leave for birth, adoption or placement of a child/children for the primary caregiver, and two (2) weeks for the secondary caregiver. Each week of paid parental leave is compensated at one hundred (100) percent of the employee's regular, weekly wage or salary. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the twelve (12) or two (2) week total amount of paid parental leave granted for that event.

In addition, an employee will not receive more than twelve (12) weeks for primary caregiver, or two (2) weeks for secondary caregiver of paid parental leave in a rolling twelve (12) month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that twelve (12) month time frame.

This leave may be taken continuously or in one (1) week increments. Employees who take this leave intermittently for planned circumstances, must make a reasonable effort to schedule the leave so as not to unduly disrupt the Company's operations.

Parental leave must be taken within twelve (12) months following the birth or placement of a child. Any unused paid parental leave will expire at the end of the twelve (12) month time frame.

COMPENSATION DETAILS

Each week of paid parental leave is compensated at one hundred (100) percent of the employee's regular, weekly wage or salary. Part-time employees weekly compensation while out on PPL will be determined by taking the average of the twelve (12) weeks pay prior to the start of the leave. Paid parental leave will be paid on regularly scheduled paydays. Previously accrued paid time off, such as PTO or sick time, will not be used while out on an approved paid parental leave. Should an employee's employment end, they will not be paid for any unused paid parental leave.

In the event of an employee who has given birth, they will receive a prorated amount from the Company, as well as payments from the insurance company for STD or if applicable, a state paid family leave program:

- During the 7-day STD elimination period, the employee will receive one hundred (100) percent of regular, weekly wage or salary from the Company on a regularly scheduled payday.
- Employee will receive sixty (60) percent of their regular, weekly wage or salary from the insurance company from their STD benefit for the approved amount of time (six (6) to eight (8) weeks less the elimination period).
- While receiving STD payments, employee will receive a prorated amount of forty (40) percent of their regular, weekly wage or salary from the Company on regularly scheduled paydays to supplement the remaining amount of their pay and ultimately will be paid one hundred (100) percent of their regular, weekly wage or salary.
- Once the STD benefit has expired, the remaining payments will be from the Company at one hundred (100) percent of their regular, weekly wage or salary on regularly schedule paydays (remaining four (4) to six (6) weeks).

The secondary caregiver will receive compensation at one hundred (100) percent of their regular weekly wage or salary for two (2) weeks and it will be paid on regularly scheduled paydays.

If you work in a state with a Paid Family Leave program, you may receive payments from the state, which will offset the Company's PPL payment and STD benefits. Payment from all sources will not exceed one hundred (100) percent of your regular, weekly wage or salary. A Benefits Specialist will help you understand the state program claim filing requirements, if applicable.

COORDINATION WITH OTHER POLICIES

The Company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other eligible leave. Benefit premiums will be deducted through payroll during the PPL. Vacation and Paid Time Off will not accrue while an employee is out on PPL.

Paid parental leave taken under this policy will run concurrently with any eligible leave under 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 twelve (12) weeks of available FMLA per a twelve (12) month period. All other requirements and provisions under FMLA will apply.

In no case will the total amount of leave, whether paid or unpaid, granted to the employee under FMLA exceed twelve (12) weeks during the twelve (12) month FMLA period. Please refer to the FMLA policy as outlined in the employee Handbook for additional information.

An employee who takes paid parental leave, and does not qualify for FMLA, will be afforded the same level of job protection for the period of time that the employee is on paid parental leave just as if they were taking any other eligible leave.

Should an employee exhaust their eligible paid parental leave time (and any eligible STD benefit provided for giving birth), and still have a remaining balance of FMLA time, they will be compensated through remaining accrued benefit pay. Should all accrued benefit pay be exhausted, any remaining leave time will be unpaid.

Employees who are on a continuous leave are not eligible to receive company paid holidays. Should an employee's employment end, they will not be paid for any unused paid parental leave.

The Company reserves the right to review and change this policy at any time. In the event that any changes are made, the revised terms and conditions will be provided.

No provision of this policy shall be construed as to an expressed or implied contract guaranteeing continued employment for any employee.

****Please contact your Human Resources Representative or Benefits Specialist to assist you with FMLA, Short Term Disability and PPL administration.***