

# Brookhaven Science Associates, LLC (BSA) Paid Parental Leave Policy

Effective August 1, 2022

To assist and support new parents through its leave policies and to assist with balancing work and family matters, BSA is providing Paid Parental Leave. This Policy provides eligible employees with a period of paid time off for activities related to the care and well-being of their newborn or adopted child (up to age 18). This Policy is only applicable to care for children born or adopted on or after September 19, 2019.

## Definitions

**Eligible Parent** is the birth parent, same-sex domestic partner, or new adoptive parent of a child. An individual who adopts a spouse's or partner's child(ren) is not eligible for this benefit.

## Who is Eligible for the Paid Parental Leave Policy?

### Active Employees

All regular employees of BSA who work at least 20 hours per week are eligible to participate in the Paid Parental Leave Policy.

An employee is a "regular employee" if he/she is classified and treated for federal income tax purposes by the Employer as a regular full-time or regular part-time employee of the Employer (as opposed to a temporary, seasonal or casual employee, intern, independent contractor or consultant, agency worker or leased employee), even if the Employer's classification is later determined to be incorrect. Term employees are considered regular employees for the purpose of this benefit.

### Ineligible Employees

Any person whose terms of employment are governed by a collective bargaining agreement whose benefits are the subject of good faith bargaining, unless the collective bargaining agreement specifies that such individual is eligible to participate in the Paid Parental Leave Policy.

Employees who are approved for Paid Parental Leave may not engage in outside activities including working for private entities. This means that while you are recording PPL (Paid Parental Leave) on your time card, you may not be working for another company at the same time. Paid Parental Leave is strictly for purposes of bonding with your child.

## Benefit

BSA will provide up to six weeks (up to 240 hours) of Paid Parental Leave at 100% of actual base salary to Eligible Parents. Neither BSA parent can receive more than six weeks of BSA Paid Parental Leave to care for a child following birth or adoption. The maximum benefit is six weeks of actual base pay for each Eligible Parent if both are employed by BSA.

If a multiple birth or adoption occurs (for example, the birth or adoption of twins), the length of Paid Parental Leave granted for that event does not increase.

Paid Parental Leave may be used for up to 12 months following the date of birth of a child or the date of placement of a newly adopted child. A "day" of Paid Parental Leave is equal to a regularly scheduled day up to 8 hours per day maximum (40 hours per week maximum). The maximum benefit is 240 hours over a 12 consecutive month period.

Paid Parental Leave and New York State Paid Family Leave combined cannot exceed the maximum number of weeks allowed under New York State Paid Family Leave.

Paid Parental Leave is prorated for employees who are scheduled to work less than full-time. The maximum Paid Parental Leave hours approved is based on the employee's full-time equivalent status on the work day immediately preceding the start of the Paid Parental Leave.

Here are examples of Paid Parental Leave for a full-time employee and a part-time employee.

Assumptions:

- Employee is an eligible Caregiver
- Employee is eligible for Paid Parental Leave which is up to six weeks (up to 240 hours) of Paid Parental Leave
- Employees last day of work before the start of Paid Parental Leave: May 1, 2019

Scenario 1: Employee is 100% FTE on May 1, 2019

- Paid Parental Leave provides 240 hours

Scenario 2: Employee is 60% FTE on May 1, 2019

- Paid Parental Leave provides 144 hours (240 hours x 60%)

Employees may choose to use their Sick Family Member time or vacation time before Paid Parental Leave.

Paid Parental Leave must be used during the 52 consecutive week period following the birth or adoption of a child.

### **Intermittent and Reduced Leave**

Paid Parental Leave may be taken during the 52 consecutive week period following the birth or adoption of a child and is available on a continuous, intermittent (separate blocks of time), or reduced schedule (reduces number of work hours per day or per week) basis. However, intermittent or reduced schedule Paid Parental Leave requires supervisory approval. An eligible employee must consult with his or her

supervisor and make a reasonable effort to schedule intermittent or reduced schedule Paid Parental Leave so as not to unduly disrupt BSA's operations. Intermittent or reduced schedule leave may not be taken in increments of less than one day.

## **Process**

Employees must inform their supervisor and the BSA Benefits Office that they are applying for Paid Parental Leave as far in advance as feasible.

To begin the process, the employee must apply for Paid Parental Leave, FMLA and New York State Paid Family Leave by contacting Lincoln Financial Group at (888) 969-2472. If Lincoln Financial Group determines that the employee is eligible for Paid Parental Leave, FMLA and New York State Paid Family Leave at the time of the request, Lincoln Financial Group will send the employee the appropriate forms for completion. The employee will be required to complete these forms and return them to Lincoln Financial Group by the required deadline.

Lincoln Financial Group will also send the employee the Paid Parental Leave Request Caregiver Affidavit for Paid Parental Leave that must be completed and returned to the Benefits Office via email or mail 30 days in advance of the first day of the requested Paid Parental Leave. Then, the employee must notify Lincoln Financial Group of the actual date of birth or adoption and provide proof of such birth or adoption.

Lincoln Financial Group will receive and review the employee's completed forms. If they are incomplete or require additional information, Lincoln Financial Group will contact the employee.

If the employee is eligible for Paid Parental Leave, Lincoln Financial Group will notify the BSA Benefits Office. The BSA Benefits Office will, based on the information the employee provided to Lincoln Financial Group, and the actual date of birth or adoption, determine the employee's Paid Parental Leave begin and end dates. The BSA Benefits Office will also provide a copy of the Paid Parental Leave Request Caregiver Affidavit to the employee, his/her supervisor, Payroll and Lincoln Financial Group to identify the period that may be coded as Paid Parental Leave on the employee's time card. For more information, refer to SBMS Time Reporting located at [https://sbms.bnl.gov/sbmsearch/subjarea/174/174\\_SA.cfm](https://sbms.bnl.gov/sbmsearch/subjarea/174/174_SA.cfm).

The employee and his/her supervisor are responsible for the proper recording of time on the employee's timecard for Paid Parental Leave. The time card code for Paid Parental Leave is PPL.

For the care of a child following birth or adoption, Paid Parental Leave may be used either continuously or intermittently.

If the employee is approved for intermittent Paid Parental Leave, the employee must contact his/her supervisor and call Lincoln Financial Group to report all Paid Parental Leave-related time off (days and hours). The employee must report his/her absence(s) to Lincoln Financial Group within 3 business days of such absence(s). Even if the employee has not yet been approved for Paid Parental Leave but has contacted Lincoln Financial Group to initiate the process, the intermittent days/hours taken must continue to be reported to Lincoln Financial Group within 3 business days.

## **Benefits While on Paid Parental Leave**

Employees continue to accrue vacation and sick leave while receiving Paid Parental Leave. All other benefits will continue as well including premiums from the employee's paycheck for benefit programs. Employees will receive the applicable holiday pay for designated holidays.

## **Return to Work**

If the employee can return to work after taking Paid Parental Leave, the employee will be returned to the same job (or an equivalent job).

It is generally expected that the employee will return to the same position or an equivalent position with substantially similar duties, responsibilities and status, equivalent pay, benefits, and work schedule at the conclusion of the employee's Paid Parental Leave, unless the position has been eliminated as a result of budgetary or other business changes.