

PAID PARENTAL LEAVE (PPL) EMPLOYEE PROCESS GUIDE

Follow these steps to request and take Paid Parental Leave.



QUALIFYING EVENTS

- Birth of a child (mother or father)
- Adoption of a child (new child, not stepchild)
- Foster placement for long-term care (6 months or more)
- Court-approved legal guardianship

Child must be under 18, or 18+ if disabled and unable to care for oneself (documentation required).

KEY PPL DETAILS

- Up to 2 weeks of paid parental leave
- Must be taken continuously
- Must be taken within 12 weeks of the qualifying event
- If both parents work for the company, each parent is entitled to up to 2 weeks.

EXAMPLES OF HOW LEAVE WORKS TOGETHER

- Scenario 1: Birth Mother FMLA Eligible** (FMLA runs concurrent) 6 weeks STD (recovery) + 2 weeks PPL = 4 weeks unpaid + 12 weeks total.
- Scenario 2: Non-Birth Parent FMLA Eligible** (FMLA runs concurrent) 2 weeks PPL = 2 weeks total.

! IMPORTANT: This guide is a summary. For complete details, please refer to the Paid Parental Leave Policy.