



PAID PARENTAL SUPPORT POLICY

Introduction and Policy Details

Ferrara is committed to providing a supportive environment for new parents and recognized that both parents share in the responsibilities of caring for a child. To help support new parents and enable our employees to care for and bond with a newborn, newly adopted or placed child, Ferrara is pleased to offer a Paid Parental Support Policy which is to be administered in coordination with any applicable law that also governs similar benefits.

Parental Leave

An employee may take up to ten (10) weeks of paid leave (beyond short-term disability due to the birth of a child, if applicable) within twelve (12) months following the birth, adoption, or foster placement (pursuant to court order) of a child. The employee will be paid their full base salary during this time, and their benefits coverage will be maintained during the leave. The leave may be taken all at once, or in two increments totaling ten (10) weeks. (For example, an employee may take ten (10) weeks straight, or seven (7) weeks, followed by three (3) weeks later within the year).

For operational necessity, following the completion of the leave, an employee may extend their leave by taking only up to two (2) weeks of accrued PTO before returning to work, or unpaid leave if PTO is not available.*

**Ferrara Paid Parental Leave must be exhausted before utilizing PTO or unpaid time off.*

Phased-in Return to Work

An employee may request to return to work on a reduced or flexible work schedule, (i.e. a phased return), for the first four (4) weeks returning to work after the birth, adoption, or foster placement (pursuant to a court order) of a child. Employees must request a temporary adjusted work schedule at least four (4) weeks prior to the requested start date of the reduced schedule. Reduced or adjusted work schedules must be approved by the employee's direct manager (as well as People & Organization) and are not guaranteed, since such schedules may cause business disruption or interfere with time-sensitive project deadlines. Reduced or adjusted work schedules also may not be guaranteed if the employee does not intend to continue working at Ferrara when Parental Leave has been exhausted. In addition, a completed Phased-in Return-to-Work Request Form must be completed by the employee and submitted for approval. The employee will be paid their regular full-time base salary during this timeframe. The minimum number of hours an employee must work during this phased-in period is:

- Week 1 & 2 – 40% (16 hours or 2 shifts)
- Week 3 & 4 – 60% (24 hours or 3 shifts)

Short-term Disability for Birthing Parents

Employees who are the birthing parent will be placed on **short-term disability (STD) leave** following delivery. The employee will be paid at 100% base salary for six (6) to eight (8) weeks while on STD, depending on the delivery method.



Birthing parents have the option to utilize **pre-partum leave** up to two (2) weeks prior to the estimated due date of delivery. Pre-partum leave will be paid at 100% base salary. No additional medical certification is required.

Eligibility

All U.S. Ferrara full-time employees who meet the following criteria are eligible:

- Regularly scheduled to work at least 30 hours per week
- Have been employed with the company for at least six (6) months*
- Are eligible for Ferrara's health and welfare benefits and programs

In addition, employees must meet at least one (1) of the following criteria:

- Are a parent to a new child through birth or surrogacy
- Are a parent to a new child through adoption or foster care to a child who is age seventeen (17) or younger. *The adoption of a new spouse or domestic partner's child is excluded from this policy.*

Employees remain eligible for any and all other legally mandated leaves. If an employee is eligible for both leave under this policy and Family and Medical Leave as outline in the Family and Medical Leave Act of 1993 (or other leaves as permitted by applicable local, state, or federal law), all such leaves will run concurrently except where prohibited by law.

**Employees with less than six (6) months of tenure with Ferrara Candy Company are still eligible for Paid Parental Support benefits. However, they will be required to sign a payback agreement. If they voluntarily terminate their employment within six (6) months of their return from leave, they will be required to pay back the entirety of the benefit received.*

Impacts of Parental Leave on Incentive Pay & PTO

Incentive Pay Eligibility – During the Plan year, if an employee is on an approved leave of up to ninety (90) days (consecutive or non-consecutive), including Parental Leave, they will be eligible to earn incentive pay representing the number of days of leave time. Any days which exceed ninety (90) days of leave in a Plan year will be excluded from Short Term Incentive Plan payment calculation, and the incentive pay will be prorated based on the number of leave days exceeding ninety (90) days. All leave timing will follow approval from our Life and Disability provider.

PTO Accrual – Employees will continue to accrue PTO during an approved Parental Leave.

Acknowledgements

Employees must inform their manager and People & Organization and submit a request for Paid Parental Support to the Parental Leave administrator within thirty (30) days of the birth, adoption, or foster care placement of a child. Failure to notify their manager/P&O and file a claim with the administrator in a timely manner may result in delay or denial of leave and payment of the commensurate benefits.

Information on how to apply for the Paid Parental Support Policy can be found in the Employee Benefits Resource Center. You may also request information from People & Organization. Employees are responsible for complying with the terms of this policy and are responsible for the accurate completion of any required



forms. If an employee provides false or misleading information, or makes any misrepresentations to the Company, such action can lead to disciplinary action up to and including termination of employment, and the employee may be required to reimburse the Company for any benefit payments made under this policy along with any cost the Company incurred to recoup the benefit payments.