



Paid Parental Leave Policy

This Paid Parental Leave Policy (the “Policy”) is designed to provide for certain paid leave benefits to the Eligible Employees (as defined below) of Ryman Corporate Properties, LLC and RHP Corporate Properties, LLC (each, an “Employer”). In general, the Policy provides Eligible Employees with up to 4 weeks of paid parental leave for time away from work to fulfill a short-term disability waiting period or to care for or bond with a newborn or newly adopted child.

Eligibility

An employee is eligible for paid parental leave under the Policy (each, an “Eligible Employee”), if the employee meets all the following criteria:

- Has been actively employed by an Employer for at least 90 days; and
- Is a regular, full-time employee; and
- Meets one of the following criteria on or after the date the Eligible Employee commences employment with the Employer, and within the last 12 months:
 - Have given birth to a child;
 - Be the spouse or domestic partner of a woman who has given birth to a child;
 - Be the biological parent, or spouse or domestic partner of the biological parent, of the child; or
 - Have adopted a child or had a child placed for adoption (in either case, the child must be under the age of 18 or physically or mentally incapable of self-care). This provision does not apply to the adoption of a stepchild by a stepparent or the placement of a foster child.

The above eligibility rules must be satisfied as of the first day that the paid parental leave commences.

You will not be eligible for paid parental leave under this Policy, and paid parental leave under this Policy will end, if your employment ends for any reason.

Ineligible Employees

The following employees or individuals are not eligible for paid parental leave:

- Employees who work part-time or variable hour schedules (e.g., Part-time, Casual, On-Call positions).
- Employees who are classified as seasonal, temporary or interns.
- Leased employees, unless the leasing entity is an affiliated employer entity who has provided for eligibility under this Policy.
- Any individual who is classified as an independent contractor.

Eligibility for the Policy ends on the earlier of: (1) the date the Eligible Employee ceases to be an Eligible Employee for any reason; or (2) the date the Eligible Employee receives the maximum benefit under the Policy pursuant to the terms described herein.

Paid Parental Leave Benefits under this Policy

The Policy provides up to 4 weeks of paid parental leave in the first 12 months following the birth or adoption of a child. Paid parental leave under the Policy must be taken in minimum increments of one (1) calendar week. **Unless otherwise required by applicable law, in no case will an Eligible Employee receive more than 4 weeks of paid parental leave under the Policy within a 12-month rolling period, regardless of whether more than one birth or adoption event occurs within that 12-month time frame.** For example, the occurrence of a multiple birth or adoption (e.g., the birth of twins or adoption of siblings) does not increase the 4-week total amount of paid parental leave granted for that event.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth or adoption of a child. Paid parental leave may not be used or extended beyond this 12-month timeframe and must be completed before the child's first birthday or the first anniversary of the adoption of the child.

If there are two Eligible Employees who seek to take paid parental leave under the Policy with respect to the same birth or adoption event (e.g., both parents are Eligible Employees), each Eligible Employee is entitled to receive 4 weeks of paid leave. The two Eligible Employees may take their paid parental leave concurrently or during separate periods, subject to the other general terms of the Policy.

Eligible birth mothers can request to schedule their 4 weeks of paid parental leave to be taken prior to and/or after any short-term disability benefits available under the Employer's plan ("STD Plan") (as long as paid parental leave is taken in a minimum of 1-week increments).

Eligible non-birth parents must follow the Employer's Leave of Absence process before requesting their paid parental leave.

Eligible Pay

Your paid parental leave under the Policy will be paid at 100% of your covered earnings. "Covered Earnings" means your wage or salary as reported by the Employer for work performed for the Employer as in effect just prior to the date your paid parental leave begins, excluding bonuses, commissions, overtime pay and other extra compensation; provided, however, that if you are a tipped employee, Covered Earnings will be equal to the minimum wage in your respective locale, multiplied by 40 hours per week.

Eligible Employees are not entitled to receive payment of compensation equal to regular compensation in lieu of taking the paid parental leave under the Policy. Holidays that occur in the course of the period of paid parental leave under the Policy will be paid as paid parental leave under the Policy and will not be paid as holiday pay.

Maintaining Your Other Benefits During Paid Parental Leave

While you are receiving paid parental leave under the Policy, your other benefits that you have elected (if any) will continue, except as described below, and the required contributions will be automatically deducted from your paycheck. However, because you are not actively at work, the

accrual of your vacation and sick leave benefits may be affected. To the extent that you have elected the benefit prior to your paid parental leave, the following benefits (and corresponding deductions, if any) will continue while you are receiving paid parental leave under this Policy as follows:

- All benefit coverages in place at the time of leave, including contributions to your health savings account or limited purpose or health care flexible spending account(s), will continue without interruption, with the exception of Dependent Care FSA contributions as set forth below.

Dependent Care FSA. While you take paid parental leave under the Policy, your Dependent Care FSA (if any) may be affected as follows:

- If you take paid parental leave under the Policy in increments of 1 week, your contributions to your Dependent Care FSA account will continue as normal and you may submit eligible expenses to be reimbursed by the account.
- If you take paid parental leave under the Policy in increments of more than 1 week at a time, dependent care expenses incurred during the time you are receiving paid parental leave may not be reimbursed from your Dependent Care FSA account and your contributions to the Dependent Care FSA may cease while you are receiving paid parental leave.

If you incur an injury or illness during the paid parental leave under the Policy, other than recovery from childbirth, you should contact The Hartford to determine your eligibility for and to request benefits under the Employer's STD Plan. STD Plan benefits will take priority over paid parental leave under this Policy. If STD Plan benefits are paid, paid parental leave under this Policy will terminate and you can restart any remaining paid parental leave under the Policy after STD Plan benefits end, provided that you still satisfy all Policy terms and conditions.

Applying for Paid Parental Leave Benefits under the Policy

A Leave of Absence and subsequent request for paid parental leave should be requested up to 30 days in advance of your leave start date, absent unforeseeable circumstances. Paid parental leave cannot be retroactively requested more than 14 calendar days after your requested leave start date. To initiate a paid parental leave of absence request, all eligible employees will contact The Hartford through one of the methods listed below:

Online:	Register and file your leave through www.thehartford.com/mybenefits Short-term Disability Policy: #715694
Phone:	(888) 301-5615

As part of your paid parental leave request, supporting documentation must be submitted to The Hartford. Acceptable documentation includes, but is not limited to, the following:

- Your name and the child's name;
- Your relationship to the child;

- The date of the child's birth, date of adoption or placement for adoption; and
- The dates of the requested paid parental leave.

The Hartford will also ask you to provide written documentation relating to the paid parental leave request, as applicable, including, but not limited to the following:

- A copy of a newborn child's birth certificate or other proof of birth (e.g., hospital birth certificate).
- Documentation from a state agency or other legal authority indicating the full name of the adoptee, which indicates you are the adoptive parent, and the date of placement is included.

If unforeseeable circumstances or business exigencies occur, the Employer reserves the right to not approve (or delay the approval of) paid parental leave.

State Wage Replacement Coordination

Certain states offer wage replacement programs that typically replace a portion of an employee's pay relating to parental leave. If you are employed in a state that offers wage replacement programs, you must file a claim with the applicable state agency or state program to receive family leave pay in that state. You must also request paid parental leave under the Policy by contacting The Hartford.

If you are receiving STD Plan benefits, please see the STD Plan summary plan description for the offset rules relating to state paid disability benefits.

Family and Medical Leave Act (FMLA)

If you are eligible for FMLA leave related to the birth or adoption of a child, such FMLA leave will run concurrently with your paid parental leave under the Policy. If you return to work within your FMLA leave period, you are entitled to be returned to the same position you held when your paid parental leave under the Policy (or STD leave, if applicable) commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment based on the requirements of FMLA. In the event that your FMLA leave is exhausted and you are still receiving or will receive paid parental leave under the Policy, the Employer will voluntarily consider the remaining paid parental leave under the Policy as authorized leave pursuant to terms and conditions similar to FMLA. If you return to work from paid parental leave under the Policy after your FMLA leave period has expired, you are also entitled to be returned to the same position you held when your paid parental leave under the Policy (or STD leave, if applicable) commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. Authorized leave extended in this manner is not FMLA leave, but it will be administered similar to FMLA leave. Please see the Employer's Leave of Absence Policy for further information about FMLA leave.

Please note that certain states may offer paid family and medical leave under more generous terms than the FMLA. The Employers will comply with any applicable state and local laws under all circumstances. Please contact The Hartford for more information regarding state and local leaves.

If you are eligible for leave under state law related to the birth or adoption of the child, such leave will run concurrently with paid parental leave under the Policy, to the extent permitted by law.

General Provisions

Ryman Corporate Properties, LLC administers this policy for both Employers and reserves the right at any time, and from time to time, without prior notice to modify, alter, amend or terminate the Policy. This Policy is not intended to, nor does it constitute or create a contract of employment with any Eligible Employee. This Policy is intended to be applied in accordance with all applicable federal, state and local laws. Ryman Corporate Properties, LLC has absolute discretion to make the sole and final determination as to any and all issues arising out of this Policy.

Benefits under the Policy do not constitute entitlement and are not vested. Benefits under the Policy are discretionary and may be paid only if used for the purposes and within the timeframe set forth in this Policy.

The Employers strictly prohibit any form of retaliation or discrimination against an employee for attempting to use or using the paid parental leave under the Policy.

Each Employer intends to continue the Policy indefinitely but has the right to terminate or amend the Policy at any time.

If you have any questions, you should contact the Ryman Hospitality Properties Total Rewards department at totalrewards@rymanhp.com.

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