



**The Hillman Group  
Corporate Policy**

**TITLE: Parental Leave of Absence**

**Policy Number ER8.00**

**Effective Date: 1-01-2025**

**Revisions:**

**Policy Owner: Sr. Manager, Employee Relations & HR Programs**

**Approved BY: Chief People Officer**

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**Affected Areas**

All US Hillman Group locations

**Purpose**

The Hillman Group will provide up to 6 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care ("Parental Leave"). The purpose of Parental Leave is to enable the employee 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) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after January 1, 2025.

**Policy**

**Eligibility**

To be eligible for Parental Leave, employees must meet the following criteria:

- Have been employed with the Company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child or have had a child born through surrogacy
- Be a spouse or registered domestic partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

#### **Amount, Time Frame and Duration of Paid Parental Leave**

- Eligible employees will receive a maximum of 6 weeks of Parental Leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 6 week total amount of Parental Leave granted for that event. In addition, in no case will an employee receive more than 6 weeks of Parental Leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of Parental Leave is compensated at 100 percent of the employee's regular, base rate of pay. Parental Leave will be paid on a biweekly basis on regularly scheduled pay dates.
- Employees must take Parental Leave in one continuous period of leave. Approved Parental Leave may be taken at any time during the 12 month period immediately following the birth, adoption or placement of a child with the employee. Parental Leave may not be used or extended beyond this 12-month time frame. Any unused Parental Leave will be forfeited at the end of the 12-month time frame.
- For female employees who have given birth, the 6 weeks of Parental Leave will start at the conclusion of any short-term disability leave provided to the employee as a result of the childbirth.
- Upon termination of the individual's employment at the Company, they will not be paid for any unused paid parental leave for which they were eligible.

#### **Coordination with Other Policies**

- Parental Leave taken under this policy will run concurrently with leave under the FMLA; thus, for 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 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- Parental Leave will also run concurrently with, and will be coordinated with, any other statutory paid leave available to eligible employees that is provided by or mandated by

the government entity where they live or work, and any future federal, state, or local paid leave law (herein "Statutory Leave"). If an employee is eligible for Statutory Leave at the same time that they are eligible for Parental Leave, they must elect to take Parental Leave at the same time as available Statutory Leave, where permitted by applicable law. In the event the employee does not elect to run Parental Leave concurrent with Statutory Leave, they will be disqualified from Parental Leave. When an employee exhausts the benefits available under this Parental Leave policy, they will remain eligible for the balance of their benefit entitlement, if any, under applicable Statutory Leave. The paid benefits under this policy will be considered secondary to and supplemental to any paid Statutory Leave. The combination Parental Leave and any Statutory Paid Leave may not exceed the employee's full base rate of pay. Where permitted, employees must apply for any paid leave provided by federal, state, or local government, and must remit back to the Company any money received from such sources if the Company has already paid the full base rate of pay to an eligible employee. The Company reserves the right to pay only the difference between governmentally provided leave pay and the employee's full base rate of pay.

### **Pay and Benefits**

- After Parental Leave (and any short-term disability leave for employees giving birth) is exhausted, employees must use accrued sick, vacation and personal time to cover the balance of any remaining FMLA leave. Once accrued sick, vacation and personal time is exhausted, any remaining FMLA leave will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Company will maintain all benefits for employees during the Parental leave period.
- If a Company holiday occurs while the employee is on Parental Leave, such day will be charged to the Parental Leave versus receiving holiday pay.
- An employee who takes Parental Leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on Parental Leave as if the employee was on FMLA-qualifying leave.

### **Requests for Parental Leave**

- Eligible employees must provide their supervisor and the human resource department with notice of the request for Parental Leave and apply and submit a claim with Sun Life at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). Instructions for submitting the claim are available on the Dayforce HUB.

### **Other State and Local Leave Laws**

In addition to FMLA leave, many states and some municipalities have statutes that provide for leave, paid or unpaid, for many of the same reasons, and some additional reasons, as FMLA leave and leave provided by the Company. Employees should check their local laws to

determine whether they are eligible for additional leaves. Wherever permitted by law, your available Company leaves will run concurrently with any available state or local leaves. However, if local law provides for greater benefits than the Company's policies, employees will be afforded the full benefits of the applicable local law.

### **Modifications and Exceptions**

Hillman reserves the right to modify or rescind this policy at any time, with or without notice. Any exception must be requested through the Human Resources Department and have the approval of the Chief People Officer.

### **Relevant Policies/Procedures**

Leaves of Absence