



PAID FAMILY LEAVE SUMMARY

Epiq will provide up to 2 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. The purpose of paid 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 and/ or state leave), as applicable.

Who's Eligible?

Eligible employees must meet the following criteria:

- Full-time US employees, working 30 or more hours per week.
- Have been employed with the company for at least 12 consecutive months.

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

- Have given birth to a child.
- Be the parent of a child who was born or adopted or be the foster parent of a foster child who has been placed (the child must be age 17 or younger).

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 2 weeks of paid parental leave per birth, adoption or placement of a child/children. In addition, in no case will an employee receive more than 2 weeks of paid 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.
- Employees will receive 100% of their regularly weekly earnings. Paid parental leave will be paid via Epiq's leave administrator
- Approved paid 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. Paid parental leave may not be used or extended beyond this 12 month time frame.
- In the event of an employee who has given birth, the 2 weeks of paid parental leave will commence at the employee's discretion, during the 12 months following date of birth/placement, following any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12 month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12 month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.



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Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA (and any applicable state leave); thus, 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.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) may be compensated through employees' accrued sick and/or vacation time. Upon exhaustion of such time, any remaining leave will be unpaid leave. 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 paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave. Benefit deductions will be postponed during the period of paid parental leave, all premiums owed will be deducted upon return to work.
- If a company holiday occurs while the employee is on paid parental leave, the holiday will not extend the total paid parental leave entitlement.
- An employee who is eligible and takes paid 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 paid parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).
- The employee must initiate the leave claim with Epiq's leave administrator Voya online at [HERE](#) Voyas Intake Team will automatically create the supplemental paid family leave that will run concurrent to any other FMLA claims.
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.