



Policy Number: 406

Issuance Date: March 1, 2024

Subject: Parental Bonding PTO

Revised Date: May 30, 2025

Purpose

To provide our associates with competitive benefits and support to help balance work and family responsibilities that come with the addition of a child to the associate's immediate family. The Company* provides eligible associates with the ability to take paid time off from work for bonding after the birth of a child or the placement of a child for adoption or foster care.

Overview

The Company will pay eligible associates 100% of their regular base pay for up to eighty (80) hours during an approved leave period to care for or bond with a newborn, newly adopted or newly placed foster child within the first six (6) months after the child's birth, adoption or placement (Parental Bonding PTO).

Parental Bonding PTO runs concurrently with leave under the federal Family and Medical Leave Act (FMLA) and/or any other leave under similar state or local family leave law, where available.

Eligibility Requirements

To be eligible for parental bonding paid time off under this policy following the birth of an associate's child, or the placement of a child with an associate in connection with adoption or foster care, associates must meet the following eligibility criteria:

- have, as of the event date, completed at least six (6) full months of service with the Company during the previous twelve (12) months; AND
- are residents of a state that does not provide paid family leave insurance benefits in connection with bonding with a newly born, adopted or placed child; AND
- have been approved for leave.

Eligibility Exclusions

Some states provide job-protected family leave and pay benefits to care for or bond with a new child. Associates who work in states with access to state-provided paid family leave insurance benefits in connection with bonding with a newly born, adopted or placed child are **not** eligible for Parental PTO under this policy.

Associates who are eligible to receive any payment for family leave benefits under state law are encouraged to promptly apply for such benefits. The decision to apply for state benefits rests with the associate, however if the associate resides in a state that offers this benefit, they will remain ineligible for Parental Bonding PTO under this policy.

Associates should consult People Services for information regarding eligibility for state paid family

*Dwyer Franchising LLC, d/b/a Neighborly; Glass Operating LLC, d/b/a Portland Glass; Neighborly Local Operations LLC, and their affiliated companies (collectively, the "Company" or "Neighborly")

leave benefits under applicable laws for their workplace location.

Approved Uses

Parental Bonding PTO must be taken:

- Within six (6) months of the event date. The event date is defined as the date of birth, the date of adoption or foster care placement. Parental Bonding PTO is provided per event, not per child. The maximum amount of paid benefits granted does not increase for an event where multiple birth, adoption or placements occurs (i.e., the birth of twins or adoption of siblings).

AND

- Consecutively at the full PTO allotment (up to 80 hours). Parental Bonding PTO cannot be broken up or used intermittently.

This policy is subject to the following restrictions:

- An associate will not receive more than the maximum pay benefit for Parental Bonding PTO within a rolling 12-month period, regardless of whether more than one birth or adoption occurs within the 12-month time frame.
- If a Company holiday occurs while the associate is on approved Parental Bonding PTO under this policy, such day will be recorded as paid leave. The holiday will not enhance the total pay benefit amount or extend the length of leave entitlement.
- This Parental Bonding PTO benefit does not accrue or carry forward from one calendar year to the next if not all time is used.
- Upon termination of an associate's employment with the Company, the associate will not be paid for any unused Parental Bonding PTO benefits for which the associate was eligible.

Process

Except in emergency circumstances, associates must provide written notice to People Services and their direct manager of their intention to utilize Parental Bonding PTO thirty (30) days in advance of the start of such leave.

To initiate the request, associate should:

- Complete the Leave of Absence Request form available on the benefits website to initiate this process.

AND

- Provide supporting birth, adoption, or foster care documentation (i.e. proof of birth, adoption/foster care placement agreement or court order) within ten (10) days of the leave start date.

Contact People Services (People.Services@nbly.com) for additional support.

Maintenance of Health Benefits

If the associate is enrolled in the Company's group health care plan at the time the parental bonding request is made, the Company will:

- Maintain its contributions to the associate's health insurance while associate is on approved Parental Bonding PTO under the same terms as the plan in effect at the time the request was made.
- Deduct the associate's portion of the group health care coverage premium from the associate's paycheck in the same manner as if the associate were actively working.

Participation in the Company's other benefit programs will be governed by the terms of those plan documents.

Short-Term Disability

A parent who is on leave due to her own medical recovery period following childbirth is eligible for short term disability. Parental Bonding PTO is in addition to and does not run concurrent with any portion of disability leave or paid short-term disability (STD) benefits. For mothers recovering from childbirth, Parental Bonding PTO only begins after the pregnancy-related disability period ends.

Returning to Work

Upon an associate's timely return to work from approved Parental Bonding PTO, the Company will restore the associate to the same or an equivalent position with equivalent pay and benefits in accordance with applicable law.

Non-Retaliation

The Company expressly prohibits any form of retaliation or adverse action such as corrective discipline, punishment or intimidation against any associate for requesting or taking time off under this policy.

Enforcement

Any associate who fails to adhere to this policy may be subject to disciplinary action up to and including termination of employment.

This policy is subject to all state and federal laws.

The Company reserves the right to modify, revoke, suspend, terminate or change this policy in whole or in part, at any time, with or without notice.