

## Understanding your parental leave benefits

### What is parental leave?

Novant Health recognizes the importance of providing team members an opportunity to bond with a newborn or newly adopted child and is therefore providing eligible full-time and part-time team members a paid parental leave for bonding with a newborn or newly adopted child. Eligible team members will receive up to 4 weeks of paid parental leave which must be used within 12 weeks of the child's birth or within 16 weeks of placement for adoption. Parental leave cannot be taken prior to the birth or placement for adoption [or if the child will not be living in the team member's home].

### Who is eligible for parental leave?

A team member is eligible for Parental Leave from the date he or she is eligible for FMLA (worked 12 months and 1250 hours in the previous 12-month period). Also, the team member must be in a benefits eligible position (full-time or part-time scheduled to work at least 24 or more hours per week) at the time of the parental leave event.

The following are **not** eligible for Parental Leave:

- Physicians
- PRN/On-Call team members
- Individuals treated as independent contractors
- Contract employees
- Interns and/or co-op students
- Temporary, regardless of scheduled work hours.
- Individuals classified as leased, seasonal, and temporary team members

### How does a team member request parental leave?

A team member should contact The Hartford Leave Administration at 800-549-6514 to request parental leave. An eligible team member requesting parental leave should provide at least 30 days advance notice to their manager, if feasible, however, if 30 days' notice is not feasible because of medical necessity or for other reasons (such as an immediate adoptive placement), the team member should give as much advance notice as possible.

### When do I have to use parental leave?

Team members must take parental leave in one continuous period of leave and must use all paid parental Leave within 12 weeks of the child's birth or within 16 weeks of placement for adoption. Any unused paid Parental Leave will be forfeited at the end of the 12 or 16-week time period.

### My spouse also works for Novant Health. Are they eligible for parental leave, and if so, when are they required to use it?

Eligible team members who are married to other eligible team members may each take a parental leave, the timing of which is at the household's discretion, however, both leaves must occur within 12 weeks of the child's birth or within 16 weeks of placement for adoption.

### Does the parental leave benefit include paying me for shift differentials and/or other incentive pays I typically receive?

No. Parental leave will be compensated at 100% of the team member's regular weekly wage (base hourly rate of pay times scheduled weekly hours as reflected in PeopleSoft), or weekly base pay for salaried team members.

**How is the parental leave benefit paid?**

Parental leave will be paid according to regularly scheduled pay dates and through the normal payroll process.

Team members who have voluntary short-term disability (STD) may want to use STD during the period they are considered medically disabled which is generally six weeks for an uncomplicated delivery, before utilizing the four-week parental leave benefit.

The below example illustrates how the leave might look like **for a team member with STD/15 day wait.**

**Example #1: Birth-giving mother has STD/15 day elimination period with an uncomplicated delivery who opts to use disability benefits. In this example, the parental leave benefit is truly a “bonding” benefit because it is being used after STD benefits have been exhausted.**

Week	1	2	3	4	5	6	7	8	9	10	11	12
PTO (if available)	100%	100%									100%	100%
Vol. STD/Pregnancy			60%	60%	60%	60%						
Parental leave							100%	100%	100%	100%		

The below example illustrates what the leave might look like **for a team member with STD/30 day wait.**

**Example #2: Birth-giving mother has STD/30 day elimination period with an uncomplicated delivery who opts to use disability benefits. In this example, the parental leave benefit is truly a “bonding” benefit because it is being used after STD benefits have been exhausted.**

Week	1	2	3	4	5	6	7	8	9	10	11	12
PTO (if available)	100%	100%	100%	100%							100%	100%
Vol. STD/Pregnancy					60%	60%						
Parental leave							100%	100%	100%	100%		

The below example illustrates what the leave might look like **for a team member who does not have voluntary STD.**

**Example #3: Birth-giving mother does not have voluntary STD and opts to use parental leave immediately upon giving birth. Once the four week parental leave benefit is exhausted, team member may switch to using PTO for remainder of leave.**

Week	1	2	3	4	5	6	7	8	9	10	11	12
PTO (if available)					100%	100%	100%	100%	100%	100%	100%	100%
Vol. STD/Pregnancy	N/A	N/A	N/A	N/A	N/A	N/A						
Parental leave	100%	100%	100%	100%								

**Will I accrue PTO while I’m receiving the parental leave benefit?**

Yes. PTO will continue to accrue while receiving parental leave.

**I have additional questions, who should I contact?**

Contact the HR Service Center at (800)-890-5420 or you can submit an inquiry using HR-Connect.