

PATERNITY LEAVE POLICY

Our company is taking progressive steps to assist employees during significant life events through company-paid time for paternity leaves. These leave benefits are intended to allow employees paid time off to bond with their children before returning to work. This policy is available to all eligible employees.

1. Eligibility

A. Regular male employees who

1. Is having a newborn child (i.e., birth father), or
2. Legally adopts a child below the age of one year (i.e. adoptive father)

B. There is no minimum service year requirement for employees to be eligible for the benefits under this policy.

2. Benefits during paternity leave

A. You are eligible for two (2) weeks (10 working days) of paid paternity leave at 100% of your Fixed Annual salary.

B. The ten working days are exclusive of public holidays and paid time off.

C. Paid paternity leave must be taken as one continuous block within six months of the birth or adoption of the child.

D. If you return to work at any point earlier than the ten working days, the leave benefit will cease, and the remaining days will be forfeited.

3. Initiating paternity leave and returning to work

- A. You must notify your manager and company HR at least 30 days before starting your paternity leave.
- B. You can submit your application for paternity leave, along with the birth certificate or letter of intent to adopt, to your manager and company HR for approval.
- C. If the need for leave is not foreseeable, you must request the leave as far in advance as reasonably practical (generally the same day or the next day after you became aware of the need for leave).
- D. In case of emergency, you (or a representative) must notify your manager or the company HR as soon as practical.

4. General

- A. Additional documentation and certification may be required for verification purposes.
- B. Employees who fail to return within three days of the specified return to work date, accept other employment (including self-employment) for compensation while on leave, or are found to have falsified any information about the leave, including dates and reasons for the leave, will be considered grounds for termination.