



## **SMP Paid Family Time off Policy: Effective as of January 1, 2023**

*Employees must inform their manager and HR of all leaves **at least 3 months** prior to taking the leave or as soon as feasible. HR must meet with both employee and manager to discuss the requirements of all leaves.*

### **Policy Brief & Purpose – Family Friendly Benefits**

The purpose of the Paid Family Time off policy is to provide time off to bond with a new child. This benefit is available to all full-time employees regularly scheduled to work at least 30 hours / week (*excluding temps, interns, and seasonal employees*).

Paid Family Time off is granted on the date of birth or adoption/fostering of the child. All leaves, including maternity, must be taken concurrently with the Family and Medical Leave Act (FMLA). Employees are eligible for FMLA if they have worked for **at least 12 months**. All leaves run concurrently with FMLA in addition to Short Term Disability (*except parental leave*) and must be taken within the first year of the child being born and/or adopted/fostered.

Standard Motor Products will not reduce employees' pay by the amount of any pay approved by our leave vendor Reliance Standard/Matrix for Disability (up to \$170/week). However, employees must provide their local HR with the physical copies of any checks received from Reliance Standard/Matrix.

*If an employee cashes the checks received by Reliance Standard/Matrix, upon return, local HR will deduct their pay to total the amount of checks cashed.*

**For NY Employees Only:** New York employees are entitled to 12 weeks of NY PFL (*PFL only applies to New York employees*). All leaves, including maternity, must be taken concurrently with the FMLA and NY State Paid Family Leave. NY employees can continue to take NY PFL after they returned from leave within the first twelve (12) months of the child being born. Employees must work at **least 26 weeks** consecutively to be eligible for NY PFL.

### **Paid Leave Type**

#### **Maternity Leave (child-bearing parent):**

- 16 weeks of paid time off

Maternity leave is granted on the date of birth of the child for **16 weeks** and will run in conjunction with Disability, FMLA. (*NY PFL will run in conjunction with FMLA for NY employees after they exhaust their 6/8 weeks of Disability Leave*).

\*All maternity leave employees can reserve two (2) out of the sixteen (16) weeks to save and use throughout the first year of the baby being born. Although, the leave must be taken in weeks, it does not need to be taken concurrently with manager's approval.

#### **Parental Leave (non-child bearing parent):**

- 8 weeks of paid time off



Parental leave must be taken in weeks but is not required to be taken concurrently with your manager's approval. Employees are granted up to one year from the date of birth, to use the leave in its entirety. However, employees are entitled to two (2) leaves per calendar year if they conceive more than once within one year (i.e., number of births not children (for example, twins). *FMLA will be taken in conjunction with the granted 8 weeks of paid time off for all locations.*

Similarly, all leaves must be taken throughout the first year the baby is born. If employees wish to break up their leave, they must take it at least 1 full week (**5 business days**) at a time within the first year of the child being born.

***\*For NY employees only:** NY PFL will run in conjunction with FMLA in addition to the granted 8 weeks of paid time off.*

### **Adoption (For the adoption of a minor child)**

#### **Primary Caregiver:**

- 12 weeks of paid time off

#### **Secondary Caregiver:**

- 3 weeks of paid time off

Adoption leave must be taken in weeks, but does not need to be taken concurrently with manager's approval. Employees are entitled to two adoption leaves per year.

### **Foster Leave**

- 1 week of paid time off

Employees are limited to two foster leaves per year. However, foster leave must be taken within the initial week of receiving the child for fostering.

### **Miscarriage Leave**

- Any employee who experiences a loss will receive 10 days of paid leave.

*Proper documentation such as birth certificate, proof of adoption or fostering is required to validate a family leave (Excluding Miscarriage Leave). Failure to comply may result in disciplinary action and/or termination.*

**\*Local HR and the employee's manager must approve all leaves.\***