



SMP Paid Family Time off Policy: Effective as of January 1st

*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 parents 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 per week (*excluding temps, interns, and seasonal employees*). Our Paid Family Time off benefit is effective *on the date of birth* of the newborn, adoption or fostering of a child.

All leaves (*to the exception of Miscarriage leave*) must be reported to our leave vendor **Reliance Matrix at 1-877-202-0055**. *Per our STD policy*, Standard Motor Products offers salary continuation to eligible employees while on short term disability. Employees are entitled to a maximum of *\$170/week* for disability. However, once employees confirm the check received from Reliance/Matrix has been deposited/cashed, employees' pay will be reduced by the total amount of check cashed and received.

All parental leaves must be taken concurrently with the Family and Medical Leave Act (FMLA) which provides unpaid job protection benefits. Employees must work a minimum of **12 months (1 year)** to be eligible for FMLA. Additionally, our maternity and miscarriage leave (*if applicable*) run concurrently with Short Term Disability and must be taken within the first year of the child being born.

Applicable to New York Employees Only

- New York employees are entitled to **12 weeks of NY PFL**.
- All leaves, including maternity, must be taken concurrently with the FMLA and NY State Paid Family Leave.
- New York 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 Family time Off Provision

- **All** paid family leave **must be taken in weeks** and is not required to be taken concurrently, with your manager's approval.
- **All** leaves must be used in its entirety within the first year of the date of birth, adoption or fostering of the child.
- Employees are entitled to a maximum of two (**2**) leaves (*if applicable*) per calendar year if they conceive more than once within one year (i.e., number of pregnancies *not children per pregnancy* (for example, twins).

Paid Family Leave Type

<p>Maternity Leave (child-bearing parent)</p>	<ul style="list-style-type: none"> ▪ 16 weeks of paid time off. ▪ Runs in conjunction with Disability, FMLA. ▪ <u>New York PFL</u> will run in conjunction with FMLA for NY employees after they exhaust their 8 weeks of Disability Leave regardless of delivery type.
<p>Parental Leave (non-child bearing parent)</p>	<ul style="list-style-type: none"> ▪ 8 weeks of paid time off. ▪ Runs in conjunction with FMLA. ▪ <u>New York PFL</u> will run in conjunction with FMLA in addition to the granted 8 weeks of paid time off. <p>*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.</p>
<p>Adoption (For the adoption of a minor child)</p>	<ul style="list-style-type: none"> ▪ 12 weeks of paid time off ▪ Runs in conjunction with FMLA.
<p>Foster Leave</p>	<ul style="list-style-type: none"> ▪ 1 week of paid time off ▪ Runs in conjunction with FMLA.
<p>Miscarriage Leave</p>	<ul style="list-style-type: none"> ▪ Any employee who experiences a loss will receive 10 days of paid leave. ▪ If a medical procedure or complications occurs, our miscarriage leave will be managed under our STD policy through Reliance Matrix.

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