



SMP Paid Family Time Off Policy: Effective as of January 1, 2020

Policy Brief & Purpose – Family Friendly Benefits

The purpose of this policy is to provide time off to bond with a new child. 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. Leave (excluding maternity) must be taken concurrently with FMLA and NY State Paid Family Leave (PFL).

Maternity Leave (child-bearing parent):

- 16 weeks of paid time off

Maternity leave is granted on the date of birth of the child for the amount of weeks for their job status and will run concurrently with Disability and FMLA. SMP will reduce your pay by the amount of any benefit approved by Cigna Group Insurance for Disability. Paid maternity leave will not reduce any salary continuation benefit available to you for disability outside of the covered amount of weeks for the maternity benefit timeframe.

* All maternity leaves can reserve two out of the sixteen weeks to save and use throughout the first year of the baby being born. This part of the leave needs to be taken in weeks, but does not need to be taken concurrently with manager's approval.

Parental Leave (non-child bearing parent):

- 4 weeks of paid time off

Parental leave needs to be taken in weeks, but does not need to be taken concurrently with manager's approval. More than one biological child in one year, employees are only entitled to two leaves per calendar year. (i.e., births not number of children (for example, twins). All leaves must be taken in the first year that the baby is born.

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 needs to 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. Foster leave must be taken within the week of receiving the child for fostering.

Back to work program for new moms (professional employees only):

Reintroduction back to work based on business needs with manager approval. Any combination of work from home and returning to the workweek slowly. The employee has 4 weeks before leaving on maternity leave and 4 weeks after coming back from maternity leave to readjust back to work. The 4 weeks of flexible time received can be used in any combination of work from home and number of days in the office, these are examples below.

Examples of ramp down before leaving for maternity leave:

week	# days in office
4	4
3	3
2	2
1	1

Example of ramp up before coming back to work full time from maternity leave:

week	# days in office
1	1
2	2
3	3
4	4
5	All days back in office

Please note, when the employee is ramping up and returning to work, and working from home. It is required that the employee has childcare in place during the entire workday while they are working from home. Working from home is allowing the employee to readjust to working without the commute time and being close to the child's new childcare arrangement. Working from home is not a replacement to childcare.

All leaves run concurrently with FMLA and Short Term Disability (*PFL, NY only). All leaves must be taken within the first year of the child being born and/or adopted.

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