



SMP Paid Family Time off Policy: Effective as of January 1, 2022

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) as of **date of hire**.

Paid Family Time off is effective on the date of birth or adoption/fostering of the child. Any Leave, to the exemption of maternity, must be taken concurrently with the Family and Medical Leave Act (FMLA) and NY State Paid Family Leave (PFL – LIC, NYC only).

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 and FMLA. SMP will reduce your pay by the amount of any pay approved by Reliance Standard/Matrix for Disability (up to \$170/week). However, paid maternity leave will not reduce any salary continuation benefit available to you for disability outside of the 16-week maternity benefit timeframe.

*All maternity leave employees can reserve two out of the sixteen 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):

- 6 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. You are granted up to one year from the date of birth, to use the leave in its entirety. However, employees are entitled to two leaves per calendar year if they conceive more than once within one year (i.e., number of births not children (for example, twins). Similarly, all leaves must be taken throughout the first year 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 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

- Five (5) days of paid time off (1st Trimester)
- Ten (10) days of paid time off (2nd or 3rd Trimester)

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

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

Employees have 4 weeks interval before and after maternity leave to readjust back to work. This program is designed to reintroduce employees back to a work environment based on business needs with manager’s approval. The 4 weeks of flexible time received before and after the leave provide employees with a combination of work from home and in the office schedule.

Eligible employees with access to the required equipment may be approved by the HR department for telecommute flexibility up to 4 weeks preceding and succeeding the baby’s birth. Telecommute flexibility allows the employee to work from home for the entire 4 weeks preceding and succeeding the baby’s birth.

Ramp down before leaving for maternity leave:

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

Ramp up before coming back to work full

week	# days in office
1	1
2	2
3	3
4	4
5	Full week back at work

Please note, when the employee is ramping up and returning to work from a ***work from home schedule***, it is required that the employee has childcare in place during the entire workday while they are working remotely. Working from home is allowing the employee to readjust to working without the commute time and 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 – excludes maternity leave). 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.

Maternity Ramp Down – Ramp Up Program Schedule (*Professional employee only need to complete*)

Ramp down before maternity leave

Week	Number of days in office	Telecommuting	Week of
		✓	
4	4		
3	3		
2	2		
1	1		
<p>Important: Eligible employees with access to the required equipment may be approved by the HR department for telecommute flexibility <i>up to 4 weeks preceding</i> the baby’s birth.</p>			

Ramp up after maternity leave

Week	Number of days in office	Telecommuting	Week of
		✓	
1	1		
2	2		
3	3		
4	4		
5	Full week back at work		
<p>Important: Eligible employees with access to the required equipment may be approved by the HR department for telecommute flexibility <i>up to 4 weeks succeeding</i> the baby’s birth.</p>			

Telecommute flexibility allows the employee to work from home for the entire 4 weeks preceding and succeeding the baby’s birth.

Employee Signature: _____

HR Signature: _____

Manager Signature: _____

Date: _____