

## **Paid Family Time Off Policy**

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).

- **Maternity Leave (child-bearing parent):** 8 weeks of paid time off

- Maternity leave is granted on the date of birth of the child for 8 weeks 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 or NYS. Paid maternity leave will not reduce any salary continuation benefit available to you for disability outside of the covered 8 week maternity benefit timeframe.

- **Parental Leave (non child-bearing parent):** 2 weeks of paid time off

- **Adoption / Foster Leave:**

- **Primary Caregiver:** 5 weeks of paid time off
- **Secondary Caregiver:** 2 weeks of paid time off

Proper documentation will be required to validate the family leave including a birth certificate, or, proof of adoption or fostering. Failure to provide proper documentation may result in disciplinary action and/or termination.