

## Quadi<sup>7</sup>ent Paid Parental Leave Policy

### Purpose

Quadi<sup>7</sup>ent provides paid leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or surrogacy. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, a newly adopted child, or a newborn placed with an employee due to surrogacy. This policy runs concurrently with leave under the federal Family and Medical Leave Act (FMLA), where applicable. This policy is effective for births and adoptions occurring on or after January 1, 2024. Beginning January 1, 2024, the benefit is also available to employee's who had a child born or placed through adoption or surrogacy between the period of December 1, 2023, and December 31, 2023.

For purposes of this policy, we define a "child" as someone who is under the age of 18 (under the age of 23 if mentally or physically disabled) and under the custody or care of an employee or the employee's spouse or domestic partner.

### Eligibility

To be eligible for paid parental leave, you must be employed by Quadi<sup>7</sup>ent and regularly scheduled to work 20 or more hours per week.

### Amount, Timing and Duration of Paid Parental Leave

Employees receive up to a maximum of six (6) weeks of paid parental leave in a 12-month rolling forward period for the birth or placement for adoption child/children. If two spouses or domestic partners work for Quadi<sup>7</sup>ent, they will be each be eligible for six (6) weeks of paid parental leave.

In no case is more than six (6) weeks of paid leave available in a rolling 52-week period, regardless of the number of births or adoptions occurring in that period.

A multiple birth (e.g., the birth of twins or adoption of siblings) does not increase the six (6) week total amount of paid parental leave granted for that event.

The Paid Parental Leave Policy will provide 100% of base pay based on their current payroll schedule for the six (6) weeks of paid days off while you bond with a new child. Employees are not required to meet an elimination period prior to the start of paid parental leave benefits. See Coordination of Benefits to understand how statutory paid family leave benefits coordinate with Quadi<sup>7</sup>ent's Paid Parental Leave.



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Paid parental leave can be taken at any time during the first 12 months immediately following the birth or placement of a child. Paid parental leave cannot be used or extended beyond this 12-month period. Any unused paid parental leave will be forfeited at the end of the 12-month period.

Paid parental leave must be taken or in a continuous six (6) week block of time. Employees will not be able to take the paid parental leave on an intermittent basis.

### **Look-Back Period**

For birth or placement due to adoption or surrogacy and occurring between December 1, 2023, and December 31, 2023, paid parental leave must be taken within 12-months from the date of the child's birth or placement. Any leave not taken will be forfeited.

Births or placements prior to December 1, 2023, will not be eligible for the Quadiant Paid Parental Leave.

### **Coordination with Short-Term Disability**

Some employees may be eligible for Quadiant's short-term disability (STD) benefit for the employee's own medical needs during pregnancy and/or following childbirth.

For employees eligible for both short-term disability related to pregnancy/childbirth and paid parental leave, the leaves will not run concurrently. In other words, the paid parental leave period will begin after short-term disability ends.

For more information about Quadiant's short-term disability benefit, please contact The Hartford at 1-888-301-5615.

### **Coordination with Other Policies**

Paid parental leave runs concurrently with leave under the FMLA, where applicable; therefore, any leave taken under the Quadiant Paid Parental Leave Policy is counted toward the 12 weeks of available FMLA per 12-month period, when applicable.

Paid parental leave also runs concurrently with any statutory paid family leave benefits. Those paid benefits will offset the Quadiant Paid Parental Leave Policy benefits up to 100% of the employee's pay. An employee will not be able to earn more than 100% of their pay.



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The employee will not be able to continue accruing vacation/PTO days during this time.

### **How Benefits will be Paid**

Employees will be receiving their paid parental leave benefit from Quadient. Employees will receive their benefits based on their current payroll schedule.

Any required premium contributions that an employee may be responsible for will continue to be deducted from their paid parental leave benefit.

### **Requesting a Paid Parental Leave**

You must provide your supervisor with notice of the request for leave within 30 days in advance of the leave. If you cannot provide at least 30 days advance notice of your need for leave (for example, because of a change in circumstances or a medical emergency) you must notify your supervisor as soon as practicable.

Additionally, you must contact The Hartford at 1-888-301-5615 or online at [AbilityAdvantage.TheHartford.com](https://AbilityAdvantage.TheHartford.com) to initiate your request for paid leave under this policy, not less than 30 days prior to the start of the leave. If 30 days' notice is not possible, employee must provide notice as soon as practicable. Approval for paid parental leave will be based on the review of requested documentation certifying the birth or placement of the new child for adoption, which may include the following official documentation:

- Birth certificate
- Proof of adoption

Paid parental leave under this policy is a job-protected leave.

For any additional questions, contact the Benefits Team at [us.benefits@quadient.com](mailto:us.benefits@quadient.com)

### **Leave Before Adoption Placement**

Leave may be taken before the actual adoption of a child if an absence from work is required for the adoption to proceed. For example, the employee may be entitled to leave to attend counseling sessions, appear in court, consult with his or her attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption or before the actual date of placement.



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### **Holidays Occurring During Leave**

If an employee is on paid parental leave when Quadiant closes due to holidays, weather related issues, etc. that time will be recorded as paid parental leave. Such days will not extend the total paid parental leave entitlement.

### **Returning from Paid Parental Leave**

Unless otherwise required by applicable law, no less than five (5) business days prior to the employee's intended return to work date, the employee must notify their supervisor, HRBP, and The Hartford of the return-to-work date.