

ACUE Parental Leave Benefit

At ACUE, we understand the importance of supporting our employees during significant life events, and we are committed to fostering a workplace culture that values family and work-life balance. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave.

ACUE will provide directly or supplement a state-paid parental leave program to ensure an employee's pay remains whole for up to 8 weeks. In states where no such program exists, we will cover their pay in full for the same duration. This policy will be in effect for births, adoptions or placements of foster children occurring on or after November 1, 2024.

Eligibility

Eligible employees must meet the following criteria:

- Have been continuously employed with the company for at least 12 months.
- Be a full-time, regular employee (temporary employees, contractors and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or domestic partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Amount, Time Frame and Duration of Paid Parental Leave

- Employees who live in a state with a state paid parental leave program must apply for it as the employee and the company have already paid into the program. Once the employee has received a letter from the state determining the amount they will receive from their program, the employee must provide a copy of that letter to Human Resources. Once Human Resources has the determination letter on file, ACUE will pay the difference in order for the employee to receive 100% of their pay for up to 8 weeks.
- If the employee resides in a state that does not have a state paid parental leave program, each week of paid parental leave is compensated at 100% of the

employee's regular, straight-time pay. Paid parental leave will be paid by ACUE on a twice-monthly basis on regularly scheduled pay dates.

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- Eligible employees will receive a maximum of 8 weeks of paid parental leave per birth, adoption, or placement of a child/children. A multiple birth, adoption, or placement occurring (e.g., the birth of twins or adoption of siblings) does not increase the 8-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 8 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Leave requests beyond the 12-week FMLA-covered period may be requested on a case-by-case basis.
- The company will maintain benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as PTO. Employees on paid parental leave will not continue to accrue PTO or connectivity funds during this period. If an employee is no longer being paid by the company while on leave (unpaid or utilizing short-term disability), the accrual of the benefits will pause until the employee returns to work. Bonus-eligible employees will not see their bonus opportunity be negatively affected by taking up to 12 weeks of parental

leave, versus what their opportunity would have been had they been actively employed during the period of leave. Commission-earning employees should refer to their commission plans regarding commission eligibility.

- Upon exhaustion of paid time off, any remaining leave will be unpaid leave and the employee is responsible for the entire amount of insurance premium payments (if applicable).
- If a company holiday occurs while the employee is on paid parental leave, such day(s) will be charged to holiday pay. This includes the company paid rest week over the December holidays and any company administrative leave.
- Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.

Requests for Paid Parental Leave

- The employee will provide their supervisor and Human Resources with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). ACUE greatly appreciates as much advance notice as possible.
- Please alert your direct supervisor and Human Resources followed by formally requesting the leave in your Insperity portal. If you need assistance requesting the leave in Insperity, please reach out to Human Resources.