Paid Maternity and Paternity Leave Policy

EverGRO Cooperative is committed to providing the opportunity for its employees to care for and bond with their new child(ren). This policy will outline both maternity and paternity leaves, including eligibility and paid time-off benefits.

Purpose/Objective

The purpose of paid maternal and 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, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after November 2024.

Paid Maternity Leave - EverGRO will provide up to 12 weeks of supplemental paid maternity 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 foster care. EverGRO will provide supplemental payment to eligible employees concurrently with their approved short-term disability (STD) payments.

EverGRO will supplement the STD payments by; covering 100% of the employee's standard rate of pay based on their standard schedule from the birth date of their child through the STD waiting period and providing 40% of the employee's regular, straight-time pay based on the employee's standard scheduled during their approved STD leave, up to 12 weeks. EverGRO's short-term disability policy provides 60% of the employee's regular, straight-time pay based on the employee's standard schedule, up to 12 weeks, that includes a 7-consecutive day waiting period of payments, with pay beginning on the 8th consecutive day.

EverGRO's short-term disability vendor will provide the employees' payments according to their policy. EverGRO will provide the employees' supplemental maternal or paternal payments through their payroll vendor, consistent with the employee's standard payroll policy.

The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid maternal leave granted for that event. In addition, in no case will an employee receive more than 12 weeks of paid maternal 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.

Paid Paternity Leave - EverGRO will provide up to 10 regular working days of paid parental 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 foster care. The 10 days of paid paternal leave must be taken in full days and can be taken intermittingly within the first 6 months following the birth of the child/placement of the child with adoption or foster care. Any unused paid parental leave will be forfeited at the end of the 6-month time frame.

The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 10-day total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 10 days of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement occurs within that 12-month time frame.

Eligibility

Eligible employees must meet the following criteria:

- Have given birth or is the spouse to who has given birth to a child in the covered period
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.
- Be in an active employment status
- Be a full-time, regular employee, averaging at least 30hours or more a week

Details, Amount, Time Frame and Duration of Paid Maternal and Parental Leave

- Each day or week of paid maternal/parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid maternal/parental leave will be paid on a biweekly basis on regularly scheduled pay dates.
- 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.
- Any paid leave will end, within the time frames specified in this policy OR when the employee returns to work.
- Any request for additional leave beyond the time frames mentioned in this policy must be submitted and approved by human resources and the general manager.
- If a company holiday occurs while the employee is on paid maternal/parental leave, such day will be charged as a normal paid day, ***as employees on paid leave***

of absences are not eligible for holiday pay nor are they eligible to accrue paid time off during their leave.

Coordination with Other Policies

- Paid maternal/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 rolling-calendar year. 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. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid maternal/parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued paid time off. Upon exhaustion of accrued paid time off, any remaining leave will be unpaid. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid maternal/parental leave period just as if they were taking any other company paid leave such as paid time off and any benefit payments that go into arrears must be scheduled and approved through human resources and the payroll administrator.
- An employee who takes paid maternal/parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid maternal/parental leave as if the employee was on FMLA-qualifying leave.

Requests for Paid Maternal/Parental Leave

- The employee must provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- Requests for Short-Term Disability claims must be completed and submitted to EverGRO's benefit vendor. The approvals of a STD claim are provided by the vendor, not by any member of EverGRO.

EverGRO has the exclusive right to interpret, modify or end this policy at any time – you have no vested rights to any benefit under this policy.