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## Parental Leaves & Pay:

Badger strives to be a workplace that is friendly for all families. Leaves of absence for new parents are available to Regular Team Members. Eligibility for these benefits begins on the first day of the month following the 30th day of employment.

### Paid Parental Leave:

Parental leave is intended for parents to bond with a new child as well as encourage parents to stay home with their child for a period of time. Our Babies at Work program begins at six weeks of age, but with Paid Parental Leave we are hoping to encourage families to extend bonding time with their new baby to three months of age. The primary caregiver of a newborn or newly-adopted or new foster child is offered a parental leave equal to five full weeks of vacation at their normal rate of Badger pay and prorated to their typical schedule. The secondary caregiver of a newborn or newly-adopted or new foster child is offered a parental leave equal to two full weeks of vacation at their normal rate of Badger pay and prorated for their typical schedule. In many situations, the primary caregiver of a child is the mother, who has just given birth, but we recognize that all families are different and there may be exceptions to this. These hours must be used within the first six months after the birth or arrival of the child and may be split amongst months. These benefits are extended not only to biological parents, but also to a partner who is not married to the birth, adoptive, or foster mother or father. In other words, it may be used by the partner of the parent of the child, even when the partner is not actually the biological parent, and when both are assuming the roles of parenting the child.

### *Short-Term Disability Insurance and Maternity Leave*:

This insurance benefit may be used by a female Team Member after she gives birth. (Disability insurance is available to all Badger Team Members employed 20 hours a week or more. The premium is paid by the Company.) The amount of the benefit is tied to how much you earn. The period of disability is specified by the disability insurance policy. Specific information is available from the HR Coordinator. When the Team Member is physically able to return to work, her original job or a comparable one will be available for her unless business necessity makes this impossible or unreasonable.

Please see the HR Coordinator for more information on this option.

### *Extended Parental Leave of Absence:*

Any Regular Team Member of Badger is permitted to take a parental leave of absence for the birth or adoption of a child, for up to six months. The first twelve weeks away from work, following childbirth, adoption, or fostering maybe be covered under short-term disability and Badger’s Parental Leave policy. Time away from work beyond those twelve weeks is unpaid. For the entire six months, however, Badger will make a new parent’s original job, or an equivalent position, available to him or her, unless a change in business has occurred which makes this impossible. In addition, the Team Member will be available for continuation of group health insurance coverage.

Prospective parents need to plan this leave in advance and give timely notice to Badger. Specifically, a formal meeting with the Team Leader should be scheduled to discuss a parent’s desired leave two months prior to the period of their leave. This will allow for appropriate coverage needs to be determined.

### Employee Benefits and Leave of Absence:

A Team Member on a maternity, paternity, or parental leave continues to pay their own portion of the Badger Health Insurance premium. The Team Member should also arrange for payment of contributions to maintain a Flexible Spending Accounts before the leave is taken. Leaves are inclusive and may not be taken in addition to any other form of leave.

## Babies at Work

Badger’s desire is to support as much as possible the special opportunity for a bonding time between the parent and his or her newborn infant. While every job situation at Badger will not be able to meet the needs of each new parent and child for safety and comfort, as well as Badger’s expectations for the parent to perform their job, it is Company’s desire to extend the opportunity to a Team Member to bring his or her newborn to work when possible.

Bringing your newborn with you to work is *not* a Badger Employee benefit. Rather it is considered an opportunity that can only be offered to employees in appropriate situations given our space constraints and the nature of the job. The Badger. Chief Operating Officer, Team Leader, and HR coordinator, will evaluate the work space, the parent’s request to bring his or her child to work, whether the job description permits work to get done while caring for the infant, and the experience of other Team Members. Safety is always a primary concern, as well the space the parent works in and his or her job requirements. Each parent is required to designate two backups in the Company to assist with time in meetings, on important calls, or at other critical work moments. The parent must also have arranged for childcare alternatives outside of Badger in the event bringing a child to Badger proves difficult. A schedule will be worked out with the Team Leader and Human Resources Coordinator to allow a balance between work time and quality time with your baby.

A memo of understanding outlining further details about the Badger Babies at Work program is available for parents who are interested in this opportunity. If you are interested in exploring the possibility of participating in Babies at Work, please see your Team Leader two months prior to your baby’s birth.

## Alternative Work Schedules

The purpose of adopting an alternative work schedule policy is to accommodate, where feasible, the changing needs of the family with regard to regular school schedules.

The following are guidelines for administering the alternative work schedule policy:

* If total hours worked per pay period are reduced, compensation and benefits will be pro-rated accordingly
* Any change in scheduling should include the required breaks for the hours worked
* Alternative work schedules must be arranged with the concurrence of the immediate Supervisor as well as the Team Leader
* Team Members and Team Leaders are asked to establish consistency in the alternative work schedule
* All approved alternative work schedules needs to be filed with the Human Resources Coordinator
* Team Leaders will make every effort to allow Team Members to work the predetermined schedule. However, if unforeseen circumstances and/or workload issues arise, the schedule may need to be changed to address those needs

**Child Care Reimbursement**   
Child Care Reimbursements are intended to help Team Members pay for child care expenses by granting awards of up to $200 a week, up to $800 a year. These amounts are allocated per child, per family, and are available to part time and full time Team Members. The inspiration for the $200 /week amount is to help support the cost of four weeks of camp.

The policy covers eligible child care, including infant and toddler day care, pre-school/pre-K programs, school-age summer day camps/programs, and elementary school-age before/after school care (through eighth grade). This funding is not available to parents for children who are enrolled in Calendula Garden Children’s Center. For more information about subsidized care through Calendula Garden Children’s Center, please refer to the following section of the handbook.

The maximum annual dependent care assistance that an employee can receive tax-free under a qualified written plan is $5,000. Reimbursements made to employees, by Badger, contribute to this $5,000 limit as do employee contributions to the Dependent Care Flexible Spending Account (DCFSA). Any amount over $5,000 will be reported as income.

## Calendula Garden Children’s Center (CGCC)

Badger. contracts with Calendula Garden Children’s Center (CGCC or “Center”), located in Gilsum, NH, to offer childcare for the children of Badger Team Members.

While the center exists to provide childcare for Badger Team Members, it is a separate entity with its own staff and Board of Directors. This distinction is important and allows the Center to function with the best interest of children in mind. In addition, all decisions around the design of the childcare programs offered rest with the Center and may change on a yearly basis.

### Waiting Period:

As new Team Members join Badger, there is waiting period of up to six months for eligibility for the Badger Child Care opportunity and enrollment in CGCC. This allows for the completion of the 30-60-90 day review process with the new Team Member to ensure a good fit with the organization and the CGCC time to provide for appropriate staffing.

The Center has a limited capacity. At any given time, we cannot guarantee space in the program, but the first priority, when space becomes available, is children of Badger Team Members. Please contact the CGCC Director as soon as you know you may be interested in enrollment.

### Eligibility:

The opportunity to apply for childcare through CGCC is available to all Regular Team Members of the Badger. to provide childcare for their legal dependents.

There is no guarantee of a child’s acceptance into the program. The Center reserves the right to not accept a child if they determine that the Center is not able to provide the appropriate level of care.

The Center reserves the right to terminate any contract with the Team Member, if the Director, supported by the Board of Directors, in their sole discretion, determines that the behavior of a child or parent or guardian is jeopardizing the functioning of the center. In addition, contracts may be changed or terminated with thirty days prior written notification by either party

### Subsidy:

The cost of care at CGCC is partially subsidized by the Badger. and partially paid for by the Team Member. When a family signs up for the Center each year, they design a specific program of number of hours and number of days a week for care for their child and their payment reflects this individualized program. This program and tuition commitment contract is for the year. To support families with more than one child, the Center offers one child in the family to come at half-price. Parent or guardians pay for the Center through a bi-weekly payroll deduction.

### Transition Period:

For the first month of childcare, Team Members who need extra time at drop-off to create a smooth transition can calculate their work on their time sheet starting when they would have arrived at work on that day. The time should be recorded under ‘other’ time on the Team Member’s timesheet in ADP. Team Leaders will be informed of the planned transition time prior to the start and, if there is an unexpected delay to the Team Member’s arrival time, should be notified as soon as possible.

If a Team Member leaves Badger employment, for whatever reason, there will be an automatic thirty-day notice for childcare. During this period, parents or guardians are required to continue payment for childcare provided through means agreed upon with the CGCC Administrator. If the child does not receive childcare during this period, there is no obligation to pay.

Further information, including operating hours, enrollment process, costs specifics, etc. can be obtained by contacting the CGCC Administrator.