

## BadgerParental 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.