

Parental Leave Guidelines and Procedures

Subject: Parental Leave Guidelines and Procedures
Effective Date: January 1, 2015
Revision Date: May 1, 2025
Philosophy: Schreiber recognizes the value and importance of having time off to bond with a new dependent child and supports partners as they grow and expand their family.

Policy: In the event of a birth or adoption of a child, Schreiber will offer a paid Parental Leave benefit.

Procedure:

1. Regular full time and regular non-union part time working at least 20 hours, birth mothers, fathers and adoptive mothers and adoptive fathers are eligible for the Schreiber parental leave benefit.
 - A. There is no waiting period to be eligible for this benefit.
 - B. The parental leave benefit is available to partners working in the US or paid through US payroll.
 - C. Schreiber birth mothers will be eligible for a financial benefit under the company sponsored short term disability plan. The parental leave benefit will be applied immediately after all eligible short term disability benefits have been exhausted.
 - D. Parental leave will not be paid at the same time a partner is receiving disability pay.
 - i. In the event the partner exhausts all short-term disability benefits prior to the birth of the child, they will be eligible for the Parental leave benefit upon birth of the child.
 - E. Partners eligible for a state parental leave benefit are not eligible for the Schreiber parental leave benefit nor are they eligible for any financial difference between the state benefit and the Schreiber benefit.
2. Parental leave benefits are based on the partner's normally scheduled work week. Eligible partners may receive four weeks of paid Parental Leave benefits up to, but not to exceed, 160 hours of straight time pay (hourly rate plus certs, as applicable). Shift differential does not apply.
3. Parental leave must be taken in a 28 consecutive calendar day period. Parental leave hours are not OT eligible and will not count as hours or as consecutive days for double time purposes. See partner scenarios. In the event a holiday falls during the parental leave or the partner works a day during their 28-day parental leave period, the parental leave period will not be extended by the holiday or the shift(s) worked.
4. Parental leave is a paid benefit for days not worked. Partners receiving parental leave benefits are not eligible to work and receive parental leave pay for the same hours.
5. All normal payroll deductions will be taken from this payment which includes healthcare contributions, federal taxes, FICA, FUTA taxes as well as state and/or local taxes and will be reported as earnings on your W-2.
6. Parental leave pay is incentive eligible. There is no cash value to this benefit if the days are not taken.

7. In the event a holiday falls during parental leave, the partner will receive Parental Leave rather than Holiday pay for that day. Taking parental leave during a holiday does not extend parental leave beyond the four weeks of parental leave.
8. In the event a partner is on parental leave when there is a death in the partner's family the partner will finish their parental leave and then be eligible for the bereavement paid time off based on the funeral and bereavement leave guidelines.
9. Paid time off is dependent on the schedule of the partner, the selected 28-day period and will not exceed 160 hours of pay.
10. The start of any requested leave must begin within the first 16 weeks of the dependent's date of birth. In the case of an adoption, parental leave must begin within 16 weeks of the date the child is placed in the adoptive partner's home.
11. Partners may also be eligible for Family Medical Leave based on federal and/or state guidelines. Any parental leave taken will run concurrently with federal and/or state Family Medical Leave. Partners do not have to be eligible for Family Medical Leave to qualify for parental leave. Partners who use the parental leave benefit but are not eligible for FMLA will not incur an attendance infraction when taking parental leave. Family Medical Leave eligibility will follow the current Schreiber FMLA policy guidelines.
12. In the case of a Schreiber couple, both partners will be eligible for parental leave. If there are multiple events within the same calendar year, partners will be eligible for Parental Leave for each event, i.e., birth of a child in February and adoption of a child in September.
13. The parental leave benefit does not apply to children placed in a partner's home for foster care or partners attempting to obtain legal custody of a child.
14. If a partner is eligible for a partial day of leave because they are working a non-standard 40 hour schedule, the final day of the scheduled leave will be paid out up to the 40 hours under the policy and no attendance infraction will be recorded for the remainder of the unpaid portion of that scheduled day.

Requesting Parental Leave Benefits

1. Partners interested in taking parental leave should contact their local HR representative to request the leave. This discussion would include a review of the partner's eligibility for Family Medical Leave and any anticipated extended time away from work. The Request for Family and Medical Leave form should be completed and returned to HR prior to the start of the leave. The request for parental leave should be initiated no later than two weeks prior to the anticipated start of the leave, whenever possible.

Amendment, Modification, or Termination of Parental Leave Benefits

1. These guidelines may be amended, modified, or terminated at any time for any reason, and without prior notice to partners.
2. Schreiber retains sole discretion in interpreting and administering this policy. Schreiber shall have the right to require the partner to submit whatever documentation that Schreiber deems necessary to verify eligibility for the leave.

Original policy: 1/1/2015

Most recent revision: 5/1/2025

Partner work schedule/parental leave scenarios.

The Parental leave benefit is equal to four of the partner's normally scheduled work weeks, not to exceed 40 hrs/week for each of the four available weeks totalling 160 hours. Parental leave does not count toward overtime hours and will not count as hours or as consecutive days for double time purposes. **Scenarios #1-4 show parental leave taken over a 4 week period. Scenarios #5-8 show parental leave taken over the course of five weeks.**

1. Partner scheduled to work 8 hour days - 40 hours/weeks																																			
WEEK 1												WEEK 2										WEEK 3													
	Sun	Mo a	Tue	Wed	Thurs	Fr i	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Sun	Mo a	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 2 weeks	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 3 weeks
Schedule		8	8	8	8	8		40			0		8	8	8	8	8		40			0	80		8	8	8	8	8		40				120
#1 Leave taken within 4 consecutive work weeks		PL	PL	PL	PL	PL				40	0		PL	PL	PL	PL	PL					40	0	80		PL	PL	PL	PL	PL				40	120
#2 Holiday falls on the schedule		PL	PL	PL	PL	PL				40	0		PL	PL	PL	PL	PL					40	0	80		PL	PL	PL	PL	PL				40	120
#3 One day worked		PL	8	PL	PL	PL		8			0		PL	PL	PL	PL	PL					40	0	80		PL	PL	PL	PL	PL				40	120
#4 Extra shift picked up		PL	PL	PL	PL	PL	8	8			0		PL	PL	PL	PL	PL					40	0	88		PL	PL	PL	PL	PL				40	128
#5 28 Consecutive days		8	8	PL	PL	PL		16			0		PL	PL	PL	PL	PL					40	0	80		PL	PL	PL	PL	PL				40	120
#6 Holiday falls in consecutive day schedule		PL	PL	PL	PL	PL				40	0		PL	PL	PL	PL	PL					40	0	80		PL	PL	PL	PL	PL				40	120
#7 One day worked w/in consecutive day schedule		8	8	PL	PL	8		16			0		PL	PL	PL	PL	PL					40	0	80		PL	PL	PL	PL	PL				40	120
#8 Extra shift worked in consecutive day schedule		8	8	PL	PL	PL	8	24			0		PL	PL	PL	PL	PL					40	0	88		PL	PL	PL	PL	PL				40	128
WEEK 4												WEEK 5																							
	Sun	Mo a	Tue	Wed	Thurs	Fr i	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 4 weeks	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 5 weeks											
Schedule		8	8	8	8	8		40				160		8	8	8	8	8		40				200											
#1 Leave taken within 4 consecutive work weeks		PL	PL	PL	PL	PL				40		160		8	8	8	8	8		40				200											
#2 Holiday falls on the schedule		PL	PL	PL	PL	PL				40		160		8	8	8	8	8		40				200											
#3 One day worked		PL	PL	PL	PL	PL				40		160		8	8	8	8	8		40				200											
#4 Extra shift picked up		PL	PL	PL	PL	PL				40		168		8	8	8	8	8		40				208											
#5 28 Consecutive days		PL	PL	PL	PL	PL				40		160		PL	PL	8	8	8		24		16		200											
#6 Holiday falls in consecutive day schedule		PL	PL	PL	PL	PL				40		160		8	8	8	8	8		40				200											
#7 One day worked w/in consecutive day schedule		PL	PL	PL	PL	PL				40		160		PL	PL	8	8	8		24		16		200											
#8 Extra shift worked in consecutive day schedule		PL	PL	PL	PL	PL				40		168		PL	PL	8	8	8		24		16		208											

The Parental leave benefit is equal to four of the partner's normally scheduled work weeks, not to exceed 40 hrs/week for each of the four available weeks totalling 160 hours. Parental leave does not count toward overtime hours and will not count as hours or as consecutive days for double time purposes. Scenarios #1-4 show parental leave taken over a 4 week period. Scenarios #5-8 show parental leave taken over the course of five weeks.

2. Partner scheduled to work 12 hour days - 48 hours one week/36 hours the following week																																							
WEEK 1												WEEK 2											WEEK 3																
	Sun	Mo n	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Sun	Mo n	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 2 weeks	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 3 weeks				
Schedule		12	12			12	12	40			8	12			12	12			36				84		12	12			12	12	40			8	132				
#1 Leave taken within 4 consecutive work weeks.		PL	PL			PL	PL			48		PL			PL	PL					36		84			PL	PL			PL	PL			48		132			
#2 Holiday falls on the schedule		PL	H			PL	PL		12	36		PL			PL	PL					36		84			PL	PL			PL	PL			48		132			
#3 One day worked		PL	12			PL	PL	12		36		PL			PL	PL					36		84			PL	PL			PL	PL			48		132			
#4 Extra shift picked up		PL	PL	12		PL	PL	12		48		PL			PL	PL					36		96			PL	PL			PL	PL			48		144			
#5 14 Consecutive days		12	PL			PL	PL	12		36		PL			PL	PL					36		84			PL	PL			PL	PL			48		132			
#6 Holiday falls in consecutive day schedule		12	PL			PL	PL	12	0	36		PL			PL	PL					36		84			PL	PL			PL	PL			48		132			
#7 One day worked w/in consecutive day schedule		12	PL			PL	12	24		24		PL			PL	PL					36		84			PL	PL			PL	PL			48		132			
#8 Extra shift worked in consecutive day schedule		12	PL	12		PL	PL	24		36		PL			PL	PL					36		96			PL	PL			PL	PL			48		144			
WEEK 4												WEEK 5																											
	Sun	Mo n	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 4 weeks	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Reg. Hours	Holiday Hours	Paid Leave	OT Hours	Total for 5 weeks															
Schedule	12			12	12			36				168		12	12			12	12	40			8	216															
#1 Leave taken within 2 consecutive work weeks.	PL			PL	PL					28		160		12	12			12	12	40			8	208															
#2 Holiday falls on the schedule	PL			PL	PL					28		160		12	12			12	12	40			8	208															
#3 One day worked	PL			PL	PL					28		160		12	12			12	12	40			8	208															
#4 Extra shift picked up	PL			PL	PL					28		172		12	12			12	12	40			8	220															
#5 14 Consecutive days	PL			PL	PL					36		168		PL	12			12	12	36		4		208															
#6 Holiday falls in consecutive day schedule	PL			PL	PL					36		168		PL	12			12	12	36		4		208															
#7 One day worked w/in consecutive day schedule	PL			PL	PL					36		168		PL	12			12	12	36		4		208															
#8 Extra shift worked in consecutive day schedule	PL			PL	PL					36		180		PL	12			12	12	36		4		220															