

Brookhaven Science Associates, LLC (BSA) Paid Parental Leave Policy

In order to assist and support new parents through its leave policies and to assist with balancing work and family matters, BSA is providing Paid Parental Leave. This Policy provides eligible employees with a period of paid time off for activities related to the care and well-being of their newborn or adopted child. This Policy is only applicable to care for children born or adopted on or after December 1, 2016.

Definitions

- **Eligible Parent** is the birth parent, same-sex domestic partner, or new adoptive parent of a child. An individual who adopts a spouse's or partner's child(ren) is not eligible for this benefit.
- **Primary Caregiver** - A primary caregiver is defined as an Eligible Parent who has primary responsibility for the care of a child following birth or adoption. Note: If both parents work for BSA, then only one parent can be designated as a primary caregiver.
- **Secondary Caregiver** – A secondary caregiver is defined as an Eligible Parent, other than the Primary Caregiver, who has secondary responsibility for the care of a child following birth or adoption. Note: If both parents work for BSA, then only one parent can be designated as a secondary caregiver.

Who is Eligible for the Paid Parental Leave Policy?

Active Employees

All regular employees of BSA who work at least 20 hours per week and who have been employed for the 12-month period and completed 1,250 hours immediately prior to the Paid Parental Leave period are eligible to participate in the Paid Parental Leave Policy.

An employee is a "regular employee" if he/she is classified and treated for federal income tax purposes by the Employer as a regular full-time or regular part-time employee of the Employer (as opposed to a temporary, seasonal or casual employee, intern, independent contractor or consultant, agency worker or leased employee), even if the Employer's classification is later determined to be incorrect. Term employees are considered regular employees for the purpose of this benefit.

Ineligible Employees

- Any person whose terms of employment are governed by a collective bargaining agreement whose benefits are the subject of good faith bargaining, unless the collective bargaining agreement specifies that such individual is eligible to participate in the Paid Parental Leave Policy.

Benefit

Under this Policy, BSA will provide up to six weeks (up to 240 hours) of Paid Parental Leave at 100% of actual base salary to the Eligible Parent serving as the Primary Caregiver for the care of a child following birth (or adoption of a child up to age 18) and up to 1 week (up to 40 hours) of Paid Parental

Leave at 100% of actual base salary to the Eligible Parent serving as the Secondary Caregiver for the care of a child following birth (or adoption of a child up to age 18).

If both the Primary and Secondary Caregivers work for BSA and the Primary Caregiver returns to work and the Secondary Caregiver then becomes the Primary Caregiver, then the maximum combined period of Paid Parental Leave is 7 weeks. Neither caregiver can receive more than 6 weeks of Paid Parental Leave to care for a child following birth or adoption. The Primary and Secondary Caregivers cannot receive more than 7 weeks of Paid Parental Leave in total.

If a multiple birth or adoption occurs (for example, the birth or adoption of twins), the length of Paid Parental Leave granted for that event does not increase.

Paid Parental Leave may be used for up to a period of 12 months following the date of birth of a child or the date of placement of a newly adopted child. A "day" of Paid Parental Leave is equal to a regularly scheduled day up to 8 hours per day maximum (40 hours per week maximum). The maximum benefit is 240 hours over a 12-month period.

Paid Parental Leave is prorated for employees who are scheduled to work less than full-time. The maximum Paid Parental Leave hours approved is based on the employee's full-time equivalent status on the work day immediately preceding the start of the Paid Parental Leave.

Here are examples of Paid Parental Leave for a full-time employee and a part-time employee.

Assumptions:

- Employee is the primary caregiver
- Employee is eligible for Paid Parental Leave which is up to six weeks (up to 240 hours) of Paid Parental Leave
- Employees last day of work before the start of Paid Parental Leave: May 1, 2017

Scenario 1: Employee is 100% FTE on May 1, 2017

- Paid Parental Leave provides 240 hours

Scenario 2: Employee is 60% FTE on May 1, 2017

- Paid Parental Leave provides 144 hours (240 hours x 60%)

BSA's Paid Parental Leave Policy requires that the employee exhaust all of his/her available Sick Family Member time before the employee can be considered for Paid Parental Leave. Employees may also choose to use their vacation time.

Paid Parental Leave will run concurrently with FMLA leave.

The Paid Parental Leave benefit will be offset by any paid parental leave benefits required by federal, state and/or local laws/regulations.

Intermittent and Reduced Leave

Paid Parental Leave may be taken during the first 12 months following the birth of a child (or adoption of a child up to age 18) and is available on a continuous, intermittent (separate blocks of time), or

reduced schedule (reduces number of work hours per day or per week) basis. However, intermittent or reduced schedule Paid Parental Leave requires supervisory approval. An eligible employee must consult with his or her supervisor and make a reasonable effort to schedule intermittent or reduced schedule Paid Parental Leave so as not to unduly disrupt BSA's operations. Intermittent or reduced schedule leave may not be taken in increments of less than 1 hour.

Process

Employees must inform their supervisor that they are applying for Paid Parental Leave as far in advance as feasible.

To begin the process, the employee must apply for FMLA Leave and Paid Parental Leave by contacting Liberty Mutual at (888) 408-7300. If Liberty Mutual determines that the employee is eligible for FMLA Leave and Paid Parental Leave at the time of the request, Liberty Mutual will send the employee the Certification of Healthcare Provider form for FMLA Leave. The employee will be required to complete this form and return it to Liberty Mutual. Refer to the FMLA Guide for additional information.

Liberty Mutual will also send the employee the Paid Parental Leave Request Caregiver Affidavit for Paid Parental Leave that must be completed and returned to Liberty Mutual via fax or mail 30 days in advance of the first day of the requested Paid Parental Leave. Then, the employee must notify Liberty Mutual of the actual date of birth or adoption and provide proof of such birth or adoption.

Paid Parental Leave will run concurrently with FMLA Leave.

Liberty Mutual will receive and review the employee's completed Certification of Health Care Provider form and/or their Paid Parental Leave Request Caregiver Affidavit. If the forms are incomplete or require additional Information, Liberty Mutual will contact the employee.

If the employee is eligible for Paid Parental Leave, Liberty Mutual will notify the BSA Benefits Office. The BSA Benefits Office will, based on the information the employee provided to Liberty Mutual, determine the employee's Paid Parental Leave begin and end dates based on the actual date of birth or adoption. The BSA Benefits Office will also provide a copy of the Paid Parental Leave Request Caregiver Affidavit to the employee, their supervisor, and Payroll to identify the period that may be coded as Paid Parental Leave on the employee's time card. See SBMS Time Reporting located at: https://sbms.bnl.gov/sbmsearch/subjarea/174/174_SA.cfm.

The employee and their supervisor are responsible for the proper recording of time on the employee's timecard for Paid Parental Leave. The time card code for Paid Parental Leave is PPL (or PPF for Firefighters).

For the care of a child following birth or adoption, Paid Parental Leave may be used either continuously or intermittently. Employees must first use their Sick Family Member time prior to using accrued vacation or Leave Without Pay. Sick Family Member usage is limited to 40 hours of the employee's own sick leave (minimum usage 2 hours) or 5 occasions per payroll year (maximum of 8 hours per occurrence) for members of all bargaining units.

If the employee is approved for intermittent Paid Parental Leave, the employee must contact their supervisor and call Liberty Mutual to report all Paid Parental Leave-related time off (days and hours). The employee must report their absence(s) to Liberty Mutual within 3-calendar days of such absence(s). Even if the employee has not yet been approved for Paid Parental Leave but has contacted Liberty Mutual to initiate the process, the intermittent days/hours taken must continue to be reported to Liberty Mutual within the 3-calendar days requirement.

Benefits While on Paid Parental Leave

Employees continue to accrue vacation and sick leave while receiving Paid Parental Leave. All other benefits will continue as well including premiums from the employee's paycheck for benefit programs. Employees will receive the applicable holiday pay for designated holidays.

Return to Work

If the employee can return to work after taking Paid Parental Leave, the employee will be returned to the same job (or an equivalent job).

It is generally expected that the employee will return to the same position or an equivalent position with substantially similar duties, responsibilities and status, equivalent pay, benefits, and work schedule at the conclusion of the employee's Paid Parental Leave, unless the position has been eliminated as a result of budgetary or other business changes.