

Parental Leave Policy

Policy Number: HR-LOA-003 **Effective Date:** January 1, 2023 **Last Updated:** March 15, 2024 **Owner:** People Operations **Applies To:** All full-time employees globally

Overview

NovaTech Solutions supports employees welcoming new children through birth, adoption, or foster placement. This policy outlines paid and unpaid leave entitlements for all eligible employees.

Eligibility

All full-time employees who have completed at least 6 months of continuous employment are eligible for parental leave benefits.

Leave Entitlements

Primary Caregiver Leave

- **Duration:** 16 weeks paid leave at 100% base salary
- **Timing:** Must begin within 12 months of birth/placement
- **Can be taken:** Continuously or in up to 2 blocks (minimum 4 weeks each)

Secondary Caregiver Leave

- **Duration:** 6 weeks paid leave at 100% base salary
- **Timing:** Must begin within 12 months of birth/placement
- **Can be taken:** Continuously or in up to 2 blocks (minimum 2 weeks each)

Additional Unpaid Leave

Employees may request up to 12 additional weeks of unpaid leave under FMLA (US) or equivalent local regulations.

Multiple Births/Adoptions

For twins or multiple adoptions, add 2 weeks to the applicable leave entitlement.

Primary vs. Secondary Caregiver

Employees self-designate as primary or secondary caregiver based on their caregiving responsibilities. If both parents work at NovaTech, only one may designate as primary caregiver per birth/placement event.

How to Request Leave

1. Notify your manager at least 30 days before anticipated leave start date (when foreseeable)
2. Submit leave request through Workday under “Leave of Absence” → “Parental Leave”
3. HR will confirm eligibility within 5 business days
4. Work with your manager on coverage plan and knowledge transfer
5. For adoption/foster placement, provide documentation when available

Before Leave Begins

Documentation Required

- Birth: No advance documentation needed; birth certificate after event
- Adoption: Adoption agency letter or court documentation
- Foster placement: Placement letter from agency

Preparing for Leave

- Complete knowledge transfer document (template in Notion: People Ops > Templates)
- Set up out-of-office messages
- Communicate coverage plan to stakeholders
- Schedule return-to-work check-in with manager

Benefits During Leave

Benefit	Status During Paid Leave	Status During Unpaid Leave
Health insurance	Continues (same contribution)	Continues (same contribution)
Dental/Vision	Continues	Continues
Equity vesting	Continues	Pauses

Benefit	Status During Paid Leave	Status During Unpaid Leave
401(k) match	Based on actual contributions	N/A
PTO accrual	Pauses	Pauses
Bonus eligibility	Prorated	Not eligible

During Leave

- You are not expected to work or check communications
- For urgent matters, designate a backup contact before leave
- Feel free to stay connected casually if you choose (optional)
- Contact HR if your circumstances change

Returning to Work

Guaranteed Position

You will return to the same or equivalent position with the same pay, benefits, and status.

Flexible Return Options

- Discuss any schedule modifications with your manager at least 2 weeks before return
- Part-time return for up to 4 weeks available with manager approval
- See Flexible Work Arrangements Policy (HR-WRK-007) for ongoing flexibility options

Nursing Parents

- Private nursing/pumping rooms available in all offices
- Reasonable break time provided for nursing
- See Nursing Parents Guide (HR-WRK-030) for details

Leave for Pregnancy Loss

Employees experiencing pregnancy loss at any stage are eligible for up to 2 weeks paid leave. This leave is separate from sick leave. Contact HR confidentially at parental-leave@novatech.com.

Surrogacy

Employees using a surrogate are eligible for primary caregiver leave upon the child's birth.

Regional Variations

United Kingdom

Statutory maternity/paternity pay may apply in addition to or instead of this policy where more favorable. Contact uk-hr@novatech.com for details.

India

Maternity Benefit Act provisions apply. Female employees are entitled to 26 weeks for first two children, 12 weeks thereafter. Contact india-hr@novatech.com for details.

Frequently Asked Questions

Q: Can I take leave before the birth for medical reasons? A: Medical leave before birth falls under sick leave or short-term disability. Parental leave begins at birth/placement.

Q: What if I need more time after my leave ends? A: Discuss options with HR, including unpaid leave, reduced schedule, or flexible arrangements.

Q: How does leave work for adopting a child over age 1? A: The same policy applies. All adoptions and foster placements qualify regardless of child's age.

Contact

For questions about this policy, contact the People Operations team at parental-leave@novatech.com or via #ask-hr on Slack. All inquiries are confidential.

Related Documents: FMLA Policy (HR-LOA-005), Flexible Work Arrangements (HR-WRK-007), Benefits Overview (HR-BEN-001), Nursing Parents Guide (HR-WRK-030)