

Policy Announcement: Enhanced Parental Leave

Date: April 1, 2024 **From:** Lisa Martinez, VP People Operations **To:** All Employees **Effective:** May 1, 2024

Summary

We're excited to announce significant enhancements to our parental leave policy, effective May 1, 2024. These changes reflect our commitment to supporting working parents and families.

What's Changing

Primary Caregiver Leave

Benefit	Previous	New
Paid Leave	16 weeks	20 weeks
Additional Unpaid	4 weeks	6 weeks
Eligibility	6 months tenure	Day 1

Secondary Caregiver Leave

Benefit	Previous	New
Paid Leave	4 weeks	8 weeks
Additional Unpaid	2 weeks	4 weeks
Eligibility	6 months tenure	Day 1

Other Improvements

- Flexibility:** Leave can now be taken in blocks within 12 months of birth/adoption
 - Part-time return:** Option to return at 60% for first 4 weeks at full pay
 - Fertility support:** Increased coverage to \$25,000 lifetime
 - Adoption assistance:** Increased to \$10,000
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Who This Applies To

These benefits apply to:

- All full-time employees - Birth parents, adoptive parents, and foster parents
- Same-sex parents and non-binary parents
- Both parents if both work at NovaTech

Why We're Making This Change

Building a family is one of life's most important journeys. We believe every new parent deserves meaningful time to bond with their child and adjust to their new role—without worrying about finances or career impact.

We also want to attract and retain the best talent. Competitive parental leave is table stakes for leading tech companies, and we want to lead, not follow.

Common Questions

Q: I'm currently expecting/adopting. Do the new benefits apply to me? A: Yes! If your child arrives after May 1, 2024, you're eligible for the enhanced benefits.

Q: I'm currently on parental leave. What happens? A: If you have remaining leave, you may be eligible for additional time under the new policy. Contact HR to discuss your specific situation.

Q: Can both parents take leave at the same time? A: Yes. Both parents are eligible for their respective leave allocations and can take them simultaneously if desired.

Q: Does this affect international employees? A: International employees receive at least these benefits or their local statutory entitlement, whichever is greater.

Q: What about surrogacy? A: Parents via surrogacy are eligible for the same benefits as other parents.

Taking Parental Leave

How to Request

1. Notify your manager as early as possible (recommended: 2+ months)
2. Submit leave request in Workday
3. HR will confirm details and benefits
4. Work with your manager on transition plan

What Continues During Leave

- Health insurance (company continues contributions)
- Equity vesting
- Holiday accrual
- Tenure accumulation

What Pauses

- 401k match (resumes on return)
 - Performance review participation
 - Bonus eligibility (prorated)
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Resources

- Updated Parental Leave Policy: HR-LOA-002
 - Leave request guide: [Internal Link]
 - Benefits questions: hr@novatech.com
 - Slack: #ask-hr
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Manager Guidance

If you manage someone who will be taking parental leave:

- Have an early conversation about timing and coverage
- Work with them on a transition plan
- Don't make assumptions about their career goals
- Welcome them back warmly
- Allow adjustment time upon return

We're proud to make this investment in our team members and their families.
If you have questions, please reach out to the People team.

Lisa Martinez VP People Operations