



FAMILY BENEFITS

FAMILY MEDICAL LEAVE

- Up to 12 weeks of unpaid, job-protected leave per year
- Measured on a rolling 12 months measured backwards from your last date of leave
- Will run concurrently with any short-term disability (where applicable)
- Eligible Employees must be employed for 12 months and have worked a minimum of 1,250 hours

MATERNITY MEDICAL LEAVE

- Full-time employees eligible
- Eight weeks of 100% paid maternity disability
- Runs concurrent with FMLA

PAID PARENTAL LEAVE

- Four weeks of 100% paid parental leave
- Available to either/both parents
- Must be used within the first six months beginning immediately after the birth or adoption of a child
- Submit parental leave through time off requests in ADP
- Must be approved by management

ADOPTION ASSISTANCE PROGRAM

- Full-time employees eligible after one year of employment
- Reimbursement up to \$10,00 per adoption
- Lifetime maximum reimbursement of \$20,000 per family

DEPENDENT CARE FLEXIBLE SAVINGS ACCOUNT

- Pre-tax contributions to be reimbursed for childcare expenses for children 12 and under
- Maximum contribution of \$5,000 per plan year