

Piped Piper Maternity/Parental Leave Policy

Purpose

Piped Piper supports employees as they welcome new members to their families. This policy outlines the company's provisions for leave related to childbirth, adoption, or fostering a child.

Policy

- **Maternity Leave:** Employees who give birth are eligible for 8 weeks of partially paid maternity leave.
 - The first 6 weeks will be paid at 60% of the employee's regular salary.
 - The final 2 weeks will be unpaid.
- **Parental Leave:** Employees who become parents through adoption or foster care placement are eligible for 2 weeks of unpaid parental leave.
- **Additional Leave Options:**
 - Employees may use accrued vacation or sick time in conjunction with their maternity/parental leave.
 - Piped Piper may consider requests for unpaid leave extensions on a case-by-case basis. These are subject to manager approval and business needs.
- **Job Protection:** Employees who take maternity/parental leave are entitled to return to their same or a comparable position upon their return.
- **Benefits Continuation:** Health insurance and other benefits will continue during the approved leave period.

Eligibility

To be eligible for maternity/parental leave, employees must:

- Have been employed by Piped Piper for at least 12 months.
- Have worked at least 1,250 hours during the 12-month period preceding the leave start date.

Notice and Documentation

- Employees must provide at least 30 days' written notice of their expected leave dates, where possible.
- Medical documentation may be required for maternity leave.
- Documentation may be required for adoption or foster care placement.