

PARENTAL LEAVE POLICY DOCUMENT

PARENTAL LEAVE POLICY

NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-PL-001

1. PURPOSE AND SCOPE

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1. This Parental Leave Policy ("Policy") establishes the terms and conditions

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2. This Policy applies to all full-time and part-time employees who have com

2. DEFINITIONS

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1. "Parent" means a biological, adoptive, or foster parent, or an individual wh

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2. "Qualifying Event" means:

a) Birth of an employee's child

b) Placement of a child with the employee for adoption

c) Placement of a child with the employee for foster care

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3. "Continuous Service" means the period of uninterrupted employment with

3. LEAVE ENTITLEMENT

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1. Primary Caregiver Leave

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Sixteen (16) weeks of paid leave at 100% of base salary

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Must be taken within twelve (12) months of the Qualifying Event

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May be taken continuously or intermittently with manager approval

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2. Secondary Caregiver Leave

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Eight (8) weeks of paid leave at 100% of base salary

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Must be taken within twelve (12) months of the Qualifying Event

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May be taken continuously or intermittently with manager approval

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3. Additional Unpaid Leave

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Up to twelve (12) additional weeks of unpaid leave may be available under F

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Runs concurrently with paid leave entitlements

4. NOTIFICATION AND DOCUMENTATION

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1. Employees must provide at least sixty (60) days' advance notice of their in

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2. Required Documentation:

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Certification of pregnancy and expected due date

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Birth certificate or hospital documentation

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Adoption or foster care placement papers

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Declaration of primary/secondary caregiver status

5. BENEFITS CONTINUATION

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1. Health Insurance

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Company will maintain group health insurance coverage during paid leave

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Employee must continue to pay their portion of premiums

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COBRA rights apply during unpaid leave periods

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2. Other Benefits

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401(k) contributions and matching will continue during paid leave

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Stock option vesting continues during paid leave

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Vacation and PTO accrual continues during paid leave

6. RETURN TO WORK

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1. Position Protection

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Employees will be restored to their original position or an equivalent position

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Equivalent position must have similar pay, benefits, and working conditions

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2. Notice Requirements

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Employees must provide at least two (2) weeks' notice of their intended return

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Early return requests will be accommodated when possible

7. POLICY ADMINISTRATION

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1. Human Resources Department Responsibilities

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Administering leave requests and documentation

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Maintaining confidential records

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Ensuring compliance with applicable laws

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Processing benefit continuation arrangements

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2. Manager Responsibilities

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Working with employees to plan leave schedules

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Ensuring coverage during leave periods

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Supporting transitional arrangements

8. COMPLIANCE AND NON-RETALIATION

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1. The Company prohibits discrimination or retaliation against any employee

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2. Violations of this Policy may result in disciplinary action, up to and including

9. MODIFICATIONS

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1. The Company reserves the right to modify this Policy at any time, with or without

10. GOVERNING LAW

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1. This Policy shall be governed by and construed in accordance with the law of the State of New York.

Approved by:

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Dr. Sarah Chen

Chief Executive Officer

Richard Torres

Chief Operating Officer

Date: December 15, 2023

