

PARENTAL LEAVE POLICY UPDATE 2023

Summit Digital Solutions, Inc.

Effective Date: January 1, 2023

Policy Document No.: HR-2023-PL-001

1. PURPOSE AND SCOPE

1. This Parental Leave Policy ("Policy") establishes the terms and conditions for parental leave benefits provided by Summit Digital Solutions, Inc. ("Company") to eligible employees.
2. This Policy applies to all full-time employees who have completed at least twelve (12) months of continuous employment with the Company prior to the commencement of leave.

2. DEFINITIONS

1. "Parent" means a biological, adoptive, or foster parent, or an individual who stands in loco parentis.
2. "Qualifying Event" means:
 - a) Birth of an employee's child
 - b) Placement of a child with employee for adoption
 - c) Placement of a child with employee for foster care
 - d) Commencement of legal guardianship of a child under age 18
3. "Base Salary" means the employee's regular annual salary, excluding bonuses, commissions, overtime, or other variable compensation.

3. LEAVE ENTITLEMENT

1. Primary Caregiver Leave
 - Twenty (20) weeks of paid leave at 100% of Base Salary
 - Must be taken within twelve (12) months of Qualifying Event
 - May be taken continuously or intermittently with manager approval
2. Secondary Caregiver Leave
 - Ten (10) weeks of paid leave at 100% of Base Salary

- Must be taken within twelve (12) months of Qualifying Event
- May be taken continuously or intermittently with manager approval

4. BENEFITS CONTINUATION

1. During the approved parental leave period, the Company will maintain:

- Health insurance coverage
- Dental and vision benefits
- Life insurance
- Disability insurance
- 401(k) contributions

2. Employee contributions for benefit premiums will continue through payroll deduction.

5. NOTICE AND DOCUMENTATION REQUIREMENTS

1. Employees must provide at least sixty (60) days advance notice of intended leave start date, when foreseeable.

2. Required documentation includes:

- Parental Leave Request Form (Form HR-PL-001)
- Birth certificate or hospital documentation
- Adoption or foster placement papers
- Legal guardianship documentation

6. RETURN TO WORK

1. Job Protection

- Employees will be restored to their original position or equivalent role
- Same Base Salary and benefits
- Comparable responsibilities and working conditions

2. Return to Work Notice

- Written confirmation of return date required 30 days prior
- Early return requests subject to manager approval

7. POLICY INTEGRATION

1. This Policy runs concurrently with:

- Family and Medical Leave Act (FMLA)
- State family leave laws
- Short-term disability benefits
- Any applicable collective bargaining agreements

8. ANTI-DISCRIMINATION AND RETALIATION

1. The Company prohibits discrimination or retaliation against any employee for:

- Requesting or taking parental leave
- Opposing practices prohibited by this Policy
- Filing a complaint or participating in an investigation

9. ADMINISTRATION

1. Human Resources Department responsibilities:

- Policy interpretation and administration
- Leave approval and tracking
- Benefits coordination
- Documentation maintenance

2. Exceptions to this Policy require written approval from:

- Chief Human Resources Officer
- Chief Operating Officer

10. MODIFICATION AND REVIEW

1. The Company reserves the right to modify this Policy at any time.

2. Annual review of Policy effectiveness will be conducted by Human Resources.

11. CONTACT INFORMATION

For questions or concerns regarding this Policy, contact:

Human Resources Department

Summit Digital Solutions, Inc.

Email: benefits@summitdigital.com

Phone: (555) 123-4567

ACKNOWLEDGMENT

I acknowledge that I have received and reviewed this Parental Leave Policy.

Employee Name: _

Employee Signature: _

Date: _

Policy Version: 2023.1

Last Updated: December 15, 2022

Approved By: Sarah Blackwell, COO