

# **PARENTAL LEAVE POLICY**

**Polar Dynamics Robotics, Inc.**

*Effective Date: January 1, 2024*

*Policy Number: HR-2024-PL-001*

*Last Updated: December 15, 2023*

## **1. PURPOSE AND SCOPE**

1. This Parental Leave Policy ("Policy") establishes the terms and conditions under which eligible employees of Polar Dynamics Robotics, Inc. ("Company") may take paid and unpaid leave following the birth, adoption, or foster care placement of a child.

2. This Policy applies to all full-time and part-time employees who have completed at least twelve (12) months of continuous service with the Company.

## **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 an employee for adoption
- c) Placement of a child with an employee for foster care

3. "Active Employment" means regularly scheduled work hours excluding temporary disability, unpaid leave, or other extended absences.

## **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 management 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 management approval

#### **4. ELIGIBILITY AND NOTIFICATION**

##### **1. Eligibility Requirements**

- Minimum twelve (12) months continuous service
- Regular full-time or part-time status (20+ hours/week)
- Employment in good standing

##### **2. Notice Requirements**

- Thirty (30) days advance notice when practicable
- Written notice to immediate supervisor and HR department
- Completion of Parental Leave Request Form (Form HR-PL-100)

#### **5. BENEFITS CONTINUATION**

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

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

##### **2. Employee contributions remain required during paid leave periods.**

#### **6. RETURN TO WORK**

##### **1. Position Guarantee**

- Equivalent position, pay, and benefits upon return
- Same or substantially similar job duties
- Comparable work location when possible

##### **2. Return to Work Notice**

- Two (2) weeks written notice before return
- Return to Work Certification (Form HR-PL-101)
- Modified schedule requests must be submitted 30 days prior

## **7. COORDINATION WITH OTHER LEAVE**

1. This Policy runs concurrently with:

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

## **8. POLICY ADMINISTRATION**

1. Human Resources Department Responsibilities

- Policy interpretation and administration
- Leave request processing
- Benefits coordination
- Return to work facilitation

2. Documentation Requirements

- Birth certificate or hospital documentation
- Adoption or foster placement papers
- Physician certifications as applicable
- Completed leave request forms

## **9. CONFIDENTIALITY**

1. All parental leave requests and related documentation will be maintained confidentially in accordance with applicable privacy laws and Company policies.

## **10. POLICY MODIFICATIONS**

1. The Company reserves the right to modify this Policy at any time, with or without notice, subject to applicable laws and regulations.

## **11. COMPLIANCE**

1. This Policy complies with all applicable federal, state, and local laws regarding parental leave and family medical leave.

2. Non-discrimination

- Leave available regardless of gender
- Consistent application to all eligible employees
- Protected status under EEO guidelines

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## **APPROVAL AND REVISION HISTORY**

Version: 2.0

Approved By: Katherine Wells, CFO

Approval Date: December 15, 2023

Next Review Date: December 15, 2024

Previous Versions:

- Version 1.0 (March 1, 2022)
- Version 1.1 (June 15, 2022)

Document Control Number: PDR-HR-POL-2024-001