

MATERNITY AND PATERNITY LEAVE POLICY

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Polar Dynamics Robotics, Inc.

Effective Date: January 1, 2024

Policy Number: HR-2024-001

1. PURPOSE AND SCOPE

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1. This Maternity and Paternity Leave Policy ("Policy") establishes guidelines

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2. The Company is committed to supporting employees in balancing their work and family responsibilities.

2. DEFINITIONS

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1. "Parental Leave" refers to time off granted to employees following the birth of a child.

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2. "Primary Caregiver" refers to the parent who has primary responsibility for the care of the child.

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3. "Secondary Caregiver" refers to the parent who is not the Primary Caregiver.

3. MATERNITY LEAVE PROVISIONS

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1. Eligible employees who are Primary Caregivers are entitled to:

- a) Sixteen (16) weeks of paid maternity leave at 100% of base salary
- b) Additional unpaid leave up to a total of twenty-six (26) weeks
- c) Continuation of health benefits during the paid leave period

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2. The maternity leave period shall commence:

- a) For natural births: Up to two weeks before the expected due date
- b) For adoptions: On the date of placement or custody
- c) Earlier commencement may be approved for medical necessity

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3. Employees must provide at least sixty (60) days' advance notice of intended

4. PATERNITY LEAVE PROVISIONS

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1. Eligible employees who are Secondary Caregivers are entitled to:

- a) Eight (8) weeks of paid paternity leave at 100% of base salary
- b) Additional unpaid leave up to a total of twelve (12) weeks
- c) Continuation of health benefits during the paid leave period

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2. Paternity leave must be taken within twelve (12) months of:

- a) The birth of the child
- b) The adoption or foster care placement
- c) Multiple periods may be taken with management approval

5. BENEFITS AND COMPENSATION

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1. During paid leave periods:

- a) Base salary will continue at 100%
- b) Healthcare benefits remain unchanged
- c) 401(k) contributions and matching continue
- d) Paid time off continues to accrue

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2. During unpaid leave periods:

- a) Healthcare benefits continue with employee premium contributions
- b) Other benefits suspended until return to work
- c) Paid time off does not accrue

6. RETURN TO WORK

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1. The Company will maintain the employee's position or an equivalent role

a) Responsibilities and duties

b) Pay and benefits

c) Working conditions and location

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2. Employees must provide at least two (2) weeks' notice before returning to

7. SPECIAL CIRCUMSTANCES

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1. Multiple Births/Adoptions:

Additional four (4) weeks of paid leave granted for multiple births or simultaneous adoptions.

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2. Complications:

Additional paid leave may be granted for documented medical complications

8. COMPLIANCE AND ADMINISTRATION

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1. This Policy shall be administered in compliance with:

- a) Federal and state laws
- b) FMLA requirements
- c) Americans with Disabilities Act
- d) State pregnancy accommodation laws

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2. The Human Resources Department shall:

- a) Maintain all leave records
- b) Process leave requests
- c) Ensure policy compliance
- d) Address employee inquiries

9. MODIFICATIONS AND UPDATES

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

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2. Policy updates will be communicated via:

- a) Company intranet

- b) Email notification
- c) Team meetings
- d) Updated policy documents

10. APPROVAL AND EXECUTION

This Policy is approved and executed by:

/s/ Victoria Wells

Victoria Wells

Chief Financial Officer

Polar Dynamics Robotics, Inc.

Date: January 1, 2024

/s/ Sarah Nordstrom

Sarah Nordstrom

Chief Operating Officer

Polar Dynamics Robotics, Inc.

Date: January 1, 2024

