# PARENTAL LEAVE POLICY DOCUMENT

# PARENTAL LEAVE POLICY

NaviFloor Robotics, Inc.

Effective Date: January 1, 2024

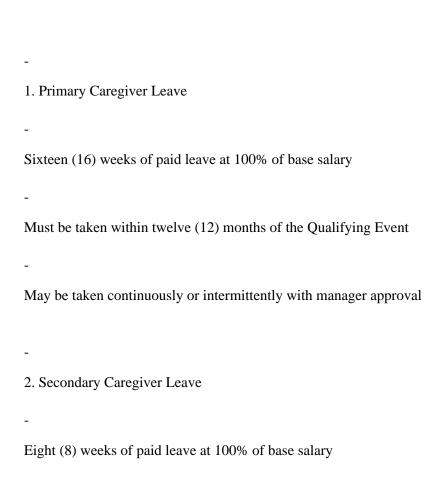
Policy Number: HR-2024-PL-001

### 1. PURPOSE AND SCOPE

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 con
2. DEFINITIONS
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1. "Parent" means a biological, adoptive, or foster parent, or an individual w
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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



3 -
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
Up to twelve (12) additional weeks of unpaid leave may be available under
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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 i
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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

5 -
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
-
Stock option vesting continues during paid leave

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Vacation and PTO accrual continues during paid leave

# 6. RETURN TO WORK

1. Position Protection

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

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

2. Notice Requirements

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
Administering leave requests and documentation
Administering leave requests and documentation
-
Maintaining confidential records
-
Ensuring compliance with applicable laws

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

<ul><li>- 9 -</li><li>2. Violations of this Policy may result in disciplinary action, up to and include</li></ul>
9. MODIFICATIONS
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1. The Company reserves the right to modify this Policy at any time, with or
10. GOVERNING LAW
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1. This Policy shall be governed by and construed in accordance with the law
Approved by:

Dr. Sarah Chen

Chief Executive Officer

Richard Torres

Chief Operating Officer

Date: December 15, 2023

