

PARENTAL LEAVE POLICY

At TrusTrace we believe in the balance between work, free time, and family life. Therefore, we want to ensure that employees with young children can spend time with them and take advantage of their right to parental leave. We also want to ensure that the employee has contact with and still feels part of the company, colleagues, and direct manager and that it feels exciting to come back after the leave.

Legal guidelines

- At childbirth or when adopting the employee has the legal right to full parental leave for 18 months. The right to be away from work stands whether the employee takes parental allowance or not.
- Shortened working hours to 75% until the child is 8 years old or have ended their first year in school.
- Temporary parental allowance: The parent that is not pregnant can get allowance for 10 days of absence when the child is born. The days are to ensure the ability to take part in the childbirth and be with the family the first time after birth.
- Women have the right to at least 60 days of leave before the expected date for birth.
- Parents in Sweden are entitled to 480 days of paid parental leave when a child is born or adopted. Each parent – should they be two – is entitled to 240 of those days. If the child is born in 2016 or later, each parent has 90 days reserved exclusively for him/her. Should he/she decide not to take these, they can't be transferred to the partner. A single parent is entitled to a full 480 days.

Extra support for those at home with children

- All general information will also be sent to the private email address of the employee on parental leave.
- Invitations for conferences and social gatherings are also sent to the employee on parental leave to decide for themselves if they want to be part or not.
- Mobile phone and computer are kept but the invoice for calls will be billed to the employee on parental leave during their absence.
- The employee on parental leave has the right to the average salary revisions as employees working. As soon as the employee is working a development talk/appraisal meeting will be held to ensure the employee isn't left behind in their development.

Practical planning

- Employees planning on taking parental leave need to inform their line manager at least 2 months before they plan to leave, or as soon as possible. This is to help with planning and distributing assignments.
- The employee going on parental leave is part of the planning for their absence and is responsible to inform them about anything that is important for the line manager to know about before they leave.
- Line manager is responsible to keep in touch with the employee on parental leave according to what is agreed beforehand. Line manager is responsible for ensuring the employee has relevant information about the company and what's going on. Line manager is responsible for planning for the return of the employee that has been on parental leave.

Read more about parental leave at Försäkringskassan: [Parents - Försäkringskassan \(forsakringskassan.se\)](https://forsakringskassan.se)

Effective from: November 01, 2021

Process Eligibility: All employees of TrusTrace Sweden