

## 5.23 PAID MATERNITY/PARENTAL LEAVE

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IRI Consultants provides maternity/parental leave for employees as a benefit of employment. To be eligible for these benefits:

- You must have worked full-time or part-time (30+ hrs. per week) for IRI Consultants for a minimum of 12 continuous months, and be a regular employee (temporary employees and contractors are not eligible).
- You must be ***pregnant***, have ***given birth to*** or ***adopted*** a child under the age of 18 years old.
- You are in good employment standing with IRI Consultants (i.e., not on probation).
- You must request leave a minimum 30-days in advance, in writing to your supervisor and HR department, if possible.
- If residing in a state that offers State Disability Insurance (SDI), you must utilize the state's coverage initially, and IRI will supplement the shortage to ensure you receive 100% of pay during your paid Maternity/Parental Leave.

Eligibility begins on the first anniversary date from the most recent date of hire.

The benefits are as follows:

- IRI will pay 100% of your base salary for the first four weeks of maternity leave (a maximum of 20 days), paid on regularly scheduled pay dates.
- IRI will continue to cover your employee benefits during paid maternity leave, and the employee's contribution amount will be deducted from your pay.
- IRI does not qualify for the Family and Medical Leave Act (FMLA), but you may request up to eight weeks of additional unpaid leave.

- Accrued Paid Time Off (PTO) must be used before unpaid leave is allowed.
- Total paid and unpaid maternity leave cannot exceed 12 weeks.
- Maternity/Parental Leave will run concurrent with unpaid leave, for up to six months.
- IRI will not pay for any benefits during unpaid leave.

Maternity/Parental Leave days must be taken consecutively across scheduled days and within six months of the child's birth or the date an adoptive child is brought into the employee's home. To the extent any state or local law/ordinance provides greater benefits than those under this Policy, those provisions are incorporated by reference into this Policy.

Date: 12/06/2018