

## **Inova's Paid Parental Leave**

### **Purpose**

The purpose of Paid Parental Leave is to enable team members to care for and bond with a newborn or a newly adopted child. Inova provides paid leave to team members following the birth of a team member's child or the placement of a child with a team member as an adoption. This policy runs concurrently with leave under the federal Family and Medical Leave Act (FMLA) as well as any applicable state paid and unpaid leave legislation. This policy is effective for births and adoptions occurring on or after June 20, 2022. Beginning June 20, 2022, the benefit is also available to team members who had a child born or placed through adoption on or after April 1, 2022.

For purposes of this policy, we define a "child" as someone who is under the age of 18 (under the age of 26 if mentally or physically disabled) and under the custody or care of a team member or the team member's spouse or domestic partner.

### **Eligibility**

To be eligible for Paid Parental Leave, team members must be employed by Inova and be regularly scheduled to work 40 hours or more per pay period, including employed physicians and APPs.

### **Amount, Timing and Duration of Paid Parental Leave**

Team members receive up to a maximum of four (4) weeks of Paid Parental Leave beginning on the date of the child's birth or placement for adoption and ending 6 months after the child's birth or placement for adoption. A team member is eligible for Parental Leave once every 12-months, beginning on the last day of the previous Parental Leave period.

If two spouses or domestic partners work for Inova, they each will be eligible for four (4) weeks of Paid Parental Leave. The couple may use the leave concurrently or consecutively.

In no case is more than four (4) weeks of paid leave available in a rolling 52-week period, regardless of the number of births or adoptions occurring in that period. A multiple birth (e.g., the birth of twins or adoption of siblings) does not increase the four (4) week total amount of Paid Parental Leave granted for that event.

The Paid Parental Leave policy will provide 100% of base pay for the four (4) weeks of paid days off while the team member bonds with a new child.

Paid Parental Leave may be taken at any time during the first six (6) months immediately following the birth or placement of a child. This leave may not be used or extended beyond this 6-month period. Any unused Paid Parental Leave will be forfeited at the end of the 6-month period.

Paid Parental Leave may be taken in as little as one (1) week blocks of time or in any combination of weeks up to the maximum of four (4) weeks.

## **Look-Back Period**

If a child was born to a team member or placed with a team member through adoption between April 1, 2022 and June 19, 2022, the Paid Parental Leave must be completed by December 16, 2022. Any unused Paid Parental Leave on December 16, 2022 will be forfeited.

## **Coordination with Short-Term Disability**

Some team members may be eligible for Inova's Short-Term Disability benefit for the team member's own medical needs during pregnancy and/or following childbirth.

For team members eligible for both Short-Term Disability related to pregnancy/childbirth and Paid Parental Leave, the leaves will run consecutively, not concurrently. In other words, the Paid Parental Leave period will begin after the disability period ends.

For more information about Inova's Short-Term Disability benefit, please see the Disability and Medical-Related Leave Programs policy on PolicyStat, visit [www.myinovabenefits.org](http://www.myinovabenefits.org) or contact New York Life at 888-842-4462.

## **Coordination with Other Policies**

Paid Parental Leave runs concurrently with leave under the FMLA, where applicable, therefore, any leave taken under the Inova Paid Parental Leave Policy is counted toward the 12 weeks of available FMLA, when applicable. Paid Parental Leave also runs concurrent with any applicable paid and unpaid state family leave requirements.

Paid Parental Leave is not eligible for donation and parental leave is also not an eligible reason to request donated PTO under the Paid Time Off policy.

## **Requesting a Paid Parental Leave**

1. Team members must provide their supervisor with a request for leave 30 days in advance of the leave, if possible. If a team member can't provide at least 30 days advance notice of the request (for example, because of a change in circumstances or a medical emergency) the team member must notify their supervisor as soon as practicable.

Employed Physicians and APPs should work directly with their Service Line leader for any additional planning activities necessary to ensure patient care supporting activities will be covered.

2. Team members must then contact New York Life at 888-842-4462 to initiate the request for paid leave under this policy, not less than 30 days prior to the start of the leave. If 30 days' notice is not possible, team members must provide notice as soon as practicable. Requests for retroactive Paid Parental Leave will not be permitted unless they fall under the parameters of the Look-Back Period noted above.

Approval for Paid Parental Leave by New York Life will be based on the review of requested documentation certifying the birth or placement of the new child for adoption, which may include the following official documentation:

- New York Life Certification Form
- Birth certificate
- Proof of adoption

Team members will continue to accrue Paid Time Off (PTO) while on Paid Parental Leave.

For any additional questions, consult eServices and/or New York Life.

### **Benefits During Leave**

Inova will maintain all benefits for eligible team members during Paid Parental Leave as if they were taking any other company paid leave such as PTO

### **Holidays Occurring During Leave**

If a team member is on Paid Parental Leave when Inova closes due to holidays, weather-related issues, etc. the time will be recorded as Paid Parental Leave. Such days will not extend the total Paid Parental Leave entitlement.

*The Company reserves the right to review, modify and/or discontinue, or terminate this policy and/or benefit at any time in its discretion. Discontinuing this policy does not diminish or otherwise impact team member rights under applicable state and local laws.*

*Taking Parental Leave doesn't count as a break in service for retirement plan purposes.*