

## Inova Paid Parental Leave Program Frequently Asked Questions

**Q1: What is the Inova Paid Parental Leave Program?**

A1: The Inova Paid Parental Leave Program (“Paid Parental Leave”) is a new benefit to support team members after the birth or adoption of child. The Program is designed to support a team member’s work-life balance by providing paid time off to bond with a new child.

**Q2: When will the Paid Parental Leave Program begin?**

A2: The program will launch June 20, 2022.

**Q3: Who is eligible for Paid Parental Leave?**

A3: Team members, including executives and employed Physicians, who are regularly scheduled to work 40+ hours per pay period are eligible for this program upon date of hire. The team member must be the legal parent of the new child through either birth or adoption.

**Q4: How much time off does Paid Parental Leave provide?**

A4: Eligible team members may receive four (4) weeks of leave, paid at 100%, after the birth or adoption of a child. The leave may be taken in increments of no less than one week up to the maximum of four weeks.

**Q5: I gave birth to a baby earlier this year. Can I take advantage of this new leave?**

A5: Team members who met and continue to meet the eligibility requirements and who welcomed a new child to their family through birth or adoption between April 1, 2022 and June 19, 2022 (the ‘look back’ period), will be able to use this leave before the end of 2022. All leave (up to four weeks) must be used in its entirety by December 16, 2022. Unused leave may not be carried over to the following year.

For example, if a team member gave birth in April 2022, they may use the leave between June 20 and December 16, 2022 (pending applicable notification to their supervisor). If they request their leave to start on December 2, 2022 they will have only two weeks of leave available, and the remaining leave will not carry over to 2023.

**Q6: How do I apply for Paid Parental Leave?**

A6: Team members must first provide their supervisor with notice of the request for leave 30 days in advance of the leave, if possible. If a 30-day notice is not possible, the team member must notify their supervisor as soon as possible.

Additionally, all team members must contact New York Life, Inova's disability and leave administrator, to request leave. New York Life may be contacted at 1-888-842-4462. The leave request to New York Life must be made 30 days prior to the start of the leave. If 30 days' notice is not possible, team members must provide notice as soon as possible. Requests for retroactive Paid Parental Leave will not be permitted.

**Q7: I recently used PTO to bond with my new baby. Can I get the PTO returned and replace it with Paid Parental Leave?**

A7: No. Any leave hours, such as PTO, used previously to bond with a child (for either birth or adoption) will not be returned to team members or exchanged for Paid Parental Leave. Similarly, Paid Parental Leave will not be paid retroactively; Parental Leave will only be paid prospectively.

**Q8: If I am a Senior Leader or Physician and am not eligible for PTO. Am I eligible for Paid Parental Leave?**

A8: Yes. You will need to request Paid Parental Leave through New York Life by calling 1-888-842-4462 so that it can be compensated and recorded appropriately.

**Q9: How will I get paid for this leave?**

A9: Paid Parental Leave will be paid through Inova's payroll based on information provided by New York Life. Regular tax withholdings will apply.

**Q10: How much time do I have to take Paid Parental Leave?**

A10: Paid Parental Leave must be completed within six (6) months of the birth or placement of the child (except for team members in the 'look back' period described above who must complete the leave by December 16, 2022.) All four (4) weeks of the available leave must be taken within this time period and may not be carried beyond the six (6) months following the birth or placement.

**Q11: My spouse/partner and I both work for Inova. Can we both use Paid Parental Leave?**

A11: Yes. Both Inova-employed parents may use Paid Parental Leave for the same birth or adoption event either concurrently or consecutively.

**Q12: I am adopting a child that is not a newborn. Can I use Paid Parental Leave for my adoption?**

A12: Yes, provided the child is less than eighteen (18) years old.

**Q13: Does my leave have to start on a Monday?**

A13: No. Like other leave requests, Paid Parental Leave may be used starting any day of the week subject to approval by a team member's manager.

**Q14: Why do birth mothers receive more parental time off than non-birth parents?**

A14: Birth mothers receive two different kinds of leave for different reasons. They receive benefits under Inova's Short-Term Disability policy to allow for their own physical recovery from giving birth. They are also eligible to receive Paid Parental Leave, like other non-birth parents, for bonding with their new child.

**Q15: How will this leave work with Family and Medical Leave (FML)?**

A15: Paid Parental Leave will run concurrently with (alongside) any available FML. Job protection is concurrent with the FML period.

**Q16: How often can I use Paid Parental Leave?**

A16: Team members may use Paid Parental Leave once in a rolling 12-month period. Team members will 'gain' back entitlement on the anniversary date of time that was taken the previous year.

**Q17: I have a child with a serious medical condition. Can I use the Paid Parental Leave to spend time with my child during their care?**

A17: No. Paid Parental Leave is a bonding leave available to team members to spend time with a new baby or an adopted child immediately following placement.

**Q18: My child was admitted to the NICU for longer than three months, can I postpone the deadline for Paid Parental Leave?**

A18: If your baby has been admitted to the NICU for longer than three months, there may be an opportunity to postpone the deadline for using Paid Parental Leave. Please contact eServices for more information.

**Q19: I have recently been granted legal custody of my grandchild/niece/nephew. Can I use Paid Parental Leave?**

A19: No. Paid Parental Leave is available to team members to bond with a child new to the family through birth or adoption.

**Q20: I am not going to use all my Paid Parental Leave. Can I donate the balance to a colleague?**

A20: No. Paid Parental Leave may not be donated to other team members.

**Q21: Can I request donated PTO to cover additional parental leave?**

A21: No. Donated PTO must be used for an unexpected event that causes a hardship for a team member, and a birth/adoption is not unexpected.

**Q22: What other resources are available?**

A22: The Inova Well program has many childbirth and parenting classes available to support growing families, including Inova Well Baby, a service for new and expecting mothers that provides support and educational resources around pregnancy, breastfeeding, and other childcare related topics. Find more information at [www.inovawell.org](http://www.inovawell.org).

**Q23: Who do I contact if I have additional questions?**

A23: Contact New York Life, Inova's administrator, at 1-888-842-4462 beginning on or after June 20<sup>th</sup>. New York Life will be unable to complete the enrollment process or answer your questions prior to June 20<sup>th</sup>.