

Policy number: SL-POL-003.024      Revision number: 1  
Original effective date: Jan. 1, 2020      Pages: 3  
Revised effective date: Jan. 1, 2024      Reviewed date: Jan. 1, 2024

## **SOLENIS POLICY**

### **Paid Parental Leave**

#### **1.0 Policy**

Solenis offers paid parental leave to employees after the birth of a child, adoption of a child under the age of 18, or placement of a child under the age of 18 in the home for foster care.

Solenis LLC and related affiliates reserve the right to terminate, amend, eliminate, or replace any program, plan, or benefit ("Plan") described in this policy at its discretion and at any time, except to the extent benefits provided under this policy are required by law.

If anything in this policy differs from the provisions of official Plan documents, the Plan documents prevail. Similarly, any oral or written representations by a company employee or agent, or any benefit estimate that you may receive, cannot override, reverse, or supplement the provisions of the Plan documents or this policy.

#### **1.1 Eligibility**

Immediate eligibility for U.S.-based, full-time employees (defined as employees who are regularly scheduled to work 30 or more hours per week).

#### **1.2 Provisions**

- Eligible employees may take up to eight weeks of paid parental leave in a rolling 12-month period (calculated backward from the date of leave) to help balance their work and family priorities after the birth of a child, adoption of a child under the age of 18 or placement of a child under the age of 18 in the home for foster care.
- Employees who have multiple births, adoptions and/or foster care placements during an applicable rolling 12-month period, are limited to taking a total of up to eight weeks of Parental Leave during the period and will not be entitled to additional Parental Leave until a new 12-month period begins. Leave entitlements under this policy are calculated on a 12-month rolling backward basis.
- Parental leave must be taken continuously (cannot be taken intermittently or on a reduced schedule basis) and must be taken within 12 months after the birth of the child, adoption of a child under the age of 18 or placement of a child under the age of 18 in the home for foster care.
- In cases where an employee receives short-term disability benefits related to the birth of



a child, the parental leave benefit will be applied automatically at the end of the disability period, and the employee may use accrued but unused paid time off during the five-day qualifying period for short term disability.

- Parental leave runs concurrently with Family Medical Leave Act (FMLA) entitlement and any similar leave entitlement under state law, if applicable.
- Parental leave may not be used for the five-day qualifying period of short-term disability.
- Employees who voluntarily terminate employment with the company after their short-term disability benefits end are not eligible for parental leave.

### **1.3 Coordination with other policies**

Paid parental leave taken under this policy will run concurrently with leave under the FMLA and any similar leave entitlement under state law, if applicable.

### **1.4 Payment of benefits**

Benefits provided under this policy are paid by Solenis payroll on the same bi-weekly schedule as regular paychecks.

### **1.5 Termination of benefits**

Parental leave is not a vested benefit, and if unused, will not be paid out in cash, credited to an employee's vacation or sick balance, or paid out upon termination. An employee may be required to furnish certification of the birth, adoption, or foster care placement.

## **2.0 Scope**

This policy applies to U.S.-based Solenis employees who are regularly scheduled to work 30 or more hours per week with the following exceptions:

- Employees who are subject to a collective bargaining agreement may receive different benefits than those described herein, to the extent permitted or required by the agreement and by applicable law; and
- Employees whose primary work location is outside the United States may not qualify for these benefits, but may be governed by benefits provided by applicable law; and
- Employees who do not meet eligibility requirements for certain benefits contained in this policy may not be entitled to all benefits under this policy.

## **3.0 Owner**

The chief human resources officer is responsible for implementation of, and amendments to, this policy.



#### **4.0 Exceptions**

There are no exceptions to this policy.