



Parental Leave Policy

Revised 1/1/2019

Objective

CIEE provides Parental Leave to eligible US-based employees. This revised policy will be in effect for births and adoptions occurring on or after January 1, 2019.

Eligibility

A US-based CIEE employee is eligible for leave under this policy for purposes of 1) the birth of a child or 2) the placement of a child in the employee's home due to adoption. In order to be eligible for Parental Leave, the employee must have worked for CIEE a minimum of 1,250 hours during the twelve (12) months prior to the start of Parental Leave.

Components and Duration of Parental Leave

Up to eighteen (18) weeks of paid and unpaid Parental Leave (combined) may be taken in any twelve (12)-month period.* Eligible employees will receive six (6) weeks of paid parental leave at 100% of the employee's regular rate of pay. Furthermore, eligible employees are permitted to take an additional twelve (12) weeks of unpaid Parental Leave for a total Parental Leave not to exceed eighteen (18) weeks. The birth of multiple children or the placement of multiple children in the home does not provide an employee with additional leave beyond what is granted in this policy.* All eighteen (18) weeks of Parental Leave will be job protected.**

Coordination with Short-Term Disability

For medical reasons, an employee may also be paid through CIEE's short-term disability benefit at 100% of pay. The duration of the short-term disability benefit will be determined by a third-party administrator and will be based on medical documentation. The job-protected** medical leave of absence associated with this short-term disability benefit does not run concurrently with Parental Leave but would be in addition to Parental Leave. As an example, a birth mother will be placed on a medical leave and receive a minimum of six (6) weeks of short-term disability pay for the delivery of a child. Once the disability benefit ends, the birth mother will be eligible for 18 weeks of Parental Leave (six (6) weeks of paid leave and twelve (12) weeks of unpaid leave) under this policy.

Coordination with FMLA and Other Leave Laws

Leave under the FMLA or any other state or federal leave laws will run concurrently with up to the first 12 weeks of parental leave and short-term disability.

Administration of the Leave

Payment Schedule: Paid parental leave will be payable on regularly scheduled bi-weekly pay dates.

Paid Parental Leave Scheduling: The paid portion of Parental Leave must be taken in one continuous,

block. The six (6)-week paid Parental Leave must immediately follow the termination of any short-term disability benefits, if applicable, and will precede any unpaid Parental Leave. Paid leave under this policy cannot be taken intermittently*. Company paid holidays falling within the paid leave period cannot be used to extend time on paid leave.

Timeline: Parental leave must be completed within one hundred eighty (180) days of 1) the birth of a child, or 2) the first day of the child's placement in the adoptive home. Any unused parental leave outside of this one hundred eighty (180) -day timeframe will be forfeited.* A Medical Leave will not extend the length of Parental Leave beyond the one hundred eighty (180)-day expiration of the Parental Leave benefit.

Termination: Upon termination of the individual's employment with CIEE, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Vacation/Personal/Sick Time Accrual: Employees will continue to accrue vacation, personal and sick time during the paid portion of the leave. In addition, the employee will continue to accrue sick/personal time during any unpaid portion of the leave. The employee's personal/sick bank will be frozen once an employee converts to unpaid status and the accrued time will not be available for use until the employee returns to work. If employment terminates for any reason prior to returning from Parental Leave, the employee shall forfeit the personal/sick time accrual and CIEE shall be under no obligation to pay the employee for accrued but unused personal/sick time under this provision.

Vacation Cash Out: Prior to the employee's change to unpaid status, all accrued vacation time will be removed from the employee's bucket and the hours will be paid out to the employee as a lump sum payment.

Employee Contributions toward Benefits: Employee contributions will continue to be deducted from an employee's paycheck while on leave. If contributions are missed due to an employee's unpaid status, he or she must catch up on missed contributions within thirty (30) days following return to work.

Requests for Paid Parental Leave

The employee will provide his or her supervisor and the human resources department with notice of the request for leave at least thirty (30) days prior to the proposed start date of leave (or as soon as practicable, if the leave is not foreseeable). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy in accordance with applicable law.

*Federal or State provisions for unpaid leave may still apply.

** Legitimate, non-discriminatory reasons for termination may still apply.