



Parental Leave Policy

General

DREAMS will provide paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. Flexible and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. This policy will be in effect for births and adoptions occurring on or after __October_____, _28th_____, 2020_____.

Eligibility

All requests for parental leave must be made in writing to the Executive Director a minimum of 21 days prior to the first day of leave and are subject to management approval. Upon any request for unpaid parental leave, an employee may be required to submit supporting medical or adoption documentation. Additionally, the following requirements must have also been met at the time of written request:

- Must be a regular, full-time (30+ hours per week) employee whose status is active. Interns, temporary and contract workers are not eligible for this benefit.
- Must have been employed in full-time status for a minimum of one year prior to request and must have worked a minimum of 1,560 hours in the 12 month period prior to the request.
- Employee must be anticipating birth, be a spouse or committed partner of a woman anticipating birth, or have adopted a child 17 or younger.

Amount, Time Frame and Duration of Paid Parental Leave

- One month of paid maternal/paternal leave during pregnancy, or following the birth or adoption of a child. Additionally, all full-time employees on active status can apply for up to three months of unpaid parental leave and can utilize their accrued paid time off accordingly during the additional leave.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time pay – no overtime for exempt or nonexempt employees.. Paid parental leave will be paid on a semi-monthly basis on regularly scheduled pay dates.



- Approved paid parental leave may be taken at any time during the six-month period immediately following the birth or adoption. Paid parental leave may not be used or extended beyond this six-month time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the six-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the six-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.
- DREAMS will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as paid holidays or PTO. Employee responsibility for benefit payment portions will be withheld from paycheck as per the usual.
- PTO will not accrue during paid leave.
- If an organizational holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement period.