

Paid Parental Leave Policy

Zilber Ltd. provides Paid Parental Leave (PPL) to employees to bond and attend to the care of a newborn(s) or newly placed adopted child(ren).

Eligibility

To be eligible for PPL, one must be employed by the Company for at least 12 months and regularly working 30 or more hours/week. Interns, temporary and part-time employees working less than 30 hours/week are not eligible.

Qualifying reasons for PPL

- To bond with the employee's newborn child(ren) within one year of birth.
- The placement of a child(ren) with the employee within one year of adoption.

Requests for PPL

The employee must comply with the notice requirements and submit applicable certification forms and documentation requested under the FMLA and the Company's Leave of Absence policy.

Amount, Time Frame and Duration of PPL

- Based on the date of birth or adoption, employees with one or more years of service will receive 100% of their *regular weekly pay* for the first week of leave and 60% of their *regular weekly pay* capped at \$1,000/week for four additional consecutive weeks.
- *Regular weekly pay* is based on an employee's straight time rate according to their regular schedule or weekly salary. Overtime, commissions and bonuses are excluded when determining PPL benefits.
- Eligible employees may take up to 5 weeks of PPL in a rolling 12-month period. The 12-month period is determined by measuring backward from the date an employee begins PPL. One week at 100% and four weeks at 60% (capped at \$1,000/week).
- An employee may use available sick, vacation and personal hours to supplement the partial wage replacement PPL benefit.
- Any unused PPL at the end of 12 months will be forfeited at the end of that timeframe. Upon termination of employment, the employee will not be paid for unused PPL for which they were eligible.
- PPL is not available on an intermittent or reduced schedule basis. It is at the employee's discretion if they would like to use any or all of the available PPL benefit.
- Parents who are both employed by Zilber Ltd. are each allowed to access PPL benefits.

Coordination with Other Policies

- PPL will run concurrently with the federal Family and Medical Leave Act (FMLA) and applicable state employee leave laws. Leave taken under this policy will be counted toward the 12 weeks of available FMLA leave. Please refer to the Family and Medical Leave Policy in the employee handbook for further guidance on the FMLA.
- If the employee is eligible for short-term or temporary disability due to the birth of a child, benefits will be paid as follows:
 - One week PPL pay(100% regular earnings)
 - Five weeks Company or state-provided disability pay (60% regular earnings capped at \$1,000/week)
 - Four weeks PPL pay (60% regular earnings capped at \$1,000/week)

- PPL will be paid to the employee up to PPL policy benefits in cases where state payments are below the Company's PPL benefits.ⁱⁱ However, state benefits and Company benefits will not be combined to exceed 100% of pay or benefits under this policy.
- If a Company holiday occurs while the employee is on PPL, it will be paid as part of the regular weekly pay calculation and the holiday will not extend the total PPL entitlement.
- PPL is not available for an employee's own medical needs. Short term disability is available in these instances. It is also not available for an employee needing to care for a spouse, dependent or parent. Sick, vacation and personal paid time off is available in these instances.
- PPL is not available until the date of birth or adoption. Time off taken before birth or adoption will be unpaid, paid using short term disability or state benefits or available sick, vacation or personal hours.

As is the case with all Company policies, the Company reserves the right to interpret this policy, or to modify it as business needs dictate.

ⁱ Stated limits are the Unum Short Term Disability (STD) benefit for the birth mother. Hawaii and California have state benefits with weekly benefit maximums not outlined in this policy. Contact Human Resources for more information.

ⁱⁱ The employee will need to provide a statement of payment from the state in order to receive the difference.