



PAID MATERNITY & PARENTAL LEAVE

FOR BENEFITED EMPLOYEES

Effective 09/28/2022

Jay Peak Resort provides paid maternity and parental leave to benefited employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid maternity and parental leave is to enable employees to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births, adoptions or placements of foster children occurring on or after the policy's effective date.

PAID MATERNITY LEAVE

ELIGIBILITY

Eligible employees must meet the following criteria:

- Have given birth to a child.
- Be a benefited employee at the time of birth.
- File and be approved for a disability claim with the company's insurance provider.

AMOUNT

- Eligible employees will receive 6-7 weeks of paid maternity leave per birth of a child. The amount of paid maternity leave granted for that event will not increase, in the event of a multiple birth (e.g., the birth of twins).

TIME FRAME & DURATION

- The duration of paid maternity leave will be determined by the insurance company.
- Employees will be compensated their full normal weekly wages through a combination of short-term disability insurance benefits and company paid leave. Short term disability benefit payments will be paid directly to the employee from the insurance company. Company paid maternity leave will be paid through company payroll on a biweekly basis on regularly scheduled pay dates.

PAID PARENTAL LEAVE

ELIGIBILITY

Eligible employees must be benefited at the time of birth, adoption or placement of foster child(ren) and meet one the following criteria:

- Be a biological parent of the birth child.
- Be a spouse or domestic partner of an individual who has given birth to a child.
- Have adopted a child or been placed with a foster child for long term care (in either case, the child must be age 17 or younger).

AMOUNT

- Eligible employees will receive 7 days, up to 8 hours each day, of paid parental leave per birth, adoption, or placement of a child. In the event of a multiple birth, adoption, or placement (e.g., the birth of twins or adoption of siblings), the total amount of paid parental leave granted for that event will not increase.

TIME FRAME & DURATION

- Approved paid parental leave may be taken at any time during the *12-month* period immediately following the birth, adoption or placement of a child with the employee
- Paid parental leave is compensated at the employee's current rate of pay. Paid parental leave will be paid through company payroll on a biweekly basis on regularly scheduled pay dates.

COORDINATION WITH OTHER POLICIES

- The company will maintain all benefits for employees during the paid maternity and parental leave period.
- Employees will not be eligible to receive Paid Parental Leave benefits if they are eligible to receive Paid Maternity Leave benefits.

REQUESTS FOR PAID LEAVE

The employee will provide their supervisor and the HR department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

PLEASE NOTE:

Upon termination of employment, the employee will not be paid for any unused paid maternity or parental leave.

Need help? Contact us.

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