

**Frequently Asked Questions**  
**HBC Paid Parental Leave Policy for US Salaried**  
**Shared Services and Properties & Investments Associates**  
**Effective January 1, 2023**

**Am I eligible for Paid Parental Leave?**

If you are a corporate full-time salaried Associate who has completed 30 days of continuous employment, **and** you meet one of the following criteria, you are eligible for Paid Parental Leave:

- Have given birth to a child;
- Are the legal spouse or domestic partner (same-sex or opposite-sex) of someone who has given birth to a child;
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). *The adoption of a new spouse's or domestic partner's child is excluded from eligibility;*
- Became a parent through a surrogacy process.

**When am I eligible for Paid Parental Leave?**

You are eligible for Paid Parental Leave on the first day of the month following the completion of 30 days of continuous employment.

**What can I use Paid Parental Leave for?**

The purpose of Paid Parental Leave is to provide you with time to care for and bond with a newborn, newly adopted or newly placed child.

**How much Paid Parental Leave is being offered by HBC?**

If eligible, you may take up to a maximum of six (6) weeks of Paid Parental Leave per birth, or placement of a child in connection with adoption or foster care. You are eligible for a maximum of six (6) weeks of Paid Parental Leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

**Must the six (6) weeks for Paid Parental Leave be taken at once?**

Yes. Unless applicable law provides otherwise, you must take the six (6) weeks of Paid Parental Leave consecutively, in one continuous period, during the 12-month time frame, following the qualifying event (birth, adoption, or foster care placement). The Paid Parental Leave may not be broken up

**If I have multiple births (twins, triplets, etc.) am I eligible for more than the six weeks of Paid Parental Leave?**

No. The fact that multiple births, adoptions, or placements occurs at one time (e.g., the birth of twins or adoption of siblings) does not increase the total number of weeks of Paid Parental Leave granted for that event.

**Am I required to take FMLA concurrently with Paid Parental Leave?**

Yes. You are required to apply for leave under the Family and Medical Leave Act (FMLA) through Matrix, and, if eligible, FMLA leave will run concurrently with Paid Parental Leave.

**If I do not qualify for FMLA, am I eligible for other leave benefits?**

It is possible that you are eligible for Paid Parental Leave and/or a state, local paid family leave before you are eligible for FMLA. You should apply through Matrix to determine your eligibility.

**Am I eligible for additional benefits like paid family medical leave from my state or locality? And do I have to exhaust the state or local paid leave before using the Paid Parental Leave benefit?**

Maybe. Depending on jurisdiction, you may qualify to receive state or local paid family leave benefits, or alternative forms of wage replacement. To the extent applicable law allows Company provided benefits to run concurrent with such state programs, benefits provided under this policy may be used in conjunction with any wage replacement received through the state program. You may receive your pay from different sources but will not receive an aggregate amount of more than 100% of your salary. You are required to apply for paid family medical leave through Matrix to determine any entitlement to paid leave provided by the state or locality in which you work.

**Can I use Flex Paid Time Off (PTO) and Paid Parental Leave interactively?**

Flex PTO and Paid Parental Leave cannot overlap, however, Associates with Flex PTO may submit a request to use it consecutively with Paid Parental Leave, to the extent allowed under our Flex PTO policy. Any Flex PTO requests should follow normal notice and scheduling requirements are subject to manager approval. You may be eligible to use an additional two weeks (10 days) after all Paid Parental Leave or state/local paid family leave has been exhausted. Since this is outside of this Paid Parental Leave policy, your return to work date should be reported to Matrix prior to the 2 weeks of Flex PTO being used.

**Can I receive Short-Term Disability and Paid Parental Leave benefits at the same time?**

No. You cannot receive short-term disability benefits and Paid Parental Leave benefits at the same time. If you are eligible for short-term disability benefits after giving birth to a child, you should complete the short-term disability period, which is generally six to eight weeks. You can take Paid Parental Leave following the conclusion of any short-term disability benefit, as long as it is within the rolling 12-month period.

If you are in a jurisdiction which provides state paid parental and/or family leave benefits, and where allowed by that jurisdiction, you may be able to request state paid parental and/or family leave benefits run concurrent with short-term disability and/or leave provided under this policy, such that you receive 100% of your pay while on leave.

Please contact Human Resources with any questions about receipt of benefits.

**Will my benefits status be affected if I take Paid Parental Leave?**

No. While on Paid Parental Leave, HBC will continue to make payroll deductions to collect your share of insurance premiums.

You must continue to pay your share of insurance premiums in order to continue receiving your benefits coverage. If at any point during your leave you are not being paid directly by HBC, such as under FMLA or a state program, it is your responsibility to directly pay all of your benefit premiums and to participate in any open enrollment events. Further information on how to make direct payments will be provided at the time of your leave request.

**Do I pay for my benefits, if my Paid Parental Leave is over, and I am still on a State Paid Family Leave?**

You will be responsible for paying premiums for insurance and other benefits through a monthly billing process. If payments are due, you will receive additional details surrounding your bill, in a

notice, from our Benefits Administrator. Benefits may be subject to termination if payment is not made timely.

**Can I be compensated in lieu of taking Paid Parental Leave?**

No. You may not elect to be compensated in lieu of taking Paid Parental Leave.

**My spouse and I are both employed at HBC. Do we both get six weeks of Paid Parental Leave?**

If you and your spouse individually meet the eligibility requirements for Paid Parental Leave, you will each be given six (6) weeks of Paid Parental Leave. Each spouse must apply for Paid Parental Leave individually and will be evaluated for eligibility individually. If both parents qualify for Paid Parental Leave, you do not need to take your leaves at the same time. You may stagger the leave periods.

**If I get married and adopt my spouse's child(ren), am I eligible for Paid Parental Leave?**

No. The adoption of your new spouse's or domestic partner's child(ren) does not make you eligible for this benefit.

**How do I apply for FMLA, Short Term Disability and/or Paid Parental Leave?**

- You must provide your supervisor and Human Resources Business Partner (HRBP) with notice of the request for leave at least 30 days prior to the start of your leave (or if the leave was not foreseeable, as soon as possible).
- You can initiate all leave of absence types by contacting Matrix, via phone 1-877-202-0055, creating an online account at [www.matrixabsence.com](http://www.matrixabsence.com) or through the Matrix eServices Mobile App, see QR below



ANDROID



iOS

**Is documentation necessary for Paid Parental Leave?**

Once you have initiated your Paid Parental Leave of absence, through Matrix, you will be required to provide the appropriate documentation to have your Paid Parental Leave of absence approved. This includes, but is not limited to:

- Birth/Surrogacy: Proof of birth (SSN application, footprints, doctor's confirmation, etc.)
- Adoption/Foster: Adoption or court letter

Please reach out to Matrix at 1-877-202-0055 if you have any questions about your leave eligibility or documentation required.

**Is there anything I need to do before returning to work?**

You are responsible for contacting your HRBP and Matrix, at 1-877-202-0055, to confirm your actual return-to-work date, 2 weeks prior to your planned return date. Failure to do so may

impact your status and benefits. Your HRBP and/or Matrix will notify you if any additional information/documentation is needed prior to your return to work.

Failure to return as scheduled or obtain an extension of leave, may result in termination, absent legal rights to the contrary.

*These Frequently Asked Questions (FAQs) will be interpreted and enforced consistent with our Paid Parental Leave policy and applicable law. To the extent these FAQs conflict or appear to conflict with our Paid Parental Leave Policy or applicable law, our Paid Parental Leave Policy and/or applicable law will govern.*