

Parental Leave Policy



Purpose

Saks & Company LLC d/b/a/ SFA (“SFA”) is committed to you, your family and to creating an inclusive culture that supports all of our associates. We believe that giving you the opportunity to take time off to bond with a new child is of paramount importance. Offering paid parental leave reflects our continued investment in the overall well-being of our associates and their families.

SFA will provide up to 2 weeks of paid parental leave to associates following the birth of an associate’s child or the placement of a child with an associate in connection with adoption or foster care. The purpose of paid parental leave is to enable the associate to care for and bond with a newborn or a newly adopted or newly placed child and is available to both birthing and non-birthing parents. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave and any applicable state or local leaves to the extent permitted by law. This policy is in addition to any approved short-term disability leave that is available to birthing parents. This policy will be in effect for births, adoptions or placements of foster children occurring on or after 1/1/2023.

Eligibility

All full- time non-exempt (hourly) associates of SFA are eligible for paid parental leave in accordance with this policy, the first day of the month, after six months of continuous service. All exempt (salary) associates are eligible the first day of the month, following 60 days of continuous service. You must meet one of the following criteria to take paid parental leave:

- Have given birth to a child.
- Be a spouse or committed partner 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 child is excluded from this policy.
- Become a parent through the surrogacy process.

General Provisions

- Eligible associates will receive a maximum of 2 weeks of paid parental leave per birth, adoption or placement of a child/children. You are only eligible for 2 weeks even in the event of a multiple birth, adoption or placement (e.g., the birth of twins or adoption of siblings).
- You are eligible for 2 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.
- 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. Paid parental leave may not be used or extended beyond this 12-month time frame.
- If you are the birthing parent, the 2 weeks of paid parental leave will commence at the conclusion of your short-term disability leave/benefit provided for your own recovery following childbirth.
- Unused paid parental leave is not paid out upon termination of employment.
- You are job protected during this time.

Benefits

Associate benefits will continue while on a paid parental leave. As this is a paid leave, your benefits' premiums will continue to be deducted from your Short Term Disability/Parental Leave compensation.

However, if at the end of your Short Term Disability/Paid Parental Leave, you transition to a State paid family leave. You will be responsible for paying contributions for insurance and other benefits through a monthly billing process. You will receive additional details surrounding your bill, in a welcome packet, from our Benefits Administrator. Benefits are subject to termination if payment is not made timely.

Exclusions

Paid Parental Leave is not available If:

1. Associate is hourly and has less than six months of continuous employment with SFA.
2. Associate is salary and has less than 60 days of continuous employment with SFA.
3. Associate has already taken Paid Parental Leave within the last 12 months.

Coordination with Family Medical Leave Act (FMLA) and State Paid Family Leave (PFL)

1. Paid parental leave taken under this policy will run concurrently with leave under the FMLA. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care will be counted toward the 12 weeks of available FMLA leave per a 12-month period.
2. All other requirements and provisions under the FMLA will apply. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
3. If you are eligible for other pay benefits (such as paid family leave) then paid parental leave will be used as a true up to allow you to continue earning your full regular pay for up to 2 weeks. You may receive your pay from different sources but will not receive an aggregate amount more than 100% of your regular pay.

Procedure for Applying

1. Associates should contact our leave of absence administrator, Matrix, at 1-877-202-0055 and initiate a parental leave of absence or through the Matrix Mobile App by snapping the correct QR below.
2. Matrix will reach out to the associate's physician, if associate provides information to Matrix. If not, associate is responsible for providing the required medical documentation to Matrix, within the allowed time, to approve the parental leave. If not provided at the time of application, Matrix will notify the associate what documentation is needed to support the request for leave, such as confirmation of the birth, adoption or foster placement.
3. If approved, Matrix will relay the information to the associate, manager and begin tracking the parental leave.



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Information Needed to Report a Parental Leave of Absence to Matrix

1. Personal Information: Name, address, phone number, and the last four digits of your Social Security Number.
2. Job Information: Job title, workplace location and address, work schedule, supervisor's name and telephone number, date of hire and last day worked.
3. Primary or treating physician information; if this information is provided, Matrix will reach out directly to the physician for the appropriate medical documentation needed to approve your parental leave. If this information is not provided to Matrix, the associate will be responsible for providing the required medical documentation, within the allowed time, to approve the parental leave of absence. Basis for leave: Birth, adoption or foster placement. To speed the approval process, associate can include a document that demonstrates the date of the birth, adoption or foster placement and the name(s) of the parent(s).

Procedure for Returning

1. Associate is responsible for contacting our leave of absence administrator, Matrix, 1-877-202-0055 and providing an actual return to work date. Failure to do so may impact your status and benefits in SFA's HRIS system.
2. Matrix will reach out, via email, to the associate's manager to notify, and ask for confirmation, of the actual return to work date.
3. The manager will begin adding the associate back to the ongoing schedule.

Failure to Return:

SFA complies with all return to work obligations afforded by state, federal and local laws. If an associate fails to return to work as scheduled or to obtain an extension of the leave, employment will be terminated.

Questions?

If you have questions, reach out to our leave of absence administrator, Matrix, at 1-877-202-0055 or the HR Benefits Department at SFA_Benefits@hbc.com