

Frequently Asked Questions
Parental Leave for Birthing and Non-Birthing Non-Exempt Associates – US
Effective 1/1/2023

Am I eligible for Paid Parental Leave?

If you are a full time Saks Fifth Avenue (SFA) hourly associate scheduled to work 30 or more hours per week **and** you meet one of the following criteria, you are eligible for Paid Parental Leave:

- Have given birth to a child.
- Are the 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 a surrogacy process.

Am I eligible for Paid Parental Leave if I have been employed with Saks Fifth Avenue for less than 12 months?

Yes. You become eligible for SFA's paid parental leave the first day of the month, coinciding with or immediately following 6 months of continuous employment.

What can I use Paid Parental Leave for?

The purpose of Paid Parental Leave is to give you time to care for and bond with a newborn, newly adopted or newly placed child. You may choose to use up to two (2) weeks of parental leave for non-medical/nesting immediately after the birth or placement of your child. If you need to use another type of leave prior to the birth of your child, you should apply for leave through Matrix.

How much Paid Parental Leave is offered by SFA?

If eligible, you will receive up to a maximum of 80 hours or 2 weeks of Paid Parental Leave per birth, or placement of a child in connection with adoption or foster care. You are eligible for 80 hours 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 period. Employees that work less than full time receive 2 weeks of paid leave based upon their regularly scheduled hours using a lookback over that last 6 months of employment.

Must the two weeks for Paid Parental Leave be taken at once?

No. You may take Paid Parental Leave in one-week intermittent periods, or for a full continuous two (2) week period, but you must use all Paid Parental Leave during a 12-month period from the date of birth or adoption of the child. Any unused Paid Parental Leave will be forfeited at the end of the 12-month period.

If I have a multiple birth (twins, triplets, etc.) am I eligible for more than the two weeks of Paid Parental Leave?

No. A multiple birth, adoption or placement (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.

May I receive additional pay benefits like Paid Family Medical Leave after exhausting my Paid Parental leave benefit?

You are required to apply for paid family medical leave through Matrix and any entitlement to paid family medical leave will run concurrently with paid parental leave. If you are eligible for a state paid family leave, then paid parental leave will be used as a true up to allow you to continue earning your regular pay for the 2 week period. You may receive your pay from different sources but will not receive an aggregate amount more than 100% of your regular hourly pay.

Can I use PTO and Paid Parental Leave consecutively?

No. Associates cannot use PTO to extend Paid Parental Leave.

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

If you work in a state that provides paid leave benefits, you should apply through Matrix. If you are not sure if you work in a state that provides paid leave benefits, please contact Matrix at 1-877-202-0055 and a Matrix representative will verify it for you and guide you through the application process.

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

Possibly. If you do not qualify for FMLA, you can request a leave of absence/accommodation through the SFA Medical Leave of Absence (MLOA).

How do I apply to the Medical Leave of Absence (MLOA)?

If you are not eligible for FMLA, please send an email to the SFA Benefits Team (SFA_Benefits@hbc.com) requesting a Medical Leave of Absence (MLOA). The Benefits Team will provide you with the MLOA form which will have to be completed by the associate and physician. Once the form has been completed, the associate will provide it to their manager. Once the form has been reviewed, you will receive confirmation from your manager and/or the Benefits Team about your request for leave.

Am I eligible for Short Term Disability (STD) as a Non-Birthing Parent?

No. Non-birthing parents are only eligible for up to 80 hours or 2 weeks of Paid Parental Leave per birth.

Am I eligible for Short Term Disability (STD) as a Birthing Parent?

Yes. Depending on the type of delivery (natural birth or C-section), STD benefits are generally provided for 6 weeks (natural birth) or 8 weeks (C-section). Benefits are governed by the terms of the plan. In general, STD for delivery of a child will be compensated at 100% of your pay, instead of the 60% compensation paid out for other STD related leaves. Once STD has ended you will have the opportunity to take an additional 2 weeks paid leave using the Paid Parental Leave policy.

Can I receive short-term disability benefits 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 (generally six to eight weeks) and then Paid Parental Leave will commence at the conclusion of any short-term disability benefit.

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

No. Saks Fifth Avenue will maintain all benefits for you during the Paid Parental Leave period just as if you were taking any other company-paid leave such as paid time off.

How do I pay for my benefits while on Paid Parental Leave?

While on paid leave, the company will continue to make payroll deductions to collect your share of insurance premiums. It is your responsibility to participate in any open enrollment events while you are on Paid Parental Leave.

If my Paid Parental Leave is over and I am still on a State Paid Family Leave, do I pay for my benefits?

The associate will be responsible for paying contributions for insurance and other benefits through a monthly billing process. You will receive additional details surrounding your bill from our Benefits Administrator, detailing how you can pay for your benefits and the amount owed. Benefits are 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 Saks Fifth Avenue. Do we both get up to 80 hours of Paid Parental Leave?

Yes. Both you and your spouse will each be given up to 80 hours or 2 weeks of Paid Parental Leave individually.

If I get married and adopt my spouse's children, am I eligible for Paid Parental Leave?

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

How do I apply for Family Leave of Absence (FMLA), Short Term Disability (STD) and/or Paid Parental Leave?

Associate 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. When the nature of the leave is medical, Matrix will reach out to the associate's physician, if the associate provides the information to Matrix. If not, the associate is responsible for providing the required medical documentation to Matrix, within the allowed time, to approve the leave. For parental leave, Matrix will need confirmation of the birth, adoption or foster placement.

If approved, Matrix will relay the information to the associate, manager, benefits department and begin tracking the parental leave.



ANDROID



iOS

How far in advance can I initiate my Leave of Absence with Matrix?

You can contact Matrix and initiate your Parental Leave of Absence 30 days in advance of the due or placement date.

What information is needed to initiate a Parental Leave of Absence and FMLA with Matrix?

- Personal Information: Name, address, phone number, and the last four digits of your Social Security Number.

- Job Information: Job title, workplace location and address, work schedule, supervisor's name and telephone number, date of hire and last day worked.
- For medical related leave: 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 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 leave of absence.
- Basis for parental 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).

What should I do when my Paid Parental Leave/FMLA is over?

The 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. Matrix will reach out via email to the associate's manager to notify, and ask for confirmation, of the actual return to work date. The manager will begin adding the associate back to the ongoing schedule.

What happens if I do not complete the steps above, when my Paid Parental Leave/FMLA is over?

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.

If I have additional questions, whom can I contact?

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