



HBC Paid Parental Leave Policy for US Full-Time Salaried Shared Services and Properties & Investments Associates

HBC 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 utmost importance. Offering Paid Parental Leave reflects our continued investment in the overall well-being of our Associates and their families.

HBC will provide up to **six (6) weeks** of Paid Parental Leave to US corporate full-time salaried Associates following the birth of a child or the placement of a child due to an adoption or foster care. The purpose of Paid Parental Leave is to enable the Associate to care for and bond with a newborn, a newly adopted child, or newly placed child. This policy will run concurrently with the Family and Medical Leave Act ("FMLA") and/or any other leave allowed by state or local law, to the extent applicable and permitted by law (e.g., state family leave, parental leave, etc.). This policy is in addition to any short-term disability leave that is available to an eligible Associate. This policy will be in effect for births, adoptions or placements of foster children occurring on or after **January 1, 2023**.

Eligibility

All US corporate full-time salaried Associates in HBC Shared Services and Properties & Investments are eligible for Paid Parental Leave in accordance with this policy, the first of the month following 30 days of continuous employment. You must meet one of the following criteria to take Paid Parental Leave:

- Have given birth to a child;
- Be a 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 child is excluded from this policy;*
- Became a parent through the surrogacy process.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible Associates will receive a maximum of six (6) weeks of Paid Parental Leave per birth, adoption or placement of a child/children. You are only eligible for six (6) weeks even in the event of multiple births, adoptions or placements (e.g., the birth of twins or adoption of siblings).
- The six (6) weeks of Paid Parental Leave must be taken consecutively, in one continuous period, and cannot be taken intermittently, unless otherwise required by law.
- Paid Parental Leave must be completed within the 12-month period beginning 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. Unless applicable law requires otherwise, unused Paid Parental Leave is forfeited at the expiration of the 12-month period.

- If you elect to take up to six (6) weeks of leave, you can generally request for leave to commence as of the date of birth, adoption, or foster care placement. If you are on short-term disability leave, you must take the six (6) weeks of leave at or after the conclusion of your short-term disability leave/benefit.
- Further, you are only eligible for six (6) weeks of Paid Parental Leave in any rolling 12-month period, measured backward from the date the leave begins, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- As stated above, if you are on short-term disability leave, the six (6) weeks of Paid Parental Leave will automatically commence at the conclusion of your short-term disability leave/benefits. However, if you would prefer to use your six (6) weeks of Parental Leave at another time, within the 12-month period, you will need to coordinate with your supervisor, HRBP, and Matrix.
- Unless applicable law requires otherwise, unused Paid Parental Leave is not paid out at termination of employment.
- If both parents are employed by HBC and are both applying for Paid Parental Leave, the company must approve any overlap in leave time.

Coordination with Other Policies

- To the extent applicable, any leave taken under this policy that falls under the definition of circumstances qualifying for leave under FMLA, will be counted toward the twelve (12) weeks of available FMLA leave per 12-month period. All other requirements and provisions under FMLA will apply. Please refer to the Family and Medical Leave Act rules for further guidance.
- Some locations may have applicable paid family and medical leave benefits or similar programs. Where applicable and allowed by law, you may apply for any available local or state paid family leave programs through Matrix and any entitlement to paid family leave will run concurrently with Paid Parental Leave. If you are eligible for any paid state or local family leave programs or benefits, and where allowed by those laws, you may choose to supplement any such benefits with Paid Parental Leave so that you continue earning your full base salary while on leave.
- Paid parental leave is compensated at 100% of the Associate's regular rate of compensation at the time of the commencement of leave, less any state or local paid family or parental leave benefits, or alternative forms of wage replacement the Associate may be eligible to receive, concurrent with Paid Parental Leave. You cannot receive an aggregate amount of pay that equals more than 100% of your salary. Please speak with Human Resources for information for coordinating benefits.
- You will continue to be eligible for all benefits while on Paid Parental Leave. While on leave, payroll deductions will continue to be collected for your share of insurance premiums on the same terms as if you had continued to work. You must continue to pay your share of insurance premiums to continue receiving your benefits. It is your responsibility to participate in any open enrollment events while you are on Paid Parental Leave.
- If a company holiday occurs while the Associate is on leave, that holiday (and corresponding pay) is considered part of the six (6) weeks of parental leave and will be paid in accordance with this policy. The Associate will not be eligible for any additional holiday pay. In no event will a company holiday extend leave.

Procedure for Applying

- You must provide your supervisor and HRBP with notice of the request for leave at least 30 days prior to the anticipated start of your leave (or if the leave was not foreseeable, as soon as possible).
- You can initiate a parental leave of absence by contacting our leave of absence administrator, Matrix, by calling 1-877-202-0055, creating an online account at www.matrixabsence.com or through the Matrix eServices Mobile App per QR below.



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Information Needed to Report a Parental Leave of Absence to 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.
- Primary or treating physician information (where applicable): if this information is provided and to the extent allowed by law, you may authorize Matrix to reach out directly to the physician for the appropriate medical certification needed to approve your parental leave. If this information is not provided to Matrix, the Associate will be responsible for providing the required medical certification, within the allowed time, to approve the parental leave of absence. Any request by the company for medical certification will be limited to information allowed by law, including confirmation that leave is being requested for a purpose allowed by this policy. The company will not request any information prohibited by law, such as genetic information.
- Basis for leave: Birth, adoption or foster placement. To speed up the approval process, Associates can include a document that demonstrates the date of birth, adoption or foster placement and the name(s) of the parent(s).
- Anticipated length of leave, any paid time off that will be used in conjunction with the leave, and the Associate's intention to return to work after leave ends.

Benefits

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 the Associate-portion of premiums for health 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.

You are responsible for contacting the Benefits Service Center for assistance in adding your new family member to your benefits plan after the birth, adoption, or placement occurs.

Please contact the Benefits Service Center at 1-800-498-8705 for assistance with any health insurance benefits, such as adding your new family member to our benefit plans as needed.

Procedure for Returning

- You are responsible for contacting your HRBP and Matrix at 1-877-202-0055, and confirming your actual return-to-work date, at least 2 weeks prior to your expected return date. Failure to do so may impact your status and benefits.
- Matrix will reach out, via email, to the Associate's manager to notify, and ask for confirmation, of the actual return-to-work date, and where applicable, identify any additional documentation needed prior to return to work.
- The manager will begin adding the Associate back to the ongoing schedule.

Failure to Return

If an Associate fails to return-to-work as scheduled, employment may be terminated, absent legal rights to the contrary.

Enforcement

This policy will be interpreted and enforced consistent with applicable law, including but not limited to the FMLA, the Pregnancy Discrimination Act ("PDA"), the Americans with Disabilities Act ("ADA"), and other applicable state and local laws. In case of conflict between this policy and applicable law, the company will follow applicable law.