



U.S. Paid Parental Leave (PPL) Affidavit

When requesting Paid Parental Leave, you are required to review the items below, sign and attach this form to your Workday leave request.

- I affirm and represent to CF Industries (the “Company”) that I have read and understand the Company’s Parental Leave Policy.
- I further state that I believe I qualify for the Company’s parental leave due to bonding with my child for either birth or adoption.
- I will provide HR with supporting documentation after my child is born or placed with me for adoption.
- I anticipate needing parental leave during the following dates: _____ to _____.
- I affirm that the foregoing information is true and correct to the best of my knowledge.
- I understand the Company’s paid parental leave benefits are intended to replace up to 100% of an employee’s regular base salary. To the extent I receive payment(s) from all sources that, in the aggregate, exceed 100% of my regular base salary or pay for any pay period, I am responsible for promptly reimbursing the Company for any such overpayment, in accordance with applicable law.

Employee Name (print): _____ Date: _____

Employee Signature: _____ Work Location: _____

REMINDER:

When you have a qualified life event, such as birth, adoption, marriage etc., you have 30 days from the date of the event to add them to CF benefits. **If you do not add coverage within 30 days, you will not be able to make changes to your benefits until the next annual enrollment period.** You may add coverage directly in Workday or you may contact the CF Benefits Center for assistance with adding coverage.

CF Benefits Center (877) 232-3630
CFbenefits@onesourcevirtual.com
7:00 am to 7:00 pm CST
M – F (excluding major holidays)

Employee Acknowledgement: _____ Date _____

This reminder has no impact on your request for Paid Parental Leave.