



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.

Employee Name (print): _____ Date: _____

Employee Signature: _____ Work Location: _____

REMINDER:

When you have a qualifying 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 of the qualifying life event, you will not be able to make changes to your benefits until the next annual enrollment period or qualifying life event, as applicable.** 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.