

# US Paid Parental Leave

## Employee Guide





CF provides valuable benefits and programs to reward you for your many contributions. That includes programs that support your overall well-being at home and at work. We're pleased to offer all employees Paid Parental Leave (PPL) to allow you to bond with a newborn or newly-adopted child. Read on to learn more.

## Eligibility for PPL

You're eligible for PPL after you complete 12 months of service with CF. Both birth moms and non-birth parents are eligible for PPL. Eligible non-birth parents include:

- Opposite and same-sex married individuals
- Opposite and same-sex domestic partners
- A single, unmarried employee not in a domestic partner relationship that is a birth mom or a non-birth parent



## Taking Your PPL

Once eligible, you can take up to four weeks of PPL within six months after the birth or adoption of your child. How this leave can be taken depends on your work location.

- **Corporate & Distribution Facility Employees** – Corporate employees and those who work at Distribution facilities can take time off in one-week increments or as a single, four-week period.
- **Employees at Manufacturing Plant Locations** – Because of the nature of our business, employees at our plant locations must take the entire four-week paid parental leave at one time. This will help your manager and team better prepare for your leave and coordinate coverage for your shifts.

**Note:** Leave may be taken in less than a four-week consecutive period. However, it's important to note that you will forfeit any additional time. For example, if you take two consecutive weeks of PPL and return to work, the remaining two weeks will be forfeited.

You are only eligible for one PPL leave in a rolling 12-month period. If you have multiple births or adoptions in a 12-month period, you will not qualify for an additional PPL leave. For example, if you adopt a child in January and then adopt another child in March, you will receive a total of four weeks of paid parental leave, not eight weeks, because there has not been 12 months since your previous leave.

PPL must begin at the start of your work week (i.e., Saturday, Sunday, or Monday) except in the case of a birth mom on short-term disability. For birth moms, PPL can be taken immediately after their short-term disability period has ended regardless of work week schedule.

**If Your Baby Arrives Earlier than Expected** – If your baby arrives early, you may use available sick time or vacation time to bridge your time if you wish to start your PPL period prior to the beginning of your work week. If this occurs, notify your manager, and submit your sick/vacation time off request in Workday.



## Pay & Benefits While on PPL

While on PPL, you will receive a paycheck on regularly scheduled pay dates, with regular deductions and required withholdings.

PPL provides base pay during your leave and does not include overtime or shift premium differentials. You are not eligible for merit increases, promotions or other increases in pay while on PPL.

All benefits will continue through the PPL period, with applicable premiums and deductions being applied.

If you are eligible for state or local paid leave benefits, your PPL pay will be reduced by that amount.

## Family & Medical Leave Act (FMLA)

The Family & Medical Leave Act (FMLA) provides job protection while you are out for an approved reason. Generally, bonding with a new child is a covered event under FMLA. When you request PPL and it is approved, HR will submit your leave dates to New York Life, our FMLA administrator, who will initiate a claim for FMLA.

FMLA leaves run concurrently with Paid Parental Leave and provides up to 12 weeks of job-protected leave in a rolling 12-month period. To be eligible for an FMLA leave you must have been employed with CF for at least 12 months and have worked at least 1,250 hours in the 12 months preceding the start of the leave.

CF considers approved paid parental leaves job protected even if you have exhausted your leave under FMLA.



## Applying for Paid Parental Leave – The Process

You should apply for PPL at least 90 days in advance of your requested start date and your leave must be taken within six months after your child's date of birth or adoption. The PPL request process is similar to how you currently request time off in Workday. Here's an overview of the process:

### Step 1

Submit a request for PPL time off through Workday by going to "Request Absence." Under Other Absence Types, select "USA Parental Leave Request." You will need to enter the following information:

- **Your desired leave dates.** Your leave must start at the beginning of your work week (i.e., Saturday, Sunday, or Monday). If you work at a manufacturing plant, you must take your leave in one continuous four-week block of time. If your work location is at a distribution facility or the corporate office, you may take your leave intermittently or in one continuous four-week block of time.
- **Last Day of Work** (Workday will automatically default to the day prior to your leave start date)
- **Reason** (i.e., adoption, birth-mother, or birth-non birth parent)
- **Expected due date** (anticipated birth or adoption date)
- **Attach your signed Affidavit** certifying your eligibility and that you understand the Paid Parental Leave Policy. A blank affidavit can be located on CFTotalRewards website ([cftotalrewards.com](http://cftotalrewards.com)).

**Employee Request** **US - Paid Parental Leave (PPL)**

➤ Entering your PPL request in WorkDay

- Log into Workday
- Click on 'Absence', then 'Request Absence'
- Select leave dates -must start on beginning of your work week (i.e. Saturday, Sunday or Monday)
- Select Absence Type – USA Parental Leave

**Select Absence Type** Type: Under Other Types, select USA Parental Leave

When Monday, September 12, 2022 - Sunday, September 18, 2022

Type \*

**Next** **Cancel**

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# Applying for Paid Parental Leave – The Process continued

## Step 2

Your manager will receive a Workday notification of your request for time off. They will review requested leave dates and take into consideration work schedules and business needs before they **Approve, Send Back** or **Deny** the request. If your manager selects **Send Back**, review the comments section, make necessary updates/adjustment to the leave dates, and submit again for approval. If approved, the process will move to Step 3.

### Employee Request

Total 7 Days - USA Parental Leave

Request 1 item

*From	*To	*Type	Total
09/12/2022	09/18/2022	USA Parental Leave	7 days

**Review the dates you entered.**

**Details**

Last Day of Work: 09/11/2022

Reason: \*

**Additional Fields**

Expected Due Date: MM/DD/YYYY

Child's Birth Date: MM/DD/YYYY

Adoption Placement Date: MM/DD/YYYY

enter your comment

**Attachments**

Drop files here

Submit Cancel

### US - Paid Parental Leave (PPL)

- Review your requested leave period. Your leave must start at the beginning of your work week.
- Enter your last day worked (Workday defaults to the day prior your requested PPL start date).
- Under 'Reason' drop down, click option that applies to you.
  - Adoption
  - Birth - Mother
  - Birth - Non Birth Parent
- Corp/DF employees only – link leave if taking intermittent leave and there is a prior leave.
- Enter 'Expected Due Date' (or expected adoption date). Contact HR and provide actual date once baby is born or adoption is finalized.
- Enter comments (if any).
- Review and attach signed Affidavit. Affidavit is located [CFTotalRewards.com](http://CFTotalRewards.com) website.
- Click **Submit** to send the request to your manager.

#### Linking Leaves (Corp/DF employees only)

Last Day of Work: 09/25/2022

Reason: \*

Links back to Prior Event



## Applying for Paid Parental Leave – The Process continued

### Step 3

A Workday notification is sent to HR with your manager's approval of your leave request. HR will review the leave request dates and ensure the affidavit is attached. HR will **Approve, Send Back** or **Deny** the request. If HR selects **Send Back**, review the comments section, make necessary updates/adjustment to the leave dates, and submit again for approval. Both you and your manager will receive notification once HR has processed your leave request.

- You are required to notify HR once the birth or adoption takes place or if your event occurs earlier than anticipated. HR will update your leave dates in Workday (if needed).
- HR will also enter the leave dates into the New York Life portal, our FMLA administrator, so that FMLA paperwork can be mailed to you.

### Step 4

Once final dates are entered by HR, New York Life (NYL) will send you FMLA paperwork. You will need to complete the paperwork and return directly to NYL.

### Step 5

Notify your manager once you have returned to work or if your expected return to work date has changed.

Submit your PPL request to Workday **at least 90 days in advance** of your requested leave start date.

Find a copy of the policy and frequently asked questions on **The Loop > Employee Resources > Tools > Policies**

