

US Paid Parental Leave

Manager Guide





CF offers employees Paid Parental Leave (PPL), which provides eligible employees with up to four paid weeks off to bond with a new child due to birth or adoption. As a manager, you are our employees' first resource for questions about time away from work. You also have an integral role in the PPL process.

This guide has been created especially for you. We are committed to providing you with the tools you need to properly advise employees about PPL, as well as what they need to do when they want to take PPL.

Paid Parental Leave – An Overview

We're creating an environment where employees can thrive personally and professionally, and we recognize that time away from work is as important as time at work. Adding a new family member can be a significant adjustment for an employee and we want to support them as much as possible. Not only that, offering PPL aligns with our employee value proposition and helps make us an employer of choice.

Eligibility

Full-time, active employees are eligible for PPL after one year 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 PPL

Once eligible, an employee can take up to four weeks of PPL within six months after the birth or adoption of a child. How this leave can be taken depends on where your employee works:

- Corporate employees and those who work at Distribution Facilities can take time off in one-week increments or as a single, four-week period.
- Manufacturing Plant employees should take PPL as a single, four-week period. Leave may be taken in less than a four-week consecutive period. However, it's important to note that the employee will forfeit any additional time. For example, if an employee takes two consecutive weeks of PPL and returns to work, the remaining two weeks will be forfeited.

Employees are only eligible for one PPL leave in a rolling 12-month period.

Multiple births or adoptions do not qualify for an additional PPL leave. For example, if an employee adopts a child in January and then adopts another child in March, they will receive a total of four weeks of paid parental leave, not eight weeks, because there has not been 12 months since their previous leave.

PPL must begin at the start of the employee's 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 an Employee's Baby Arrives Early – If an employee's baby arrives early, the employee may use available sick time or vacation time to bridge their time if they want to start their PPL period prior to the beginning of their work week.



Pay & Benefits

PPL provides 100% base pay during the leave and does not include overtime or shift differentials. Employees will receive a paycheck on regularly scheduled pay dates, with regular deductions and required withholdings. During the PPL, employees are not eligible for merit increases, promotions, or other increases in pay. If an employee is eligible for state or local paid leave benefits, their PPL pay will be reduced by that amount to avoid duplication of benefits.

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

Family & Medical Leave Act (FMLA)

Paid Parental Leave provides pay continuation for up to four weeks. When a request for leave is approved, HR will submit leave dates to New York Life, our FMLA administrator, who will initiate a claim for FMLA which provides job protection while you they are on leave.

FMLA leaves run concurrently with PPL and provide up to 12 weeks of job-protected leave in a rolling 12-month period. To be eligible for an FMLA leave employees 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 an employee has exhausted their leave under FMLA.

Applying for Paid Parental Leave – The Process

The process for applying and getting approval for PPL involves both you, the employee, HR and our FMLA administrator, New York Life. Here's an overview of the process:

Step 1

The employee submits a request for PPL time off through Workday. The employee will select leave reason and enter expected date of birth or adoption. Prior to submitting for manager approval, the employee must attach a signed copy of the PPL affidavit. Through the affidavit, the employee certifies they are eligible for PPL and that they understand the Paid Parental Leave Policy. The leave request should be made/entered in Workday at least 90 days prior to the start of the leave and the leave must be used within six months after the birth or adoption.

Manager Review/Approval

Review Absence Karen [Avatar] [More]

41 second(s) ago - Effective 09/12/2022

Last Day of Work: 09/11/2022 [Calendar]

First Day of Absence: * 09/12/2022 [Calendar]

Estimated Last Day of Absence: * 09/18/2022 [Calendar]

Type: * Company > USA Parental Leave [More]

Reason: * Birth - Mother [More]

Additional Fields

Expected Due Date: 09/11/2022 [Calendar]

Child's Birth Date: MM/DD/YYYY [Calendar]

Adoption Placement Date: MM/DD/YYYY [Calendar]

Leave Impact

Approve Send Back Deny Cancel

Linking Leaves

Last Day of Work: 09/25/2022 [Calendar]

Reason: * [More]

Links back to Prior Event: [More]

This box will only appear if a PPL absence was previously taken.

Highly Confidential

US - Paid Parental Leave (PPL)

- Manager will receive a Workday notification in their in-box when PPL requests are submitted.
- Review the requested leave dates. The leave should start on the first day of the employee's work week (i.e. Saturday, Sunday for Monday).
- Corporate/DF managers – If leave is intermittent, and there is a prior leave, ensure the leaves are linked (see below)
- When reviewing, consider work schedules and business needs during requested leave period. Then, **Approve**, **Send Back** or **Deny** the request. If you deny or send back, you can add a comment for the employee.
 - Send back enables employee opportunity to make changes and resubmit the request.
 - Deny will close out the request and employee will need to start request process over.
- The **Expected Due Date** is the anticipated date of birth or adoption. HR will confirm and update the actual date once it occurs.
- If 'Approved' by manager and leave dates align with PPL policy, the request will be routed to HR
- If the leave request falls outside of the PPL policy (i.e. the 90-day notice or if the leave date is not taken within 6 months of the birth/adoption), request is routed to Corp. Benefits for an additional level of approval.

Applying for Paid Parental Leave – The Process continued

Step 2

You, as the manager, will receive a Workday notification for a request for time off. When reviewing the request:

- Ensure the requested leave date starts at the beginning of their work week (ie. Saturday, Sunday or Monday).
- Take into consideration work schedules and business needs during the requested time period, then **Approve, Send Back** or **Deny** the request. If **Send Back** is selected, a comment should be added to provide the employee with information on what needs to be changed/ updated on the leave request. The employee will receive a Workday notification and then make the suggested adjustments and submit again for your approval. If denied, the employee will receive a Workday notification of the denial. If approved, the process will move to Step 3.

Note: Requests that fall outside of the 90-day advance notification or are not taken within six months of the event will generate an alert message. Workday will allow the request to process and will automatically send a notification to Corporate Benefits for an additional level of approval since the request is outside the policy requirements.

Manager Tip – Encourage your employee to submit their PPL request in Workday at least 90 days in advance of their requested leave start date and that leave is taken within six months of the birth or adoption.

Step 3

A Workday notification will be sent to HR with a notification of your approval of the employee's PPL. HR will review the requested leave dates, confirm the leave dates align with the start of a work week and ensure the affidavit is attached. If approved, notification will be sent to the employee and you. As the leave date approaches, HR will reach out to the employee to confirm actual leave dates. Once the birth or adoption dates are confirmed, HR will update the leave request with the actual dates (if the dates change). HR will also enter the leave dates into the New York Life portal, our FMLA administrator, so that FMLA paperwork can be sent to the employee.

Step 4

Once final dates are entered by HR, New York Life (NYL) will send FMLA paperwork to the employee, which should be completed and returned to NYL.

Your Role in the Application

Process – As a manager, your role is to review the employee's requested leave dates in Workday and confirm, send back or deny their request. Be sure to consider workloads, turnarounds, busy times and shift schedules when approving PPL requests. **The leave request should be reviewed and processed upon receipt.** Do not postpone until the requested leave date approaches.

Your Role as a Manager

Part of your role as a manager is to support the new program, answer basic employee questions follow the appropriate policies and procedures around the program. As a leader, you are setting the example that your employees will follow.

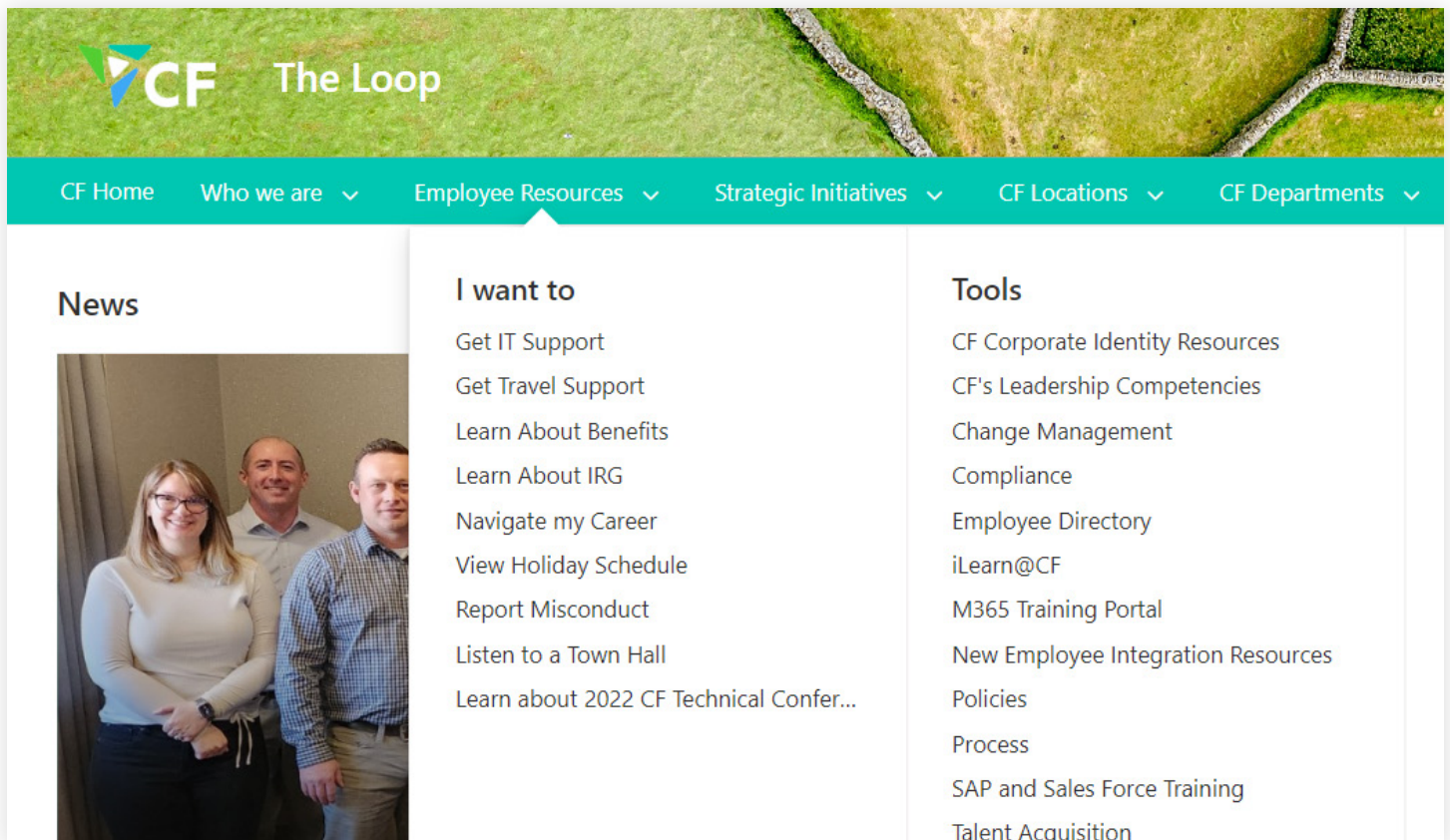
Be sure to:

- **Become familiar with the PPL policy yourself.** This brochure provides an overview of the policy, and you can learn even more by reviewing the PPL policy document on the Loop, under Employee Resources, Tools, Policies.
- **Address employees' questions.** Your employee will likely come to you with questions about eligibility, timing and other items related to PPL. It's important that employees have their questions answered accurately and timely. We have included a resource in this guide that contains Frequently Asked Questions (FAQs).

As always, you can reach out to your local HR representative or email the Benefits Department at Benefits@CFIndustries.com with any question that you don't know how to answer.

- **Make sure employees understand the concept and purpose of the PPL policy.** Communicate accurately, consistently and look for signs of understanding (nodding of head) or confusion (puzzled look).
- **Support the program.** Your actions and support of the program will encourage employee acceptance of PPL policy.

Find a copy of the policy and frequently asked questions on [The Loop](#) > [Employee Resources](#) > [Tools](#) > [Policies](#)



The screenshot shows the top navigation bar of the CF Industries website. The logo 'CF The Loop' is on the left. The navigation menu includes: CF Home, Who we are (dropdown), Employee Resources (dropdown), Strategic Initiatives (dropdown), CF Locations (dropdown), and CF Departments (dropdown). Below the navigation bar, there are three main content columns: 'News' with a photo of three employees, 'I want to' with a list of links like 'Get IT Support', 'Learn About Benefits', and 'Navigate my Career'; and 'Tools' with a list of links like 'CF Corporate Identity Resources', 'Employee Directory', and 'Policies'.

Frequently Asked Questions and Answers

Q Does PPL include overtime and shift premium differentials?

A No, PPL provides 100% of base pay/ base pay rate during the leave. Overtime and shift premium differentials are excluded.

Q If an employee has a child and decides not to take PPL, can they receive a cash payout instead?

A No, PPL is designed to be taken by the employee to bond with their new child. No cash payout is available if an employee decides not to use their time.

Q Why are employees that work at a manufacturing plant required to take PPL as a single, four-week leave?

A Because of the nature of the business at our manufacturing plants, employees must take the entire four-week paid parental leave at one time. This will help you and your team better prepare for the employee's leave and coordinate coverage for the employee's shifts.

Note: An employee may take less than a four-week period of PPL, however any residual weeks will be forfeited. For example, an employee can take three weeks of PPL but would forfeit the remaining week of PPL.

Q If both parents work for CF, are they eligible for eight weeks of PPL?

A No, a total of four weeks may be split between the parents.

Q What if an employee is unable to take PPL within six months of birth or adoption due to business reasons?

A If business needs prohibit an employee from taking PPL in the first six months of birth or adoption, contact the Benefits Department to determine the appropriate extension.

Q What if an employee wants to take more than four weeks off after birth or adoption?

A As long as an employee's time off does not negatively impact business (for example, team availability, busy seasons, project deadlines), they are eligible to use any available vacation time to extend their leave beyond the PPL period. Subject to Manager approval.

Q Are employees eligible for a merit increase, promotion or other pay increase in pay while on PPL?

A No, similar to other types of leaves, employees are not eligible for any pay increases while out on a leave of absence.

Q If a leave request is submitted 90 days in advance, do I need to review and approve/deny right away or should I wait until it gets closer to their requested leave date?

A Similar to other leave requests, they should be reviewed and processed as soon as you receive your Workday notification.

