

Memo

To: All Employees
From: Management
cc:
Date: 5/11/2021
Re: Parental Leave Policy

Please read the new Parental Leave policy below. This policy replaces the former Maternity Leave policy. This policy can also be found on page 15 of the Employee Handbook. Please direct any questions to Sam Oh at sam.oh@bluefishmd.com.

Parental Leave

Full-time employees who choose to take a leave of absence due to the delivery of their child will be given the following benefits for a Parental Leave of Absence. The Parental Leave of Absence includes two distinct time periods:

The healing time period applies to the mother only and covers the first four weeks of leave and can be extended to up to the first eight weeks of leave. Healing time period pay is as follows:

Healing Time Period (Mother Only) – Pay

The first week off during the healing time period is paid 100%.

The second week off during the healing time period is paid at 75%.

The third week off during the healing time period is paid at 50%.

The fourth week off during the healing time period is paid at 25%.

The bonding time period applies to both the mother and father and covers only the first week of leave, concurrent with the first week of the healing time period. Bonding time period pay is as follows:

Bonding Time Period (Mother and Father) – Pay

The first week off during the bonding time period is paid 100% and is concurrent with the first week off of the healing time period. (Mothers will only get paid 100%, not 200%.)

Mothers are allowed to take up to eight weeks off for the healing time period. In addition to these eight weeks, mothers may also use any of their remaining days off. Any remaining allowable Parental Leave days off will be unpaid.

Any employee who takes Parental Leave may choose to use any remaining paid days off during leave.

All full-time employees, regardless of FMLA eligibility (see *FMLA* section above), are eligible for Parental Leave benefits after 6 months of employment.

If an employee who is eligible for FMLA leave takes a Parental Leave of Absence, all days taken for Parental Leave will be considered FMLA leave. For example, Employee A (mother) is eligible for FMLA and takes six weeks off for Parental Leave. Those six weeks will be considered FMLA leave, counting against a maximum of 12 available weeks of FMLA leave.