



Paid Parental Leave Policy

Purpose/Objective

Beginning on June 1, 2022, Proven Recruiting will provide up to 4 weeks of pay (at up to 40% of an employee's base rate) for leave taken to bond with a new child following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with the California Family Rights Act (CFRA) and Family and Medical Leave Act (FMLA) leave, and any other state-equivalent law as applicable.

Eligibility- Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).
- Have worked at least 1,560 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time (average 30+ hours per week), regular employee (consultants, temporary and part-time employees, and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child OR be a spouse or committed partner of an individual who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 4 weeks of pay up to 40% of the employee's current weekly base wage, per birth, adoption or placement of a child/children integrated with state Paid Family Leave benefits, if applicable. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- The calculation of weekly wage does not include commissions, bonuses, or overtime. For non-exempt employees, the calculation of weekly wage will be based on the average weekly number of hours worked over the last 12 months up to a maximum of 40 hours. For those employees on a draw and commission plan, the benefit will be paid at the equivalent of the employee's draw per week.
- Proven will integrate state Paid Family Leave benefits, if applicable. This means that employees will apply for Paid Family Leave through the state and Proven will supplement the difference up to 40% of the employee's weekly base wages. The employee may not receive more than 100 percent of their weekly base wage during any given week of leave.
- Parental Leave pay will be paid on a bi-weekly basis on regularly scheduled pay days, as long as the employee provides the Payroll/Benefits Administrator the benefit statements provided by the state showing the weekly amount they will be receiving from the state. This benefits statement is required to calculate the amount of your Proven Parental Leave pay. No supplemental pay will be provided until this information is furnished.
- Employees can take paid parental leave intermittently however they must use all paid parental leave during the 12-month time frame indicated above.
- If a company holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- Proven's unlimited vacation policy cannot be applied to disability leave.