



## Quicksilver Express Courier Paid Parental Leave Policy

In order to assist and support new parents, Quicksilver is providing Paid Parental Leave. This Policy provides eligible employees with a period of paid time off preceding or following the birth or adoption of a child. This Policy is only applicable for a birth on or after July 15th, 2019 through December 31, 2019. No employee will be subjected to retaliation for exercising their right to take part in this benefit or for seeking to do so.

### PAID PARENTAL LEAVE

#### **Who is Eligible for Paid Parental Leave?**

**Birth Mother, Eligible Partner or, Adoptive Parent.** The Company may request a birth certificate or adoption paperwork.

#### **Active Employees**

All regular employees of Quicksilver Express who work at least 30 hours per week and who have been employed for at least a period of 12-months prior to the Paid Parental Leave period are eligible to participate in the Paid Parental Leave once per year.

An employee is a "regular employee" if he/she is classified and treated for federal income tax purposes by the Employer as a regular full-time employee of the Employer (as opposed to a temporary, seasonal or casual employee, intern, independent contractor or consultant, agency worker or leased employee).

#### **Benefit**

Under this Policy, Quicksilver will provide up to two weeks (up to 80 hours) of Paid Parental Leave at 90% of average hourly wage based on the previous 6-months for non-hourly employees and current hourly wage for hourly employees (not including overtime or bonuses) to the Eligible employee. An employee is only allowed to take a total of two weeks paid parental leave per year.

If a multiple birth or adoptions occurs (for example, the birth of twins), the length of Paid Parental Leave granted for that event does not increase.



Paid Parental Leave may only be taken within the 30 days preceding or following the date of birth or adoption. A "day" of Paid Parental Leave is equal to a regularly scheduled day up to 8 hours per day maximum (40 hours per week maximum). The maximum benefit is 80 hours.

The Paid Parental Leave benefit will be offset by any paid parental leave benefits required by federal, state and/or local laws/regulations.

#### **Intermittent and Reduced Leave**

Paid Parental Leave must be taken 30 days prior to or within 30 days following the birth or adoption of a child and is available on a continuous or reduced schedule (reduces number of work hours per day or per week) basis. However, reduced schedule Paid Parental Leave requires manager approval. An eligible employee must consult with his or her manager and make a reasonable effort to schedule reduced schedule Paid Parental Leave so as not to unduly disrupt Quicksilvers operations. Intermittent or reduced schedule leave may not be taken in increments of less than 4 hours.

#### **Process**

Employees must inform their manager that they are applying for Paid Parental Leave as far in advance as feasible.

Paid Parental Leave will run concurrently with FMLA Leave and any applicable state law.

Quicksilver will receive and review the employee's completed Certification of Health Care Provider form and/or their Paid Parental Leave Request Affidavit. If the forms are incomplete or require additional information, Quicksilver will contact the employee.

The employee and their manager are responsible for the proper recording of time on the employee's timecard for Paid Parental Leave. The time card code for Paid Parental Leave is PPL.

#### **Benefits While On Leave**

Employees will not continue to accrue vacation and sick leave



while receiving Paid Parental Leave. All other benefits will continue including premiums from the employee's paycheck for benefit programs such as Health Insurance, HSA, Accident and/or Disability Insurance. Employees will not receive the applicable holiday pay for designated holidays.

Employees may take PTO on top of their Paid Parental Leave.

### **Return to Work**

When the employee returns to work after taking Paid Parental Leave, the employee will be returned to the same job (or an equivalent job).

It is generally expected that the employee will return to the same position or an equivalent position with substantially similar duties, responsibilities and status, equivalent pay, benefits, and work schedule at the conclusion of the employee's Paid Parental Leave, unless the position has been eliminated as a result of budgetary or other business changes.