**Paid Parental Leave Policy**

**Purpose:**

AV wants to support an atmosphere where employees can thrive professionally without sacrificing essential family obligations. This policy outlines AV’s provisions for pay to supplement employees’ income while they are on parental leave for bonding following the birth or adoption of their child or the placement of a foster child with the employee.

**Policy:**

Scope, Eligibility, and Exceptions:

Parental Leave pay is supplemental pay for employees on leave related to birth or adoption of a child or the placement of a foster child with the employee. All paid leave benefits described in this Policy shall be available for a 12-month period following the birth or adoption of the child or the placement of a foster child with the employee.

This policy applies to all fulltime salaried exempt and hourly non-exempt employees who have been employed for at least six (6) consecutive months prior to commencement of leave. Fulltime eligible employees may receive up to eight (8) weeks of supplemental pay during their Parental Leave for a birth, adoption, or foster child placement at the employee’s regular, straight weekly pay.

Please note that these supplemental pay benefits are designed to supplement Paid Family Leave (PFL) benefits or other state or federal funding, where available. Employees must apply for PFL or other state or federal benefits, and must provide AV with documentation of the weekly dollar amount of state or federal benefits for which the employee is eligible.

During any applicable waiting period, the Company will pay the employee’s full salary, and during the period the employee is eligible for PFL or other state or federal benefits, AV will supplement those benefits up to 100% of regular income. If the employee exhausts PFL or other state or federal benefits, but is still on an approved Parental Leave, AV will pay 100% of income for any remaining weeks in the eight-week supplemental pay period.

The supplemental pay benefits under this policy do not increase in the occurrence of multiple births, adoptions, or foster child placements.

Request for Supplemental Pay Under this Policy:

Employees must notify their manager of the need for Parental Leave to include the estimated timing and duration of the leave at least three (3) months in advance of the need for leave based on the estimated due, adoption, or foster child placement date or as soon as practical.

The employee must meet with a P&C Benefits Rep to calculate the amount of time available to them and available benefits.

Employees must also the Company’s established leave of absence administrator as soon as practical.

End of Employment:

Under the Parental Leave policy upon termination, the employee is not eligible for pay out of unused supplemental pay benefits.

AV reserves the right to modify this policy at its discretion at any time without prior notice.