

USTWO NEW YORK PARENTAL LEAVE POLICY.



USTWO NEW YORK'S PARENTAL LEAVE POLICY IS INTENDED TO GIVE NEW PARENTS AN OPPORTUNITY TO SETTLE INTO THEIR ROLE AS CAREGIVERS AND TO REDUCE FINANCIAL HARDSHIP UPON THE BIRTH OF AN EMPLOYEE'S CHILD, THE ADOPTION OF A CHILD BY AN EMPLOYEE, OR THE PLACEMENT OF A FOSTER CHILD WITH AN EMPLOYEE (AN "ELIGIBLE EVENT" IN HR LINGO).

YOU ARE ELIGIBLE FOR PARENTAL LEAVE IF

- you work at least 30 hours per week
- and have at least six months of service
- Are not classified as a temporary employee or contractor
- Secondary caregivers are the "supporting actor" parent in these life events (birth, adoption, fostering). The secondary caregiver is the parent who will be returning to work first, will not have the majority of childcare-related duties during the work week, etc.

ustwo's Parental Leave policy provides benefits to employees based on whether the employee is a "Primary Caregiver" or a "Secondary Caregiver."

First, let's define the two types of caregivers:

- "Primary Caregiver" is generally defined as anyone who has the majority responsibility for the care of the child for a significant part of the day during the regular work week, but the definition will vary across family situations (as determined by ustwo). You must certify that you are the Primary Caregiver in order to be eligible for Parental Leave for Primary Caregivers.

PRIMARY CAREGIVER LEAVE

ustwo guarantees employees that are Primary Caregivers 16 full weeks (4 months) of paid leave, regardless of whether they qualify for Short Term Disability (STD) insurance* coverage.

Primary Caregivers are eligible to take this time off in conjunction with the birth of an employee's child, the adoption of a child by an employee, or the placement of a foster child.

*Per ustwo's STD insurance policy, women that give birth are be eligible for 60% of their salary to be paid to them via ustwo's Short-Term Disability insurance carrier. The length of this additional leave depends on the method of delivery; for natural birth the leave allotted is 6 weeks, and for cesarean deliveries ("c-sections"), the leave allotted is 8 weeks.

This means that if you are an ustwo employee who is a primary caregiver, and you are giving birth, the first 6 to 8 weeks of your paid leave will be paid to you 60% via insurance and 40% via ustwo. For the remainder of your paid leave after STD runs out (10 to 8 weeks), ustwo will cover 100% of your salary.

You will be required to provide all relevant documents to our insurance provider, including an application and supporting documentation from your doctor.

Additional unpaid time off beyond the first 16 weeks is available for Primary Caregivers, for up to a maximum of six months total leave. During any additional leave, you will be responsible for paying 100% of your insurance (COBRA) premiums.

SECONDARY CAREGIVER LEAVE

Employees who are Secondary Caregivers are eligible for 3 weeks of fully paid leave in conjunction with the birth, adoption or fostering of a child. These 3 weeks can be taken all at once, or as needed.

BENEFITS DURING PARENTAL LEAVE

For all parents taking paid leave:

Benefits remain in tact for both Primary and Secondary caregivers during their leave. While you remain on ustwo's payroll, any benefit contributions you make (such as family/spouse medical and dental premiums, supplemental life insurance, and 401(k) contributions, etc.) will continue to be deducted as normal. Should you take unpaid leave, these contributions will pause until you return to work and payroll.

If you choose to take additional unpaid leave, ustwo's match will pause and will not continue again until you are back on payroll. Contributions to the 401(k) plans, both employer and employee, will pause since you are no longer receiving eligible compensation as defined by the plan documents.

FOR PRIMARY CAREGIVERS

Your medical coverage will continue as usual for up to 12 weeks. After 12 weeks, TriNet will transition your coverage onto COBRA for medical, dental and vision insurance. During this time, you will have to pay your COBRA premiums directly with TriNet, however, you will be eligible to expense the first 4 weeks cost for reimbursement by ustwo.

If you chose to extend your leave beyond 16 weeks, you will be responsible for 100% of your insurance premiums without reimbursement.

FOR SECONDARY CAREGIVERS

Your medical coverage will continue as usual for up to 3 weeks. If you chose to extend your leave beyond 3 weeks, TriNet will transition you on to an unpaid Leave of Absence, and you will be responsible for 100% of your insurance premiums without reimbursement.

If the payment for your benefits is not received within 30 days, the over-due payments will be deducted from your first paycheck when you return to work. If you do not return to work, you will be billed for these payments.

ADDITIONAL TERMS AND CONDITIONS

You must use any accrued vacation and/or personal days before going on unpaid leave (i.e., before you are removed from payroll). Primary Caregiver Leave must be taken immediately following an Eligible Event and must be taken in a single block of time. Any company holidays falling within your absence period are recorded as salary continuation, or unpaid leave, not vacation days.

FAMILY MEDICAL LEAVE (FMLA)

ustwo is fully compliant with the requirements set forth by the Family and Medical Leave Act (FMLA). FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. For more information about FMLA, please visit <http://www.dol.gov/whd/fmla/>



