



Title: **Paid Maternity Leave Policy**

Policy No.: **HR-6-7**

Department: Human Resources

Supersedes: January 4, 2021

Date: January 9, 2021

Authorization: Chief Administrative Officer

General

The Company offers paid maternity leave to provide our employees with peace of mind, and time to recover from pregnancy and childbirth.

Eligibility for paid maternity leave may vary, depending upon the state in which you work. Please consult with your Human Resources Representative for additional information.

Eligibility

In order to be considered eligible for paid maternity leave under this policy, an employee must meet the following criteria:

- Regular (non-temporary) employees regularly scheduled to work 20 or more hours per week;
- Employed with the Company for at least twelve (12) months and has worked at least 1,250 hours in the preceding twelve (12) months; and
- Recovering from pregnancy, childbirth or a related medical condition (including medical conditions relating to lactation) that occurred on or after January 1, 2021.

Temporary employees are not eligible.

Eligible employees may take up to three (3) weeks of paid maternity leave during the period they are recovering from pregnancy, childbirth or a related medical condition (including medical conditions relating to lactation). Time taken as paid maternity leave will be taken subsequent to any approved short-term disability leave taken through the RRD Short-Term Disability Plan or any state-sponsored short-term disability benefit (if eligible). Time taken as paid maternity leave under this policy runs concurrent with FMLA leave.



Pay Benefits

Paid maternity leave is paid at the employee's regular rate of pay prior to the leave commencing.

Continuation of Benefits

Health insurance benefits will continue to be provided during the paid maternity leave under this policy at the same rate as in effect prior to the commencement of the leave. Employees remain responsible for payment of their regular employee portion of the premium.

Requirements for Requesting Paid Leave

The employee must provide in writing a minimum 30 days' notice to their manager and Human Resources Representative (or as much notice as practicable if the leave is not foreseeable).

Future Changes to This Policy

This policy is not intended to be a contract between the Company and you, and this policy does not in any way impact the "at-will" nature of the employment relationship between the Company and you. The Company reserves the right to change this policy prospectively at any time in any way, with or without notice. Federal, state, and local law regarding paid maternity leave is subject to change from time to time, and the Company will comply with all applicable laws

References:

1. HR Policy 6-1: Vacation
2. HR Policy 6-2: Holidays
3. HR Policy 6-4: Leave of Absence
4. HR Policy 6-5: Family and Medical Leave
5. HR Policy 6-6: Transitional Duty