

Corsair Parental Leave Policy

United States

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin
- Be a full- or part-time, regular employee (temporary 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
- Be a spouse or domestic partner of a woman who has given birth to a child
- Be a legal parent of a child conceived through surrogacy
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth, adoption or placement of a child/children. The amount paid is calculated using regular straight time pay (base salary only; bonus, commission or overtime pay is not eligible). A multiple birth, adoption or placement (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event. The maximum an employee can receive is 12 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.
- If an employee resides in a state that does not have a paid disability program, the company will compensate the employee at 50% of the employee's current regular, straight-time pay rate at the time of leave. Paid parental leave will be paid on regularly scheduled pay dates.
- If an employee resides in a state with a paid disability program, the company will pay the difference between the state's short-term disability pay and one hundred percent (100%) of the employee's current regular, straight-time pay rate at the time of leave.
- In all cases, the company will not pay more than 50% of the current regular, straight-time pay rate.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.
- In the event of a female employee who herself has given birth, the 12 weeks of paid parental leave will run concurrent with any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.

- Parental leave must be completed within 12 months of the qualifying event. It can be split into two separate segments of time. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' PTO. Upon exhaustion of PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid time off (PTO). Employees will remain responsible for the employee premium portion to maintain coverage in currently enrolled benefits for the duration of the paid parental leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay and will be compensated at the same rate as the company's portion towards paid parental leave (up to 50% of regular straight time pay); however, such holiday pay will not extend the duration of the parental leave entitlement of 12 weeks.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and HR with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must provide all documentation as required by the HR department to substantiate the request
- As is the case with all company policies, the organization has the exclusive right to interpret this policy.