



**workiva**

# **Parental Leave**



# Parental Leave

All regular full-time and part-time employees are eligible for Workiva Parental Leave.

Workiva provides 12 weeks of paid Parental Leave to eligible employees in connection with the birth or adoption of the employee's child. Parental Leave is granted upon the event of birth or placement for adoption. If there are multiple births or children adopted in the same event, this is considered one event. Parental Leave pay is equal to 100% of the employee's base salary in effect at the time that leave is taken.

Employee will be required to notify [benefits@workiva.com](mailto:benefits@workiva.com) upon the birth or adoption event, and will be required to submit an FMLA claim with Sun Life in accordance with the FMLA policy. All time off under this policy will be integrated and run concurrently with leave allowed and applicable insurance policies in your home jurisdiction/country. This policy will not be applied over-and-above statutory leave policies that provide additional pay or time. This policy runs concurrently with all federal and local laws and regulations that require time off for the birth of or bonding with a new child.

Parental Leave may be used in as little as four-hour increments or all at once within six months following the birth or placement. The employee must enter the leave request in Workiva's time tracking system, in the same manner as requesting PTO.

Parental Leave will not be extended or paid out. If an employee leaves Workiva during the period in which s/he would have been eligible for Parental Leave, any unused hours of Parental Leave are forfeited. If an employee takes Parental Leave but does not return from the leave for reasons unrelated to the employee's own serious health condition, the employee must repay Workiva for the paid Parental Leave taken.