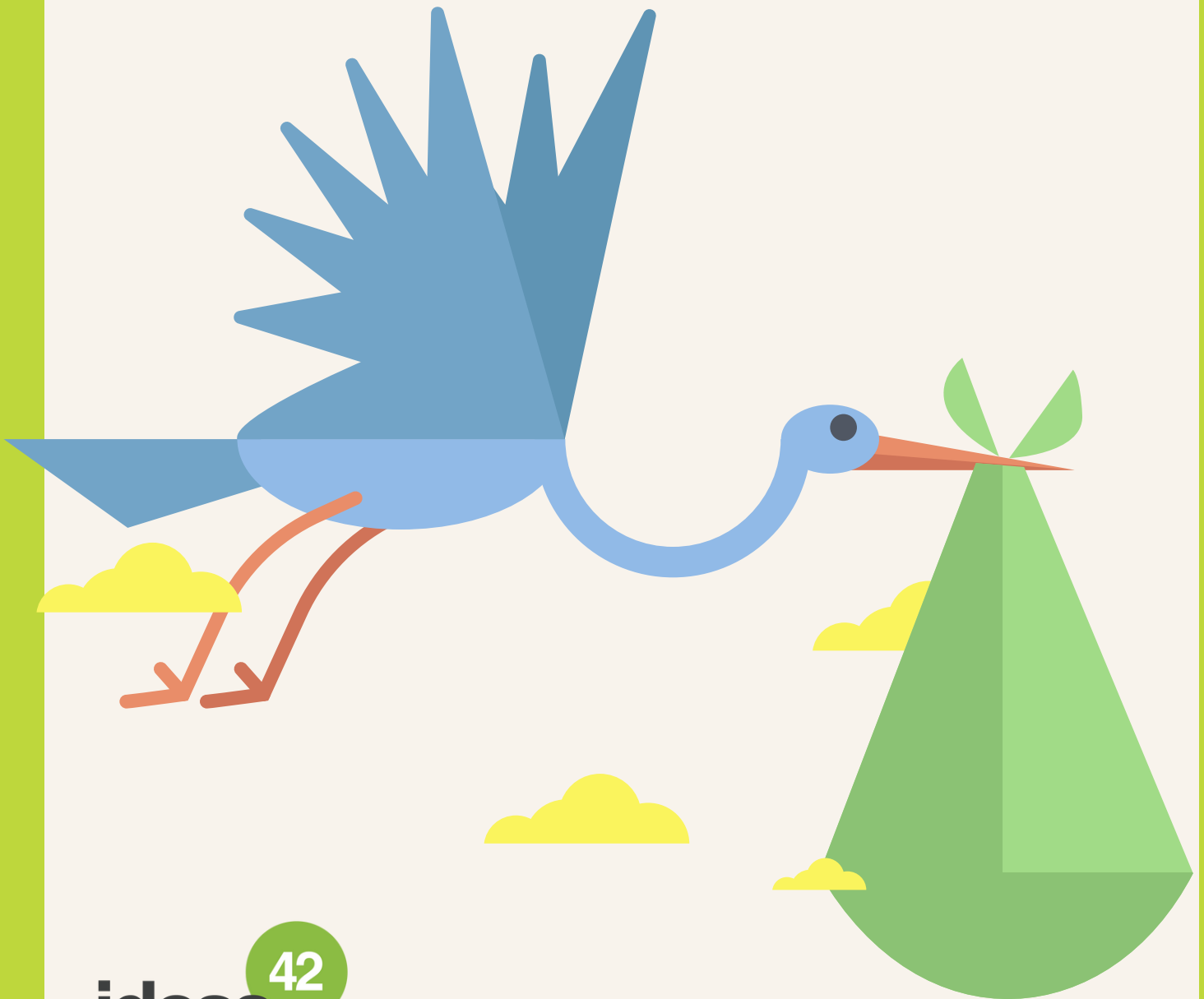


PARENTAL LEAVE GUIDE (US)



Congratulations! You are preparing to welcome a child.

This guide will help you navigate your parental leave with ideas42.

If you have any questions at any point, feel free to reach out to peopleoperations@ideas42.org



TABLE OF CONTENTS

• PARENTAL LEAVE POLICY	<u>6</u>
• FREQUENTLY ASKED QUESTIONS	<u>7</u>
◦ Who is eligible for ideas42’s paid parental leave?	<u>7</u>
◦ When should I notify the People team?	<u>7</u>
◦ How will my salary be paid?	<u>7</u>
◦ Which ideas42 benefits am I eligible for during parental leave?	<u>8</u>
◦ When should I stop working?	<u>9</u>
◦ What should I do if I am the birthing parent and my doctor places me off work before my due date?	<u>9</u>
◦ What should I do once the child is born?	<u>9</u>
◦ How will I return from leave?	<u>10</u>
◦ What if I am welcoming a child, but I am not eligible for paid parental leave because I have not been at ideas42 for one year?	<u>10</u>
◦ Is there an option to take more than 18 weeks of parental leave?	<u>10</u>
◦ I understand that email access will be temporarily suspended while I am on leave, but upon my return, will I have access to those emails?	<u>10</u>
• CHECKLIST: HOW TO PREPARE	<u>11</u>
• RESOURCES	<u>13</u>
• CONTACTS	<u>13</u>

> PARENTAL LEAVE POLICY

ideas42 is proud to support our team members as they grow their families. The paid parental leave policy is designed to provide team members with time to bond with their child following birth, adoption, or foster care placement. **The organization complies with all applicable federal, state, and local laws. If and to the extent an applicable law affords a team member greater protections or benefits than specified in ideas42 policy, the applicable law shall govern.**

Effective April 1, 2025, ideas42 will offer eligible team members up to 18 weeks of paid parental leave to be taken at one time. To be eligible for paid parental leave under this policy, team members must have completed one year of service at ideas42 and work at least 30 hours per week (or at 75% capacity). Paid parental leave granted by ideas42 must be used concurrently with the Family and Medical Leave Act (FMLA) for team members in the United States and can only be used once during a 12-month period.

If a birthing event occurs during an ideas42 paid holiday, including the July or December wellness weeks, these dates will be incorporated into the 18-week paid parental leave policy and shall not extend the overall leave total.

While on leave, access to ideas42 email and apps will be temporarily suspended and reactivated upon a team member's return to work. It is HR best practice to remove access during a leave that has legal protections to reduce any risk of leave interference. We aim to minimize all work related disruptions while team members are on leave and, with that in mind, any essential work-related communications should come from the People Team or Executive Director during this period.

FREQUENTLY ASKED QUESTIONS

- **Who is eligible for ideas42’s paid parental leave?**

Team members who’ve completed at least one year of service and work at least 75% capacity are eligible for 18 consecutive weeks. of paid parental leave. Parental leave can be used when team members give birth to a child, have a partner who gives birth to a child, adopt, or have a foster child placed in your care.

- **When should I notify the People team?**

Team members should complete the [leave request form](#) to initiate the parental leave process following the below guidance:

Circumstance	Notice period
If planning for a newborn baby	Anytime after your (or your partner’s) first trimester but at least 60 days before the birth.
If planning for adoption	30 days notice or, as soon as practicable if the requested advance notice is not possible.
If planning for foster-care placement	30 days notice or, as soon as practicable if the requested advance notice is not possible.

- **How will my salary be paid?**

Team members will receive 100% of their salary during their 18-week parental leave; the “how” you get paid varies based on a few factors including if you are the birthing or non-birthing parent and your state of residence.

Here is a simplified overview of the “how” you will get paid:

- **Short Term Disability (STD)** is available to birthing, foster or adoptive parents; 6 weeks for a vaginal birth/foster/adoptive and 8 weeks for a c-section at 60% of your salary. This coverage is paid directly to the team member from STD beginning your first day of leave; the remainder of a team member’s salary is covered by ideas42 for this time period. During this time period, ideas42 will adjust payroll to only include the “top off” portion.

- **Paid State Leave** is available to birthing and non-birthing team members who live in California, Colorado, Connecticut, District of Columbia, Maryland, Massachusetts, Minnesota, New Jersey, New York, Virginia, and Washington. Twelve weeks of coverage is paid directly to the team member and subject to their weekly maximum benefit; the remainder of the salary is covered by ideas42 during this time period.
 - For team members who are eligible for STD and paid state leave - these programs typically can't run concurrently. STD is taken first followed by paid state leave. During this time period, ideas42 will adjust payroll to only include the "top off" portion.
 - **Note:** birthing parents who have a c-section are eligible for eight weeks of STD followed by their paid state family leave benefit of 12 weeks, totaling 20 weeks. The first 18 weeks will be at 100% pay; the additional two weeks of leave time will include the state benefit only.
- **Ideas42** contributes any and all portions of your salary not covered by the two programs above to ensure team members receive 100% of pay for the entirety of the 18 week paid leave.

- **Which ideas42 benefits am I eligible for during parental leave?**

Use the table below to determine which benefits will continue through your 18-week parental leave.

Benefits that will continue	Benefits that will not continue
Medical Insurance	Accrued vacation days
Dental Insurance	Phone bill reimbursement
Vision Insurance	
Dependent Care Accounts (DCA)	
Medical, Dental, Vision Reimbursement (Difference Card)	
Flexible Spending Account (FSA)	
Fitness Benefit	

Benefits that will continue	Benefits that will not continue
Professional development (will still accrue but cannot be used during leave)	
401 (k) matching will continue at 3% of your salary for the portion of salary paid by ideas42 (excluding earnings from Short-term disability, state, or county-paid family leave programs).	

- **When should I stop working?**

You and any involved parties (e.g. your doctor, partner, etc.) should make that decision, and notify peopleoperations@ideas42.org and your manager. You should also note the date on paperwork sent by ADP. Parental leave benefits will begin the day the child arrives OR the day your doctor says you are no longer able to work. Any time taken before this will count at PTO.

- **What should I do if I am the birthing parent and my doctor places me off work before my due date?**

Send your “Doctor’s Release from Work” note to your manager, peopleoperations@ideas42.org and mylifeadvisor@adp.com.

Your paid leave begins the first day you are placed off work to welcome or prepare for the child (e.g. if you are a birthing parent and your doctor places you off work before your due date, your parental leave begins on that day).

- **What should I do once the child is born?**

If you are the birthing parent, email peopleoperations@ideas42.org and mylifeadvisor@adp.com to let them know the delivery type. As a reminder, your delivery type informs the length of your short term disability (six weeks for birthing canal delivery and eight weeks for cesarean delivery).

Add a life event by following the instructions [here](#). Add your child as a dependent on your Difference Card and open a Dependent Care account by completing [this form](#).

- **How will I return from leave?**

Team members return to work in a staggered fashion to support the transition back to work. These are additional days off and do not come out of PTO or parental leave.

- **Week 1:** Working 2 days and off for 3 days
- **Week 2:** Working 4 days and off for 1 day
- **Week 3:** Working 5 days

Email peopleoperations@ideas42.org and your manager to discuss and receive approval for any adjustments beyond this schedule.

- **What if I am welcoming a child, but I am not eligible for paid parental leave because I have not been at ideas42 for one year?**

- **Pay** – Birthing mothers will still be eligible for 6 to 8 weeks of Short-term disability benefit through FMLA. Note that your short-term disability weeks cannot overlap with your paid time off or sick days.
- **Leave** – All parents welcoming a child have the choice to use paid time off days and sick days with approvals from their manager. You also have the option to take unpaid leave, and this unpaid leave is subject to approval; email peopleoperations@ideas42.org to discuss.

- **Is there an option to take more than 18 weeks of parental leave?**

Extension requests require approval from your people leader, Managing Director (if on a project team), and the People Team. **Any approved leave beyond 18 weeks will be unpaid.**

- **I understand that email access will be temporarily suspended while I am on leave, but upon my return, will I have access to those emails?**

Yes, your email account will be preserved throughout your leave, meaning emails sent over the 18-week period will be available upon your return.

Once your leave starts, IT will reset your Okta password (meaning that you will not have access to the Okta dashboard or any ideas42 associated apps (including Gmail). Your Okta password will be reinstated upon your return from leave.

CHECKLIST: HOW TO PREPARE

5 months before you are expecting your child:

- Speak to your manager and [Complete the ideas42 Leave Request Form](#).
 - After you complete this form, People Operations will reach out to ADP to notify them of your need for FMLA.
 - ADP will contact you via a secured email with instructions to complete the necessary documentation for your leave.
 - Once documentation is submitted, ADP will review and confirm your FMLA eligibility.
 - You will receive a confirmation email from ADP with next steps to apply for Short Term Disability and paid state leave, if applicable.
 - The ADP confirmation email will highlight if your state offers paid prenatal leave for appointments. Share this documentation with People Operations; People Operations will update your profile in Bamboo with this leave type.
- Share any temporary changes to your schedule that may be needed to care for yourself with your manager.
- [Review your Rights](#).

3-4 months before you are expecting your child:

- If you are a birthing, adoptive or foster parent, follow the guidance in your ADP leave confirmation email to contact MetLife 1-877-237-8701 to initiate a short-term disability (STD) claim.
 - Ensure you submit all required paperwork to MetLife
 - Once your STD is approved, it is important to send this approval confirmation to People Op as it is needed to properly process your payroll on leave.
- If you live in a state that offers paid family leave, follow the guidance in your ADP leave confirmation email to contact the company who administers the state leave program.
 - Ensure you submit all required paperwork to the state program administrator.
 - Once your state leave is approved, it is important to send this approval confirmation to People Operations as it is needed to properly process your payroll on leave.

2-3 months before you are expecting your child:

- Reach out to ADP to discuss any questions you have about benefits or your leave, MyLifeAdvisor@adp.com 1-800-554-1802.
- Internal Handover of work: complete the [ideas42 Parental Leave Coverage Plan Template](#)

CHECKLIST: HOW TO PREPARE

1 month before you are expecting your child:

- If applicable, update leave dates and share leave plans with your team.
- If applicable, [delegate approvers in Ramp](#) to approve expenses during your leave.
- Update BambooHR, 401k and Insurance portals with your personal contact info (preferably personal email address) for correspondences while on leave.
- Align with your manager and the People Operations team about the expected return date.
- Add an “out of office” to your calendar. Include your manager, the Managing Director of your focus area, People Operations, and any other relevant team members you work with regularly.
- Confirm People Operations has your STD and paid state leave approval documentation, if applicable. This is essential for payroll while on leave.

0-30 days after a child joins your family:

- Add a ‘life event’ on ADP: [Instructions here](#). This will allow you to add your child to your health insurance plans.
- Add your child as a dependent on your Difference Card and open a Dependent Care account: [Complete this form](#).
 - People Operations will send a reminder with “how to” instructions to your personal email for the above bullets.
- Birthing mothers- inform ADP and People operations whether you had a c-section.

1 month before returning to work:

- Confirm your return date with your manager and peopleoperations@ideas42.org
- Plan your first two weeks back at work. Team members return to work in a staggered fashion to support the transition back to work. These are additional days off and do not come out of PTO or parental leave.
 - Week 1: Working 2 days and off for 3 days
 - Week 2: Working 4 days and off for 1 day
 - Week 3: Working 5 days



RESOURCES

Here are some additional resources that may be of value:

- **Covered by ideas42**

- Each office has lactation rooms. If you are working from an office, you have the right to reserve time to pump during the workday.
- [Milk Stork](#) is a service that provides delivery of breastmilk that can be used if a birthing mother is traveling for work. Costs will be covered by ideas24.
- FSA is a Difference Card benefit - eligible Baby and Mom products can be found [here](#).

- **Additional resources**

- [National provider list of breast pump suppliers](#).
- [Maven](#) - System / platform that provides personalized and virtual care for women during and post pregnancy
- [Cleo](#) - B2B and B2C that provides coaching services and resources throughout the journey of pregnancy and the first few years post-birth

Contacts

- Questions about insurance and FMLA – ADP MyLifeAdvisor@adp.com or 1-800-554-1802
- Questions about your disability claim – MetLife 1-877-237-8701
- Questions about getting paid during leave – finance@ideas42.org
- Questions about ideas42 policy – Peopleoperations@ideas42.org

**Wishing you and your growing family all the best
in this new chapter. ❤️**

