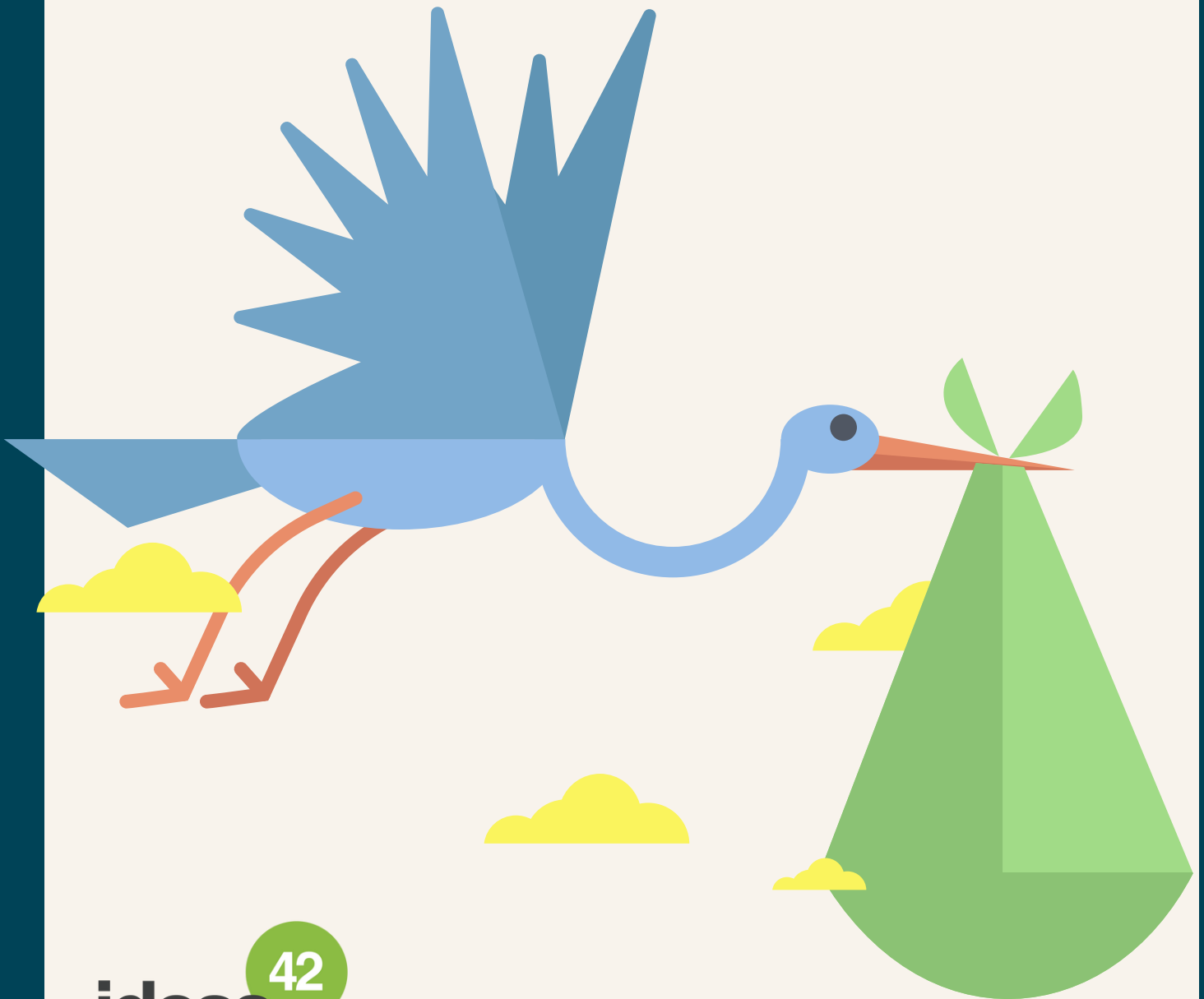


# PARENTAL LEAVE GUIDE (GLOBAL)





**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](mailto:peopleoperations@ideas42.org)



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## 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 member's up to 18 weeks of paid parental leave (this may vary based on local laws).** 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 can only be used once during a 12-month period.

If a birthing event occurs during the July or December wellness weeks, those weeks will be incorporated into this 18-week paid parental leave policy and shall not extend the overall leave total. This will also apply to holidays, meaning that holidays will not extend the overall leave total.

Team members applying for paid leave under this policy must provide appropriate documentation and complete the requisite paperwork as directed by the People Team and Deel. Team members must also prepare transition guidance and equip the organization to continue operations during their absence.

Team members should email [peopleoperations@ideas42.org](mailto:peopleoperations@ideas42.org) to initiate a parental leave request at the following times:

- **If planning for a baby:** After your (or your partner's) first trimester. 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.

Paid parental leave under this policy is required to be taken at one time. While on leave, access to email and all technical apps will be temporarily suspended to mitigate any risk to ideas42 and to allow time for team members to bond with their child without work distractions. Access to ideas42 systems will be reactivated upon a team member's return to work. The People Team and the Chief Executive Officer are the only ideas42 staff permitted to contact colleagues on parental leave for any ideas42-related business. **Note that since your ideas42 email account will not be accessible to you while on leave, team members will need to plan ahead and transition communications regarding insurance and/other matters to your personal (not ideas42) email accounts.**

When parental leave ends, colleagues will return in a staggered fashion to allow them to ease back into the workplace, catch up on email, and reacclimate to their team structure. These are additional days off that are not included in the parental leave total and are not counted against the team member's PTO:

- **Week 1:** Working two (2) days a week
- **Week 2:** Working four (4) days a week
- **Week 3:** Working five (5) days a week

# CHECKLIST: HOW TO PREPARE

## 5 months before you are expecting your child:

- Speak to your manager. Your manager will support you with your transition plan, and staffing arrangements.
- [Complete the ideas42 Leave Request Form.](#)
- Share any temporary changes to your schedule that may be needed to care for yourself and the child with your manager.

## 3-4 months before you are expecting your child:

- Reach out to [Deel](#) to discuss any questions you might have

## 2-3 months before you are expecting your child:

- Internal Handover of work: Complete the [ideas42 Parental Leave Coverage Plan Template](#) Prepare & finalize transition plan for new managers for team members you manage.
- If you are someone who approves ramp expenses, setup a delegation on Ramp. See [how to delegate your approvals in Ramp](#). This delegation will have to be manually removed on your return back to work.

## 1-2 months before you are expecting your child:

- If applicable, update leave dates and share leave plans with your team.
- Update BambooHR 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 (Stephanie and Gary), and any other relevant team members you work with regularly.

## 0-30 days after a child joins your family:

- Enroll in a dependent care account: Fill out [this form](#).
- Enroll your child in your insurance plans. This will vary based on location. If you need assistance, reach out to [Deel](#) or [peopleoperations@ideas42.org](mailto:peopleoperations@ideas42.org).

## 1 month before returning to work:

- Confirm your return date with your manager and [peopleoperations@ideas42.org](mailto: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



# FREQUENTLY ASKED QUESTIONS

- **Who is eligible for 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 (this may vary based on local laws) 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?**

Email [peopleoperations@ideas42.org](mailto:peopleoperations@ideas42.org) and copy your manager using the guidelines below:

Circumstance	Notice period
If planning for a newborn baby	At the end of your (or your partner's) first trimester.
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?**

Salaries for **birthing** and **non-birthing** parents based in Ethiopia, Ghana, or Senegal will be paid by:

- ideas42 for 18 weeks at 100% of your salary if you live in Ethiopia or Ghana.
- Local government for 14 weeks and ideas42 for four weeks at 100% of your salary if you live in Senegal.

Salaries for **birthing** and **non-birthing** parents based in Spain will be paid by:

- Local government for 18 weeks at 100% of your salary.

Salaries for **birthing** and **non-birthing** parents based in Sweden will be paid by:

- Local government for 34 weeks at 80% of your salary.

Salaries for **birthing** and **non-birthing** parents based in the United Kingdom will be paid by:

- Local government for 39 weeks, covering 90% of your average weekly earnings for the first six weeks and £184.03 or 90% of your average weekly earnings (whichever is lower) for the remaining 33 weeks.

- **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
Insurance benefits provided through Deel	Accrued vacation days (this may vary based on local laws)
Dependent Care Accounts (DCA)	Phone bill reimbursement
Fitness Benefit	
Pension contributions will continue for the portion of your salary paid by ideas42.	
Professional development (will still accrue but cannot be used during leave)	

- **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](mailto:peopleoperations@ideas42.org) and your manager. Parental leave benefits will begin the day the child arrives OR the day your doctor says you are no longer able to work. Anytime 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](mailto:peopleoperations@ideas42.org).

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?**

Email [peopleoperations@ideas42.org](mailto:peopleoperations@ideas42.org) letting them know the birthdate and enroll in a dependent care account by filling out [this form](#).

- **What are my options for returning 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](mailto: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?**

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. In addition, you should inform [peopleoperations@ideas42.org](mailto:peopleoperations@ideas42.org).

- **Is there an option to extend parental leave?**

Extension requests would require approval from your people leader, Managing Director (if on a project team), and the People Team. Any approved leave beyond the designated times listed above would 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.

**If you have any questions or need additional guidance, please don't hesitate to reach out to [peopleoperations@ideas42.org](mailto:peopleoperations@ideas42.org). We're here for you!**

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



