

Policy Criteria

Brief Policy Description: The policy establishes the eligibility requirements for paid parental leave.
Scope: The policy applies to TrueBlue and its US subsidiary employees

Introduction

TrueBlue offers Paid Parental Leave to eligible employees in conjunction with certain types of Family Medical Leave Act (FMLA) and/or applicable state leave laws (collectively referred to as FMLA). The Paid Parental Leave benefits are intended to allow employees paid time off for maternity, paternity, and adoption.

Guidelines and Criteria

Eligibility Criteria:

Full time employees may be entitled to 4 weeks of Paid Parental Leave, in a rolling 12 month period, if the absence is a FMLA qualifying event. For example:

- Birth of a child
- Adoption of a child up to age 18

Pay and Benefits and Return to Work:

- After exhausting disability pay (if and when eligible) and accrued PTO balances, employees may receive 4 weeks at 100% pay.
- Employees on Paid Parental Leave are ineligible for holiday pay.
- Impact on medical coverage and other benefits for employees who are eligible for such benefits:
- The Company's share of medical benefits and voluntary group life insurance premiums are paid by the Company during an employee's qualified leave under this policy; the employee's share of such premiums will be advanced by the Company during the leave.
- If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or a circumstance beyond the employee's control, the employee may be required to reimburse the Company's portion for the employee's health insurance premium and voluntary group life insurance during the leave period.
- PTO days do not accrue during any period of unpaid leave. PTO days will accrue while on Paid Parental Leave.
- Upon leave approval, the employee will be paid out their accrued PTO balances up to the maximum of the duration of leave period. Payment will be issued via direct deposit on the next regularly scheduled paycheck.

Procedure for Requesting Paid Parental Leave

To help minimize business disruptions, you should notify your manager of your leave plans in writing at least four months in advance. If that amount of notice is impractical, you should provide as much notice as is practical under the circumstances. Employees must also contact the Leave Administration team (leaveadmin@trueblue.com) to request Paid Parental Leave.

Upon the employee being ready to return from Paid Parental Leave, provided that his or her position has not otherwise been affected, generally the Company will restore the employee to the same or an equivalent position with equivalent pay and benefits.

Nothing in this policy is a contract of employment or alters the at-will nature of employment, nor does it guarantee specific treatment under any specific factual situation.

Questions about the Policy

If employees have questions or require additional information on any policy they should contact their supervisor or management personnel. For all questions relating to this Policy, please contact the TrueBlue Benefits Department at Benefitsdept@trueblue.com.