



## Paid Parental Leave Policy

This Addendum applies to Convergint Technologies LLC ("Convergint") colleagues in the United States. This Addendum replaces the Paid Parental Leave Policy in the Convergint US Colleague Handbook and supersedes any previous addendums covering this topic. This policy will be in effect for new births, adoptions, or foster placements occurring after November 1, 2022.

### Objective

In accordance with Convergint's Values & Beliefs concerning the importance of family (V&B #6: We believe in balanced lives), Convergint offers paid parental leave. Eligible colleagues may take paid parental leave to recover from childbirth or to care for or bond with a newborn child, newly adopted child, or newly placed foster child. This paid leave is provided in compliance with applicable state and federal laws and will run concurrently with available paid or unpaid leave under the Family and Medical Leave Act ("FMLA") and/or applicable state laws.

### Eligibility

All regular full-time colleagues are eligible for paid parental leave immediately upon hire.

Birth parents are eligible for 12 weeks of paid parental leave immediately following birth for both medical recovery from birth and to care for or bond with their newborn child. Non-birthing biological parents (listed on the birth certificate), parents of newly adopted children, (identified on the Temporary Placement or Order Placing Child) and guardians of newly placed foster children (identified on paperwork issued by the applicable State agency) are eligible for 4 weeks of paid parental leave immediately following the birth, placement for adoption, or foster placement to care for or bond with their child. Paid parental leave is not available for the adoption or foster care placement of a person 18 years or older or the adoption of a new spouse's child who was born prior to the marriage/civil union.

Colleagues must take paid parental leave immediately following birth, adoption or foster placement, in one continuous period, and will forfeit any unused time. Colleagues may use paid parental leave once every 18 months calculated from the date the colleague last returned to work from paid parental leave.

Where permitted by applicable law, paid parental leave will run concurrently with FMLA leave or any similar leave provided under state law. Colleagues are not eligible for benefits under Convergint's short-term disability plan while they are receiving paid parental leave, or to the extent they are eligible for a state-paid benefit that would also apply to the requested leave, and they fail to apply for that benefit prior to taking paid parental leave.

Colleagues should direct any questions about eligibility for paid parental leave, including questions about applicable state-paid benefits, to their Regional Human Resource Business Partner.

### Compensation During Leave

During paid parental leave, colleagues will be paid 100% of their normal rate of pay. If a colleague is eligible to receive a state-paid benefit that pays less than 100% of the colleague's normal rate of pay, Convergint will provide an offset to ensure the colleague receives 100% of the colleague's normal rate of pay. For example, if a colleague receives 80% of their normal rate of pay from a state-paid benefit, Convergint will provide the colleague with an offset of 20% of their normal rate of pay to ensure they receive a total of 100% of their normal rate of pay.



### **Benefits During Leave**

During paid parental leave, colleagues will remain eligible for all Convergent benefits in the same manner as colleagues taking any other form of paid leave. For benefits under a Convergent group plan, Convergent will maintain that coverage during paid parental leave as long as the colleague continues to pay their portion of any applicable premiums through continued payroll deductions or as otherwise arranged through Human Resources.

### **Returning to Work**

Colleagues on paid parental leave will be returned to their original position or an equivalent one in accordance with applicable law. Birthing parents must submit medical verification that they are fit for duty prior to returning to work.

### **Procedure**

Colleagues who wish to take paid parental leave should contact their Manager and Human Resources Business Partner. When possible, colleagues should provide at least 30 days' advance notice of the request for leave. If 30 days' notice is not possible, colleagues should provide as much advance notice as possible. Proof of birth, adoption, or foster placement must be provided to Human Resources as soon as practicable.

Colleagues with a pregnancy-related or childbirth-related disability that may require more leave than what is provided under the Paid Parental Leave policy, or another reasonable accommodation, should contact their Regional Human Resources Business Partner to discuss available options.

Colleagues will not accrue PTO while taking paid parental leave.

Any forfeited or unused paid parental time for which the colleague was eligible will not be paid to the colleague, including upon separation of employment unless required by state law.

### **Questions**

Colleagues should direct any questions regarding this policy to their Regional Human Resources Business Partner.