

<b>Policy:</b>	Paid Parental Leave	<b>Policy Reference and Revision Number:</b>	HR 026 Rev 000
<b>Department:</b>	Human Resources	<b>Effective Date:</b>	08/01/2021
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## PURPOSE

To provide for paid parental leave following the birth of an employee's child, the employee's adoption of a child or placement of a child in foster care with an employee.

## POLICY

BWC Terminals (the "**Company**") will provide non-union employees meeting the following criteria the option to take up to six (6) weeks of paid parental ("**Paid Parental Leave**") anytime during a twelve (12) month rolling period following (i) the birth of an employee's child (including twins, triplets and other multiple births), (ii) the adoption of a child or children by an employee or (iii) the placement with employee of a child or children in foster care (the "**Eligible Leave Time**") that will run concurrently with the Family and Medical Leave Act ("**FMLA**") leave, as applicable:

- Employee has been employed with the Company in a full-time regular position for at least twelve (12) consecutive months preceding the election to take Paid Parental Leave.
- Employee has or is, as applicable, either:
  - given birth to a child, including multiple births;
  - a spouse or committed partner of a woman who has given birth to a child, including multiple births; or
  - adopted a child or children or been placed with a foster child or children under 18 years of age, excluding adoption of a child or children of a new spouse or committed partner.

## PROCEDURES

- Employees must provide notice of their request for Paid Parental Leave to Human Resources at least 30 days prior to the proposed date of leave (or if the leave was not foreseeable, as soon as possible), complete all required forms and provide all documentation as required by the Company's Human Resources Department to substantiate the request.
- Paid Parental Leave must be taken in one continuous period, up to six (6) weeks, and will be paid at one hundred percent (100%) of the employee's regular, straight-time weekly pay on regularly scheduled pay dates.
- Eligible Paid Parental Leave time may not be extended; the option to take Paid Parental Leave expires at the conclusion of the Eligible Leave Time and unused Paid Parental Leave is forfeited at the end of the Eligible Leave Time or termination of the individual's employment with the Company.
- For female employees who have given birth, Paid Parental Leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- In no case will an employee receive more than six (6) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

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### **COORDINATION WITH OTHER POLICIES**

- Paid Parental Leave runs concurrently with FMLA and will be counted toward the twelve (12) weeks of available FMLA leave due to the birth or placement of an adopted or foster child, subject to all other requirements and provisions of the FMLA.
- In no case will the total amount of leave, whether paid or unpaid, be granted to the employee under the FMLA exceed twelve (12) weeks during the twelve (12) month FMLA period.
- After the Paid Parental Leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees accrued Paid Time Off (PTO). Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave.
- The Company will continue all benefits for employees during the Paid Parental Leave period just as if they were taking any other Company paid leave such as PTO.
- If a Company holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total Paid Parental Leave entitlement.
- An employee who takes Paid Parental Leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period that the employee is on Paid Parental Leave as if the employee was on FMLA-qualifying leave.