



Parental Leave Policy

Policy Statement

BBK Consulting, Inc. (the Company) is committed to providing employees time off with their children following a birth or adoption.

Purpose

The purpose of this document is to outline the policies and procedures in place at BBK Consulting, Inc. to manage the time off and return to work processes associated with the addition of a new child(ren) to the family through birth or adoption.

Definition

All permanent, full-time employees with a minimum of one (1) year worked are entitled to time off due to the addition of a new child(ren), whether by birth or adoption.

In cases where two (2) BBK Consulting, Inc. employees request leave for the birth/placement of the same child(ren), both employees are entitled to a combined twelve (12) weeks of unpaid, job-protected leave in a twelve (12) month period.

Procedure

BBK Consulting, Inc. offers entitled employees twelve (12) workweeks of unpaid, job-protected leave in a twelve (12) month period to bond with their child(ren) before returning to work.

Duration, Initiating Parental Leave and Returning to Work

Parental Leave generally begins on the date of birth/placement of a child(ren) or the date requested by a health care provider if prior or after the birth/placement of a child(ren). In order to help minimize business disruption, employees who intend to take Parental Leave are required to provide two (2) months' notice in advance, or as much notice as possible under the circumstances. Employees are required to provide a minimum of two (2) weeks' notice in writing, of the planned return to work date. Advance notice of an employee's return will allow the department manager to plan accordingly for an employee's return and ensure a smooth reinstatement.

Continuation of Benefits While on Parental Leave

To ensure there is no disruption to an employee's extended health benefits, it is the employee's responsibility to provide a post-dated check(s) to cover premium costs while on Parental Leave.

Benefits like vacation time, sick leave, and retirement benefits do not continue to accrue during an employee's leave. However, BBK Consulting, Inc. will not deny or eliminate employee benefits that had already accrued before the employee took Parental Leave.