

# Bonding Leave

## Frequently Asked Questions

When you are growing your family, your Heritage employer provides you with four weeks of paid time off to bond with your newborn.

### Do I qualify for the bonding benefit?

If you are a regular, full-time, salaried (exempt) or hourly (non-exempt) employee scheduled to work 30+ hours per week, you are eligible for this benefit the first of the month *following* your date of hire.

### When am I eligible to take this leave?

If approved, the leave must be taken within the first 12 months after birth. This timing will give you the flexibility of being home at the same as your spouse/partner or lengthen the time that your newborn is cared for at home. A total of four weeks in any 52-week rolling period can be taken for either Bonding (newborn, adoption, or foster) or Family Leave or some combination of the two leave types.

Note: Eligible unpaid time off under the Family and Medical Leave Act (FMLA) will run concurrently with paid time-off benefits under this benefit policy.

### When do I need to notify HR of my bonding leave of absence?

Please provide notification as soon as possible to the [Leave Administrator](#) so they and your manager can plan for your absence.

### What information do I need to provide regarding my leave of absence?

Your Leave Administrator will review required documentation with you:

- Complete and provide the Parental & Family Leave Request Form available in the Forms section under Benefits on the Total Rewards & Benefits Portal.
- Complete the Bonding Self-Attestation Form available in the Forms section under Benefits on the Total Rewards & Benefits Portal.

**What is the bonding leave benefit and how is it paid?** Your Heritage employer provides you with a 4-week leave of absence to care and bond with your newborn. You will receive 100% of your current weekly base earnings. The benefit is paid through payroll. Your normal taxes and benefits deductions, including 401(k) contributions, apply to your payment. You will receive your payment using the same method as your regular paycheck.

**May I take the time off intermittently?** Any intermittent bonding leave must be taken in minimum of 2-week increments and must be fully used within 12 months of birth.

### Can I take more than four weeks away from work to bond with my newborn?

If your manager approves additional time off, you may use any accrued and unused vacation or personal time-off benefits available to you to bridge the gap in pay until you return to work. You may



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also apply for an unpaid leave of absence under the Family and Medical Leave Act (FMLA), if eligible. Contact the Leave Administrator for more information.

### **Will my current benefit elections remain active while I'm on leave?**

Yes, your benefits are active while you are on leave of absence. Your benefits deductions, including 401(k), will continue to be deducted from your pay.

### **I would like to add my newborn to my health plan. What do I do?**

The birth of your child is a qualifying life event which allows you to make changes to your current benefit elections during the calendar year (outside of the Open Enrollment period). You have 31 days from the date of birth to update your benefits. You will need to provide a confirmation of birth from the hospital (standard documentation). When it becomes available, you will also need to provide the Social Security Number for your newborn.

To add your child to your benefits, follow the steps below:

- Log in to PlanSource at [benefits.plansource.com](https://benefits.plansource.com)
- First Time temporary username: first initial of your first name, first six letters of your last name, and last four numbers of your social security number.
- First time temporary password: your date of birth in the YYYYMMDD format.
- Once logged in, you will be prompted to change your temporary information to something you're more likely to remember.
- You will need to provide a confirmation of birth from the hospital (standard documentation) and the social security number for your newborn, once it becomes available. Please submit to [HRS@heritage-enviro.com](mailto:HRS@heritage-enviro.com).

