



Family and Bonding Leave

Frequently Asked Questions

If you need to take time away from work for the birth of a newborn, adoption, foster placement of a child, or to care for a qualified family member's serious health condition, Arcwood offers you Family and Bonding Leave.

Do I qualify for the family leave benefit?

If you are a regular, full-time, salaried (exempt) or hourly (non-exempt) employee scheduled to work 30+ hours per week, you become eligible for this benefit after 90 days of service.

What is the leave benefit?

If eligible, a maximum of four weeks in any 52-week rolling period can be taken for the birth of a child, adoption, foster placement of a child, to care for a qualified family member's serious health condition, or any combination of the two leave types. If approved, this leave benefit will provide benefit payment at 100% base wage.

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 Arcwood of my leave of absence?

Please notify your manager and assigned regional HRBP team at least 30 days in advance. Every effort should be made to provide at least 30 days' notice unless not feasible. If you are unable to provide 30+ days' notice, you must report the leave as soon as practicable.

What information do I need to provide regarding my Family and Bonding Leave request?

You must contact the third-party leave administrator to file for time away from work. Upon filing, the administrator will provide you with the documentation required. The documentation must be completed and returned by the deadline provided.

How is the benefit paid?

Your Arcwood employer provides you with up to four weeks of paid time off under this leave benefit at 100% of your base weekly earnings (excluding overtime and shift differential). The benefit is paid through payroll on the standard payroll schedule. Your normal taxes and benefits deductions, including 401(k) contributions, apply to your payment. You will receive your payment using the same method and schedule as your regular paycheck. Payment for this benefit may be remitted on the pay date following Arcwood being notified of the approval by the third-party leave administrator.



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Are there restrictions on how the leave benefit can be used?

Up to 4 workweeks can be utilized under this leave plan.

For leave taken to bond with a newborn, adopted child or foster child, leave may be utilized in one 4-week period or two 2-week periods. All time must be used prior to the child's first birth date or within one year of placement. If a state, city, or municipal law exists, that law will supersede this policy.

Leave taken for adoption or foster care placement requirements, or to care for a serious illness of an eligible family member, leave may be taken continuously, on a reduced schedule, or intermittently in a minimum of 15-minute increments.

What is considered a serious illness under this leave benefit?

A serious illness of a family member is defined as conditions that would qualify as a serious health condition under the FMLA's Family Member's Serious Health Conditions.

Who is considered an eligible family member?

Qualifying relationships mirror that of FMLA. Eligible family members are defined as your spouse/domestic partner, minor child, or parent. If you believe you have a qualifying circumstance or have questions about a qualifying relationship, contact your assigned regional HRBP team.

Can I take more than four weeks away from work to care for my loved one or bond with my newborn, adopted, or foster child?

If eligible, you may utilize any remaining FMLA, state, city, or municipal entitlement available to extend your leave of absence. If no other paid leave plan is available to utilize during your extended time off, you must use any accrued, unused Paid Time Off (PTO) for payment.

If you are ineligible for FMLA or have exhausted the benefit, you may request manager approval to extend your time out of work. If approved by your manager, you must use any accrued, unused PTO available to you to bridge the gap in pay until you return to work.

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.



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I would like to add my newborn, adopted child, or foster child to my health plan. What do I do?

The birth or placement 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 or placement to adjust benefit elections.

To make the adjustment, you may log in from a computer or mobile device. If logging in from a computer, log in to UKG, navigate to *Benefits, Manage My Benefits, Update My Benefits*, and choose the applicable Life Event. From a mobile phone, visit benefits.plansource.com. Your username will be the first initial of your first name, first six characters of your last name, and last four digits of your SSN. Your first-time temporary password will be your date of birth formatted as YYYYMMDD. If you've logged in previously, use the password you previously created.

Supporting documentation must be uploaded for your life event to be approved. If you need help navigating UKG or determining if your life event qualifies, contact your assigned Regional HRBP team. For birth, required supporting documentation is a birth certificate *or* confirmation of birth from the hospital, and social security card as soon as it's available. For adoption, official court adoption documents are required. For foster care or award of legal custody/guardianship, official court order documents and/or medical support order are required.