

Birth Parent Leave

Frequently Asked Questions

When you are growing your family, your Arcwood employer provides you with 12 weeks of company-paid time off. This includes 8 weeks to recover from childbirth (short-term disability leave) and 4 weeks to bond with your newborn.

Do I qualify for the birth parent benefit?

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

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.

When am I eligible to take this leave?

If approved, you must take 8 weeks of short-term disability leave (recovery) immediately upon the birth of your child. You have the option of delaying the four weeks of bonding time but must use it within the 12-month period following the date of birth.

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 need for a birth parent leave of absence?

Please notify our Leave Administrator when you are comfortable sharing the good news, but no later than 30 days prior to your delivery date, so they and your manager can plan for your absence.

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

Your Leave Administrator will review required documentation with you:

- Complete the [Parental & Family Leave Request Form](#) available in the Forms section under Benefits on the Total Rewards & Benefits Portal.
- If eligible, you will complete the [FMLA \(Family Medical Leave Act\) Medical Certification](#).
- If you're not eligible for FMLA, complete the [Parental & Family Leave Certification Form](#) also found in the Forms section.
- Your doctor may also provide you with additional documentation to share regarding your pregnancy.



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What is my birth parent benefit?

Your Arcwood employer provides you with a paid 12-week leave of absence – 8 weeks for delivery/recovery and 4 weeks for additional bonding time with your newborn. Your benefit will begin immediately with no elimination period. All employees will receive salary continuation equal to 100% of their current weekly earnings from birth through week 12 of your approved birth parent leave.

This benefit is paid through payroll. Your normal taxes and benefit deductions, including 401(k) contributions, will be withheld from your benefit payment. These funds will be deposited in the same method as your regular paycheck.

What if my doctor places me on leave of absence prior to the birth due to medical reasons?

Provide your Leave Administrator with the updated medical documentation from your doctor as soon as possible. Prior to delivery, your absence would be considered a paid medical leave (short-term disability). Once you deliver, your leave type will transition to a maternity/birth parent leave. At that point, you will be entitled to this 12-week company-paid benefit.

I am returning to work as planned. What do I need to do?

Provide your Leave Administrator with your doctor's release *prior* to your planned return date. If you have any restrictions, be sure to include that documentation along with restriction duration (if applicable, provided by your doctor).

My doctor has postponed my release. What should I do?

If your return-to-work date has changed, notify your Leave Administrator as soon as possible so they and your manager can plan accordingly. You will need to provide documentation from your doctor reflecting your updated return date.

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

Yes, your benefits are active while you are on a birth parent 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 benefit elections. 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.



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

- Log in to PlanSource at 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 and the child's Social Security Number, once available. Please submit that to HRS@arcwoodenviro.com.