

LEAVE OF ABSENCE

Parental Leave

- ✓ Pernod's Paid Parental Leave (PPL) provides eligible employees paid time off from work, to care for and/or bond with newborn or newly adopted children. This leave runs concurrently with Family Medical Leave (FMLA), applicable state leaves, and PRUSA paid holidays.
- ✓ You will be eligible for up to 10 weeks of paid time off which can be taken intermittently.
- ✓ Paid parental leave must be taken in 1 week increments within 1 year of your child's birth and starting no sooner than their date of birth or within 1 year of the adoption date.
- ✓ Visit the Families section on our website www.prusabenefits.com for the full policy.

PRIOR TO THE LEAVE

- Notify your manager of your leave request and intended dates.
- Notify PR Benefits Team of your leave request and intended dates by emailing NA.HumanResources@Pernod-Ricard.com.
- Submit a claim with The Hartford up to 30 days in advance. See **The Hartford** section below.
- Familiarize yourself with relevant information on Pernod's Paid Parental leave of absence policy on this document and on the [PRUSA Benefits website](#).
- The Hartford will direct you to file for an applicable state paid leaves. Payment through Pernod is reduced by and coordinated with eligible state benefits.
- If you'd like to extend your leave with Paid Time Off (PTO), discuss with your manager and if approved, enter any PTO in Workday.



DURING THE LEAVE

- Notify **The Hartford** to confirm the date of birth or adoption. If you are taking the leave intermittently, you will need to file a new claim for each time you take leave.
- Notify PR Benefits Team of the date of birth or adoption by emailing NA.HumanResources@Pernod-Ricard.com.
- You will have 31 days after the date of birth or adoption to add your dependent to your benefits plans in Workday. Instructions can be found [here](#):



RETURNING TO WORK

- Notify **The Hartford** to confirm your return to work date.
- Notify PR Benefits Team to confirm your return to work date by emailing NA.HumanResources@Pernod-Ricard.com.

THE HARTFORD

To file a claim or request a leave call **1-888-301-5615** or file online with our claims administrator.

Prepare by having this information ready:

- Name, address, and key ID information (see below)
- Name of department and last day of work.
- Nature of claim or leave request.
- Your treating physician's name, address, and phone

Note: Processing times for claims can take up to 5 business days. Ensure you complete all necessary documentation.

Key ID
STD: 804742,
LTD: 804741
NY DBL/PFL: 800211
HI TDI: 298920



FREQUENTLY ASKED QUESTIONS

Can I take my leave intermittently?

Yes. Paid Parental Leave can be taken intermittently at a minimum of 1-week increments. You will need to file a claim with The Hartford and notify PR Benefits team for each increment of leave.

Can I take additional time off prior to or after my leave?

If you wish to take additional time off prior to the birth, or after paid parental leave exhausts, you can use PTO with approval from your manager. You will need to submit your PTO request through Workday and is subject to your manager's approval.

Is Pernod's Paid Parental Leave the same as Family Medical Leave?

No. If eligible, Family Medical Leave is **unpaid**, job-protected leave for up to 12 weeks. Parental leave benefits runs concurrently with FMLA, applicable state provided leaves and PRUSA Paid Holidays.

Whose responsibility is it to update The Hartford and send documentation?

It is your responsibility to notify The Hartford and ensure all requested forms are submitted in a timely manner.

What if I do not return to work from my leave?

Failure to report to work at the conclusion of a leave without requesting and receiving an extension of an approved leave will result in immediate suspension of pay and may be cause for termination of employment.

I am a manager, how do I delegate my Workday tasks?

You will need to follow the instructions [linked here](#) to delegate your tasks while you are away.

My state has a paid family leave, can I apply for and take that leave as well?

The Hartford will advise you of all Pernod Ricard and state leaves you are eligible for. State paid leaves run concurrent with the Pernod Ricard Paid Parental Leave. If the state paid leave is longer than the 10 week Pernod Paid Parental Leave (i.e. 12 weeks) you make take those weeks as unpaid from Pernod Ricard and receive state benefits only. It is your responsibility to notify NA.HumanResources@pernod-ricard.com if you plan on taking additional state paid leave.

How will I be paid while I am on leave?

Your benefits are reduced by or coordinated with any state benefits you may be eligible to receive. If you receive benefits from other income sources, the amount of your benefits paid by Pernod Ricard will be reduced. Payment through Pernod Ricard is subject to approval notice from The Hartford. As such, depending on the timing of the approval and the payroll cycle, your pay may be delayed.

Is my Paid Time Off (PTO) or bonus impacted while on a leave of absence?

According to Pernod's policy, PTO is impacted only if a leave is more than 12 consecutive weeks. For bonus-eligible employees, the Company will prorate the bonus for leave of absences more than sixteen (16) weeks. This applies to both:
(1) one leave of absence that is greater than 16 weeks and (2) multiple leaves of absences in a single fiscal year that aggregate to over 16 weeks. Proration is based on number of days actively worked within a fiscal year. For more information contact NA.HumanResources@pernod.com.



HELPFUL RESOURCES

Employee Assistance Program

The EAP provides free and confidential counseling and services to you and your household family members.

Bright Horizons

Enhanced family support program offering you high quality back-up childcare and access to regular caregivers.

BetterUp Care

Connects you to dedicated mental fitness coaching, tools, and support.

