

LEAVE OF ABSENCE

Parental Leave | Birth Parent

- ✓ Birth mothers will be eligible to receive a total of 16 or 18 weeks paid at 100%, dependent on manner of delivery.
- ✓ Your maternity leave will consist of a combination of Short-Term Disability (STD) and Paid Parental Leave (PPL). STD will begin on the date of delivery. PPL runs concurrently with Family Medical Leave (FMLA), applicable state leaves, and PRUSA paid holidays.
- ✓ Birth mothers are typically entitled to either 6 weeks of STD for a natural birth or 8 weeks for STD for a Cesarian. Immediately following STD, you may transition to paid parental leave for up to 10 weeks.
- ✓ 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 of your expected date of delivery/due date.
- Familiarize yourself with relevant information on short term disability/paid parental leaves of absences policies on this document and on the PRUSA Benefits [website](#).
- The Hartford will direct you to file for any 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 report your last day worked, birth of your child and method of delivery.
- Notify PR Benefits Team of the birth of your child and method of delivery by emailing NA.HumanResources@Pernod-Ricard.com.
- You will have 31 days after giving birth to add your baby 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

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

Your monthly PTO accrual will stop when the leave is more than twelve (12) consecutive weeks and will resume when you return to work. Pernod Ricard policy states you may carry over up to 5 PTO days.

Is my bonus impacted if I go on a leave of absence?

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. Follow [this link](#) to view the full bonus plan document, please ensure you refer to the most recent fiscal year folder. For more information about the proration calculation, please contact NA.HumanResources@pernod-ricard.com.

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

If you wish to take additional time off prior to delivery, 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.

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 approval for an extension of an approved leave will result in immediate suspension of pay and may be cause for termination of employment. Notify your HRBP if you require an additional leave due to a medical condition.

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 may 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.

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.

How will I be paid while I am on leave?

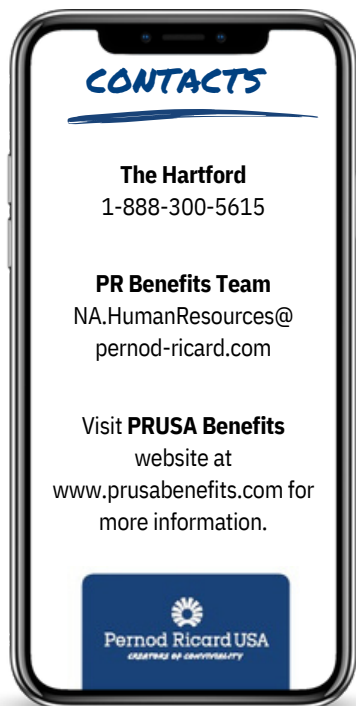
Your benefits are reduced by or coordinated with any state benefits you may be eligible to receive. If you receive benefits from other income sources, the amount of your benefits paid by Pernod Ricard will be reduced. Payment through Pernod Ricard is subject to approval notice from The Hartford. As such,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

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.

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.



HELPFUL RESOURCES

Employee Assistance Program

The EAP provides free and confidential counseling and services.

Bright Horizons

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

Maternity Programs

Aetna enrolled employees may be eligible to receive coverage for a breast pump/supplies and a lactation consultant.