



Ridgewood Baptist Church Louisville, Kentucky

Maternity Leave:

Any full time employee of Ridgewood Baptist church who has been employed for 12 consecutive months will be eligible for a 12-week paid leave in the event of a birth or adoption of a child.

In an effort to protect the health and safety of a pregnant employee, the church asks to be notified when a viable pregnancy has been confirmed.

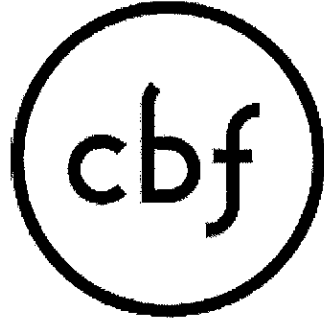
- A request for leave should be submitted to the Pastor and the Personnel Ministry Group with the anticipated start date and the length of expected time off.
- A pregnant employee may continue to work as long as allowed by their physician.
- Early leave required due to the health and well-being of mother or child will be included in these 12 weeks.

Twelve weeks of paid Maternity Leave is the maximum that can be taken within a 12-month period. If more than one birth or adoption occurs within the same 12-month period, unpaid leave time will be provided as required by the Federal Medical Leave Act. Additional unpaid leave may be granted if approved by the Personnel Ministry Group.

This policy is intended for parents. Leave needed by an employee in regard to custodial guardianship will be reviewed with the Pastor and the Personnel Ministry Group.

A minimum of 30 days' notice is requested for taking any parental leave.

Any situation not covered in this policy will be discussed with the affected employee, the Pastor and the Personnel Ministry Group.



COOPERATIVE BAPTIST FELLOWSHIP EMPLOYEE GUIDEBOOK

375 PAID PARENTAL LEAVE

CBF will provide up to 12 (twelve) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This procedure will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This will apply to all births or adoption placements occurring on or after 12 months from the employee's date of hire.

Eligibility

Eligible employees must meet the following criteria:

- Be employed full time; and
- Have been employed as an employee for a minimum of 12 months. In addition, employees must meet one of the following criteria:
 - Have given birth to a child;
 - Be a spouse of a woman who has given birth to a child;

- Be the parents of a child born through surrogacy or other forms of assisted reproduction; or
- Have adopted a child. The child must be 17 or younger at the time of placement. The adoption of a new spouse's child is not included under this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 12 weeks of paid parental leave per birth or adoption or placement of a child/children within a 12-month period. The occurrence of a multiple birth, adoption, or placement (e.g., the birth of twins or adoption of siblings) does not increase the 12-week total amount of paid parental leave granted for that event.
- Each week of paid parental leave will be compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 6-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 6-month time frame.
- If both parents are employees of CBF who are eligible to take paid parental leave, each parent is eligible for twelve weeks of paid parental leave. In such case, both parents may take their leave concurrently or they take leave at separate times, subject to the operational needs of CBF, which will be the determining factor for how the two parents take their leave. Both parents are encouraged to consult with their supervisors (or for Field Personnel, their ACMT) as early as possible about the timing of their leave. All other requirements must also be met.
- If an employee has given birth, the 12 weeks of paid parental leave will begin at the conclusion of any short- or long-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period and must use all paid parental leave during the 6-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 6-month time frame.
- Upon termination of the individual's employment with CBF, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Existing Policies

- Paid parental leave taken under this procedure will run concurrently with leave under the FMLA; thus, any leave taken under parental leave that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to surrogacy, other forms of assisted reproduction, or adoption, the leave will be counted toward the 12

weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

- After the paid parental leave (and any short- or long-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through an employee's accrued sick and vacation time. Upon exhaustion of accrued sick and vacation time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on FMLA.
- CBF will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor (and for Field Personnel, his or her ACMT) and the Human Resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- As is the case with all company policies and procedures, CBF has the exclusive right to interpret this policy and the right to modify or terminate this policy, without notice, at its sole discretion



Parental Leave

In the event of the birth or adoption of a child, full-time and part-time exempt and non-exempt employees qualify for paid leave of up to nine weeks of paid leave with three additional weeks of leave paid at 50% of the employee's regular pay. This leave is in addition to any sick leave or vacation time for which the employee is also eligible during the current year. Parental leave for foster placement is negotiable and should be discussed with the employee's supervisor.

-BWIM Organizational Manual