

# PAID PARENTAL LEAVE FOR US EMPLOYEES



Function:	Human Resources	Functional Code:	
Policy Name:	Paid Parental Leave	Version #:	2
Issued to:	US Employees	Effective date:	January 1, 2023
Owner:	VP, Global Total Rewards		
Sponsor Approval:	SVP, Human Resources		

## 1. PURPOSE

The purpose of the Policy is to give parents additional time off work to bond with their new child and adjust to their new family situation. Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family obligations.

## 2. POLICY

It is the policy of Masonite Corporation (“Company”) to provide two (2) weeks of Paid Parental Leave (“PPL”) to Eligible Employees following the birth, adoption, or foster care placement of a child. Masonite reserves the right to cancel or modify this Policy at any time.

**Eligible Employees:** All US Employees of the Company who have:

1. 90 days or more active service with the Company and are classified as full-time regular employees, as defined by Masonite, and
2. given birth or have a spouse/domestic partner who has given birth, or who have legally adopted or legally received a child into foster care on or after January 1, 2022.

## 3. SCOPE

### Leave Provisions

1. Eligible Employees may take up to two (2) weeks of PPL
2. Employees will be compensated at 100% of the employee’s base pay based on the regularly scheduled work week. PPL will be paid on regularly scheduled pay dates.
3. PPL described in this Policy must be taken during the 6-month period immediately following the birth, adoption, or foster placement of a child. Any unused PPL will be forfeited after the 6-month period is over.
4. PPL must be taken in one-week increments (i.e., two separate 1-week periods or a single 2-week period).
5. Multiple births or adoptions (e.g., the birth of twins or adoption of siblings) does not increase the length of PPL.
6. Upon termination of employment, the employee shall not be eligible for payment for any unused PPL.

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7. Other Company benefits will not be impacted while an employee is on PPL, including Vacation accrual.
8. Bonus payments will not be prorated due to the employee's time on PPL.
9. Masonite may take disciplinary action, up to and including termination, against an employee who misrepresents or falsifies documentation or otherwise uses PPL for purposes other than those described in this Policy.
10. The total amount of PPL granted to the employee may not exceed two (2) weeks. Employees are not required to exhaust accrued Vacation before taking PPL. Employees may not receive PPL in addition to any other paid leave, including short-term disability, for the same period of time off work.
11. If a Company holiday occurs during a week in which the employee is on PPL, an additional day (or two, if two holidays) can be added to the end of the prior week or beginning of the following week of PPL.

### **Parental Leave Request Procedure**

To apply for Paid Parental Leave, an Eligible Employee should:

1. Notify and discuss with their immediate supervisor and their local Human Resources representative verbally or in writing his/her request for PPL at least thirty (30) days in advance of the anticipated birth or adoption of a child. When thirty (30) days' notice is not possible, the employee must provide this notice as soon as practical.
2. Notify their supervisor and Human Resources verbally or in writing upon the birth or adoption of a child. If notified verbally, written request should follow. This obligation is for both parents if both are covered employees under this policy.
3. Provide legal documentation of birth, adoption, or foster care placement of a child within thirty (30) days of the event (or as soon as it becomes available) to Human Resources. The name of a legal parent(s) must appear on the birth certificate, adoption agreement or other legal document establishing lawful adoption or foster care placement.
  - a. Examples of legal documents that will be considered are birth certificate, adoption order, adoption agreement or other document verifying lawful adoption placement, or court document indicating foster care placement. The legal documents provided must show the date of birth or date of adoption/foster care placement, age of child at the time of adoption/foster care placement, and the name of the adoptive/foster parent(s).
4. Provide further notification to the employee's immediate supervisor and Human Resources of any changes to his/her approved schedule or intended return to work date.

Failure to comply with procedures listed in this section may result in delay or denial of PPL.

Human Resources will:

1. Communicate available leave options with the employee within five (5) business days of receiving notice or a request for PPL.
2. Provide the requesting employee acknowledgement of the PPL request and initial approval, if applicable, within five (5) business days of receipt.
3. Keep the employee's supervisor apprised of any revisions to a PPL request.