

PAID PARENTAL LEAVE FOR US EMPLOYEES



Function:	Human Resources	Functional Code:	
Policy Name:	Paid Parental Time Off	Version #: 3	
Issued to:	US Employees	Effective date:	January 1, 2024
Owner:	VP, Global Total Rewards		
Sponsor Approval:	SVP, Human Resources		

PURPOSE

Flexibility and family-friendly policies are essential to cultivating an atmosphere where employees can thrive professionally without sacrificing essential family commitments. With this objective, this Policy gives new mothers time off work to recover post-delivery and new parents additional time off work to bond with their new child and adjust to their new family.

Paid Parental Time Off (“PPTO”) is made up of two components: Paid Post-Delivery Leave and Paid Bonding Time Off.

1. PAID POST-DELIVERY LEAVE

A. Policy

It is the policy of Masonite Corporation (“Company”) to provide six (6) or eight (8) weeks of Post-Delivery Leave to birth mothers immediately following the birth of a child.

- a. **Eligible Employees:** US Employees of the Company who:
 - i. are active employees on the first of the month following or coinciding with hire date
 - ii. have given birth on or after January 1, 2024

B. Terms

- a. Eligible Employees may take up to six (6) weeks for normal birth or eight (8) weeks for a cesarean birth of Post-Delivery Leave, depending on the type of birth
- b. Employees will be compensated at 100% of their base pay based on their regularly scheduled work week. Post-Delivery Leave will be paid on regularly scheduled pay dates. Company benefits premiums will be deducted as applicable
- c. Post-Delivery Leave described in this Policy must be taken immediately upon the birth of a child
- d. Multiple births (e.g., the birth of twins) do not increase the length of Post-Delivery Leave
- e. Vacation accrual will cease while on Post-Delivery Leave
- f. Bonus payments will be prorated due to the employee’s time on Post-Delivery Leave
- g. Masonite may take disciplinary action, up to and including termination, against an employee who misrepresents or falsifies documentation or otherwise uses Post-Delivery Leave for purposes other than those described in this Policy
- h. The total amount of Post-Delivery Leave granted to the employee may not exceed eight (8) weeks. Employees are not required to exhaust accrued Vacation before

PAID PARENTAL LEAVE FOR US EMPLOYEES

taking Post-Delivery Leave. Employees may not receive Post-Delivery Leave in addition to any other paid leave, including short-term disability, for the same period of time off work, unless required by law.

- i. If a Company holiday occurs during a week in which the employee is on Post-Delivery Leave, additional time off will not be granted.
- C. Post-Delivery Leave Request Procedure

To apply for Post-Delivery Leave, an Eligible Employee should:

- a) Notify and discuss with their immediate supervisor and their local Human Resources representative verbally or in writing the employee's request for Post-Delivery Leave at least thirty (30) days in advance of the anticipated birth of a child. When thirty (30) days' notice is not possible, the employee must provide this notice as soon as practical.
- b) Contact MetLife to submit an FMLA claim
- c) Provide notification to the employee's immediate supervisor and Human Resources of any changes to his/her intended return to work date.

Human Resources will:

- a) Communicate available time off and leave options with the employee within five (5) business days of receiving notice or a request for Post-Delivery Leave
- b) Provide employee with the MetLife Leave Process flyer which guides them through the STD/FMLA process.
- c) Provide the requesting employee acknowledgement of the Post-Delivery Leave request and initial approval, if applicable, within five (5) business days of notification.
- d) Keep the employee's supervisor apprised of any revisions to a Post-Delivery Leave request.
- e) Place the employee on Post-Delivery Leave in Mployee Central no later than the first day of the employee's leave.

2. PAID BONDING TIME OFF

A. Policy

It is the policy of the Company to provide four (4) weeks of Paid Bonding Time Off to Eligible Employees following the birth, adoption, or foster care placement of a child.

- a. **Eligible Employees:** All US Employees of the Company who have:
 - i. 6 months or more active service with the Company and are classified as full-time regular employees, as defined by Masonite, and
 - ii. 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, 2024

B. Terms

- a. Eligible Employees may take up to four (4) weeks of Paid Bonding Time Off.
- b. Employees will be compensated at 100% of their base pay based on the regularly scheduled work week.
- c. Bonding Time Off will be paid on regularly scheduled pay dates and Company benefits premiums will be deducted as applicable.

PAID PARENTAL LEAVE FOR US EMPLOYEES

- d. Bonding Time Off described in this Policy must be taken during the 6-month period immediately following the birth, adoption, or foster placement of a child.
 - e. Any unused Bonding Time Off will be forfeited after the 6-month period expires.
 - f. Bonding Time Off must be taken in at least one-week increments (i.e., four separate 1-week periods or a single 4-week period).
 - g. Multiple births or adoptions (e.g., the birth of twins or adoption of siblings) does not increase the length of Bonding Time Off.
 - h. Upon termination of employment, the employee shall not be eligible for payment for any unused Bonding Time Off.
 - i. Other Company benefits will not be impacted while an employee is on Bonding Time Off, including Vacation accrual.
 - j. Bonus payments will not be prorated due to the employee's time on Bonding Time Off.
 - k. Masonite may take disciplinary action, up to and including termination, against an employee who misrepresents or falsifies documentation or otherwise uses Bonding Time Off for purposes other than those described in this Policy.
 - l. The total amount of Bonding Time Off granted to the employee may not exceed four (4) weeks. Employees are not required to exhaust accrued Vacation before taking Bonding Time Off.
 - m. Employees may not receive Bonding Time Off in addition to any other paid leave, paid time-off (e.g., vacation) or short-term disability, for the same period of time off work.
 - n. If a Company holiday occurs during a week in which the employee is on Bonding Time Off, 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 Bonding Time Off.
- C. Bonding Time Off Request Procedure
- To request for Bonding Time Off, an Eligible Employee should:
- d) Notify and discuss with their immediate supervisor and their local Human Resources representative verbally or in writing his/her request for Bonding Time Off 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.
 - e) Notify their supervisor and Human Resources verbally or in writing upon the birth or adoption of a child. This obligation is for both parents if both are covered employees under this policy.
 - f) 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).

PAID PARENTAL LEAVE FOR US EMPLOYEES

- g) Provide further timely notification to the employee's immediate supervisor and Human Resources of any changes to his/her approved schedule or intended return to work date.

Human Resources will:

- a) Communicate available leave options with the employee within five (5) business days of receiving notice or a request for Bonding Time Off.
- b) Provide the requesting employee acknowledgement of the Bonding Time Off request and initial approval, if applicable, within five (5) business days of receipt.
- c) Keep the employee's supervisor apprised of any revisions to a Bonding Time Off request.
- d) Place the employee on Bonding Time Off in Mployee Central on or before the employee's first date of leave.

Failure to comply with procedures listed in this policy may result in delay or denial of Paid Parental Leave. Masonite reserves the right to cancel or modify this Policy at any time.