

# BONDING LEAVE

## Frequently Asked Questions

When you are growing your family, your Heritage employer provides you with four weeks of paid time off to bond with your newborn.

### **Do I qualify for the bonding benefit?**

If you are a regular, full-time, salaried (exempt) or hourly (non-exempt) employee scheduled to work 30+ hours per week, you are eligible for this benefit the first of the month following your date of hire.

*Note:* Union employees please contact your HR team or reference your collective bargaining agreement regarding eligibility.

### **When am I eligible to take this leave?**

If approved, the leave must be taken within the first 12 months after birth. This timing will give you the flexibility of being home at the same as your spouse/partner or lengthen the time that your newborn is cared for at home.

A total of four weeks in any 52-week rolling period can be taken for either Bonding (newborn, adoption, or foster) or Family Leave or some combination of the two leave types.

*Note:* Eligible unpaid time off under the Family and Medical Leave Act (FMLA) will run concurrently with paid time-off benefits under this benefit policy.

### **When do I need to notify Employee Hub of my bonding leave of absence?**

Please notify Employee Hub as soon as possible so they and your manager can plan for your absence.

### **What information do I need to provide regarding my leave of absence?**

The following documentation is required to be considered for leave approval:

- Parental & Family Leave Request Form
- Bonding Self-Attestation Form

### **What is the bonding leave benefit and how is it paid?**

Your Heritage employer provides you with a 4-week leave of absence to care and bond with your newborn. You will receive 100% of your current weekly base earnings (excluding overtime and shift differential).

The benefit is paid through payroll. Your normal taxes and benefits deductions, including 401(k) contributions, apply to your payment. You will receive your payment using the same method as your regular paycheck.

### **May I take the time off intermittently?**

Any intermittent bonding leave must be taken in minimum of 2-week increments and must be fully used within 12 months of birth.

### **Can I take more than four weeks away from work to bond with my newborn?**

If your manager approves additional time off, you may use any accrued and unused vacation or personal time-off benefits available to you to bridge the gap in pay until you return to work. You can also apply for an *unpaid* leave of absence under the *Family and Medical Leave Act (FMLA)*. Contact your HR team member for more information.



**Will my current benefit elections remain active while I'm on leave?**

Yes, your benefits are active while you are on leave of absence. Your benefits deductions, including 401(k), will continue to be deducted from your pay.

**I would like to add my newborn to my health plan. What do I do?**

The birth of your child is a qualifying life event which allows you to make changes to your current benefit elections during the calendar year (outside of the Open Enrollment period). **You have 31 days from the date of birth to initiate, change, and complete your benefit elections in Workday.**

Log in to the system and go to the *Top Apps* section on the homepage and select the *Benefits and Pay* app. In the *Tasks and Reports* section, click the *Change Benefits* button to begin the process. You will need to provide a confirmation of birth from the hospital (standard documentation available within 48 hours of birth). You will upload this document during this online enrollment process.

When it becomes available, you will also need to provide the Social Security Number for your newborn. It is *required* to remain on our health plans. We understand you may not have this number immediately (within your 31-day Qualifying Event period). Provide it to Employee Hub as soon as possible.

For online assistance, go to the *Help App* on the Workday homepage. Search for the *Change Benefits – Qualifying Life Events* article. It provides step-by-step instructions to start the benefits election process.

**Questions?** If you need more help or have questions, you may always contact Employee Hub for further assistance via [email](#) or call 1-800-303-0408 (Monday – Friday, 8:00am – 5:00pm EST).

