

MEDICAL LEAVE POLICY FOR RECOVERY FROM CHILDBIRTH

PURPOSE: To outline policies and procedures pertaining to the eligibility, usage, and management of medical leave benefits recovery from childbirth.

RELATED DOCUMENTS: [Benefit Overviews](#)

POLICY:

A. Effective Date

This policy is effective January 1, 2023.

B. Eligibility

Associates who have worked for Towne Park for 12 months or more
AND have worked an average 30 hours per week in 12 Months (1,560 hours)
AND have given birth to a child
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C. Waiting Period

For the first 7 calendar days (5 workdays) of Medical Leave, the associate must use PTO.
If PTO is unavailable for some or all of the waiting period, the waiting period will be unpaid once the PTO balance is exhausted.

D. Paid Leave Benefit

Following the Waiting Period, the company will pay the Medical Leave for 7 calendar weeks at a reduced rate of:

- Salaried Associates and Managers will receive 80% of their salary rate
- Hourly Associates will receive 80% of their hourly rate (or 80% of Minimum Wage if greater than their standard hourly rate). To determine the rate to be paid, an average of hours worked x rate paid for the prior 12 months will be used, then reduced to 80%.

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E. Requesting and Taking Medical Leave

Associates wishing to take Medical Leave to recover from the birth of a child must apply for the estimate leave dates through Workday. The **Medical and Bonding Leave** form must be completed and submitted through Workday. It is expected that the associate will communicate their intended dates for the Medical Leave to their management in advance of the estimated dates. Human Resources will administer the review and approval process.

The waiting period is the first seven (7) calendar days (5 business days), PTO must be used for those days. If sufficient PTO is not available, PTO available will be used and then the remaining waiting period will be unpaid. The associate or their manager are responsible for entering the PTO time for the waiting period. After the request is approved and the PTO is used, the associate's balance will automatically be reduced. The PTO rate used in the waiting period is paid at the regular rate for the associate.

- Weeks two (2) through eight (8) are 80% of salary rate for salaried associates.
- For hourly associates, the hourly rate averaged over the last 12 months will be calculated and then reduced to 80% for the rate to pay for Medical Leave.

Human Resources will provide the reduced pay amount to Payroll each pay period.

F. FML

Family and Medical Leave (FML) runs concurrently with the Medical Leave. A separate application for FML must be submitted in addition to the Medical Leave Form. FML provides up to 12 weeks of job protection. See the associate handbook for more information on FML.

G. Short-Term Disability

Associates can apply for Short-Term Disability (STD) through the STD vendor for additional pay after the company paid benefit ends after eight weeks.

H. Payment

PTO used for the waiting period will be paid in the pay period in which it is entered and approved; if it is entered after a pay period has been processed, it will be paid on the next pay date. Medical Leave will be paid each pay period based for the applicable eligible dates.

I. Company Holidays during Medical Leave

If a Company Holiday falls within the Medical Leave time, the time will be paid as PTO for the waiting period or Medical Leave. Company Holidays do not extend the Medical Leave period.