



## PARENTAL LEAVE POLICY

nbkc bank will provide up to two weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child. 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 Policy will run concurrently with Family and Medical Leave Act (FMLA) leave, in cases where an employee is eligible for FMLA leave.

## ELIGIBILITY

Employees are eligible to take Parental Leave every 12 months. A 12-month period is defined as a rolling 12-months measured backward from the date of the start of the last Parental Leave.

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 6 consecutive months and be classified as a regular, full-time employee who works a standard 40 hour work week, a regular, part-time employee working 30-39 hrs/week or a commissioned employee, as defined by nbkc bank.

The employee must also meet one of the following criteria:

- Have given birth to a child; or
- Be a spouse or committed partner to one who has given birth to a child; or
- Have adopted a child who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.

## LEAVE PROVISIONS

Parental leave must be taken within the first twelve (12) weeks after the birth or adoption of a child. This time may be taken all at once or throughout the twelve week period. Eligible employees must apply for Parental Leave benefits and provide proper documentation as a condition of receiving the benefit payment under this policy.

## NOTICE

An Employee shall complete a Request for Leave of Absence form and submit it to their Manager and Human Resources. If the need for Parental Leave is foreseeable, an Eligible Employee must give his or her manager and Human Resources at least 30 calendar days advance notice of the need for leave.

If the need for Parental Leave is not foreseeable, an Eligible Employee or his or her representative must complete and send a Request for Leave of Absence to the Eligible Employee's manager and Human Resources as soon as practicable.

## MEDICAL DOCUMENTATION

Employees will be required to furnish appropriate medical documentation, provided by Human Resources, for the birth of a child. If the employee is eligible for FMLA leave, the medical certification requirements will govern. The medical documentation will be completed and signed by the individual's health care provider.

## ADOPTION DOCUMENTATION

An eligible employee will be required to furnish appropriate adoption documentation such as a letter from an adoption agency, or from the attorney in cases of private adoptions.



## BENEFIT PAYMENT

An employee on Parental leave will continue to receive his or her regular salary and benefits during the period of absence in accordance with the following schedule:

- Regular full-time employees who are FMLA eligible may take up to 12 weeks of Parental Leave for a birth or adoption: 2 of those weeks shall be compensated at 100 percent of the employee's regular, straight weekly pay, and an additional 10 weeks of unpaid leave is available under this Policy.
- Regular full-time employees who have been employed 6-12 months, and are not FMLA eligible, may take up to 6 weeks of Parental Leave for a birth or adoption: 2 of those weeks shall be compensated at 100 percent of the employee's regular, straight weekly pay, and an additional 4 weeks of unpaid leave is available under this Policy.
- Regular Part-time employees working 30-39hrs/week who have been employed for at least 6 months may take up to 6 weeks of Parental Leave for a birth or adoption: 2 of those weeks shall be compensated at 100 percent of the employee's regularly scheduled hours per week and an additional 4 weeks of unpaid leave is available under this Policy.

## COMMISSIONED EMPLOYEES COMPENSATION

- Mortgage Loan Originators will be paid at an hourly rate based on their prior six-month commission average.
- Loan Origination Managers will be paid at an hourly rate based on their prior six-month commission average.

Payments are made on regularly scheduled paydays. The benefit is considered taxable income. Parental Leave cannot be accumulated from year to year. In the event of termination or resignation, no payment will be made for any unused leave to which an employee may be due if eligible.

## COORDINATION OF PARENTAL LEAVE BENEFIT PAYMENT WITH PAID TIME OFF (PTO)

After the Parental Leave Benefit has been exhausted, eligible employees will be required to use their available accrued PTO balance, and once their accrued PTO is exhausted the remainder of their leave will be unpaid.

Employees with any questions regarding this policy should contact the Human Resources Department.

