

Maternity Leave:

nbkc bank will grant eligible employees maternity leave for the birth of a child(ren). This leave is intended for recovery from child birth. Maternity leave may consist of a combination of Paid Time Off, Short-Term Disability, Parental Leave and leave without pay depending on the employee's eligibility under the Company's Paid Time Off, Short-Term Disability and Family Medical Leave Act policies.

Military leave may be taken concurrently with FMLA and the employee's military service duty requirements.

Eligibility

Any employee who has given birth is eligible for this benefit.

An employee may work for as long as is permitted by her physician and may return to work when medically approved to do so. The employee will be allowed six (6) weeks for a vaginal delivery and eight (8) weeks for a C-section. The employee will also be required to exhaust their Paid Time Off.

Notice/Documentation:

The employee must provide an attending physician's statement of disability certification of the leave that includes the anticipated starting and expected ending date that the employee will be out for the birth of the child(ren). This certification must be submitted to the Human Resources Department prior to the start of the maternity leave. The employee must inform Human Resources of how many weeks they intend to take prior to the start of the maternity leave.

Benefits:

Employees on maternity leave will maintain benefits eligibility and are expected to coordinate the payment of all benefits premiums prior to starting leave. Employees may pay benefits premiums through payroll deductions while on leave if possible, or must pay all premiums due within 30 days of returning from leave.

Pay while on Leave:

If an employee has been employed for less than 6 months, the employee may use PTO for time off during Maternity Leave.

Once the employee has been employed for six months, she is eligible for Short Term Disability, which provides up to 8 weeks of pay at 100% and then an additional 2 weeks of Parental Leave, paid at 100%.

If an employee has been employed for one year or more, they may take Maternity Leave concurrently with FMLA and take up to 12 weeks of time away. FMLA is unpaid.

Employees must use all available Paid Time Off, Short Term Disability and Parental Leave prior to taking any unpaid time off.

Dependent Benefits:

If an employee is adding the child(ren) to their benefits plans, they must contact Human Resources within 30 days of birth or adoption to ensure enrollment into the benefits plans.

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

Parental Leave:

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