

Effective: August 2017

TIME OFF
Section 6.8 – Parental Leave

Bruner/Cott

ARCHITECTS

225 Friend St., Suite 701

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www.brunercott.com

BCA provides a Parental Leave plan that provides benefits above the state-mandated Act Relative to Parental Leave minimum requirements. A full text of this Act can be found on the state website at <http://www.mass.gov/mcad/resources/employers-businesses/emp-guidelines-maternity1-gen.html>

BCA provides tiered parental leave benefits dependent upon years of service with the firm: one plan for those who have been employed at BCA for 90 days through 2 years, and one plan for those who have been employed at BCA for more than 2 years. Parental leave may be taken for the following:

- the birth of a child
- adopting a child under 18 years of age (or under 23 if the child is disabled) or
- the placement of a child pursuant a court order

The employee must provide 2 weeks' written notice of the anticipated date of departure and state in writing the intention to return to his/her position, as circumstances allow.

During this period of leave for either service tier, employees do not accrue vacation, sick, or personal time. Group health and dental insurance coverage will continue under the same terms and conditions as if the employee was not on leave. Other benefits resume as of the date the employee returns to full-time employment. This leave will not affect the employee's rights to receive vacation leave or other benefits for which she or he was eligible at the date of her/his departure. An employee returning to work at the completion of the leave will be restored to her/his previous position or a similar position unless other employees in the same or similar positions have been laid off during the employee's leave due to economic or operation conditions. If both parents work for BCA they may only be entitled to parental leave in the aggregate.

BCA will consider flexible return to work plans on a case-by-case basis.

For 90 days-2 years of service:

BCA will grant gender neutral unpaid, job-protected parental leave of 12 weeks.

To be considered eligible, the employee must have been employed by the company for a minimum of 90 calendar days. Partial pay is available for BCA birth mothers through our short-term disability insurance which is 60% of current pay; this process is handled by our outside insurer, Unum.

For 2 or more years of service:

BCA will grant 12 weeks of partially paid, job-protected parental leave.

Birth mothers are eligible for 50% of their salary for 12 weeks. In addition, they are eligible for supplemental pay through short-term disability insurance, handled by our outside insurer, Unum.

An employee whose partner gives birth will be eligible for 2 weeks paid at 100% of his or her salary, not to be taken more than one week concurrently.

JUST Applicable Section

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An employee with more than two years of service with the company who adopts a child under 18 years of age (or under 23 if the child is disabled) or for the placement of a child pursuant to a court order, will be eligible for 2 weeks paid at 100% of his or her salary, which may be taken concurrently.

JUST Applicable Section