**b. Parental Leave**

Parental leave is available to all full time employees who have successfully completed the three (3) month introductory period (See Division B. Employment Section 5. Introductory Period) for:

* giving birth to a child; or
* the adoption of a child under the age of 18; or
* the adoption of a child under the age 23 if the child is mentally or physically disabled.

. Parental leave consists of up to twelve (12) weeks of leave, commencing on the date of birth or adoption of a child. Of the twelve (12) weeks, four (4) weeks are paid and eight (8) weeks are unpaid. An employee who wishes to take parental leave must provide to both the Human Resources Coordinator and the payroll department no less than two (2) weeks written notice of his/her expected date of commencement of parental leave together with notice of his/her intention to return to his/her job.

Accumulated paid sick time and/or vacation time may be applied towards the unpaid portion of the parental leave under the same terms and conditions which apply to the use of accumulated paid sick time or vacation time, respectively (See Division C. Compensation Sections 5. Vacation & 6. Sick Time). Paid sick time, vacation time and personal days do not accumulate during parental leave. Medical, life and disability insurance may be maintained by the employee who is responsible for the payment of such premiums according to the details of each insurance program and may be used during parental leave in accordance with the applicable insurance plans.

If an employee decides not to return to work from a parental leave, notice should be given as soon as possible and at least 30 days prior to the end of the leave. Otherwise, at least ten (10) working days prior to expiration of a maternity leave, the employee should contact the Human Resources Coordinator to verify that he/she intends to return to work as scheduled.

An employee who is on parental leave will be restored to his/her previous, or a similar position with the same status, pay, length of service credit and seniority as of the date his/her leave commenced provided other employees of equal length of service credit and status in the same or similar positions have not been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of such maternity leave. An employee on parental leave shall, however, retain any preferential consideration for another position to which he/she was entitled as of the date his/her leave commenced.

Non-exempt employees are also provided reasonable unpaid breaks each day to express breast milk for their infants, for up to one year from the child's birth. The Firm will provide, when possible:

Flexible work schedules, including breaks to provide time for the expression of milk

Access to locations, other than a restroom, that provide privacy

Access to a clean sink

The Firm will comply with all federal and state laws regarding the expression or storage of breast milk in the workplace.