

Parental Leave Policy FAQs

Q: What is the effective date of the new Maternity Leave?

A: The new Maternity Leave is effective October 1, 2022. This is when Matrix will be ready to begin accepting Maternity Leave requests.

However, anyone on an approved Short-Term Disability (STD) Leave related pregnancy effective August 15, 2022, will receive an adjustment to make them whole so they receive six weeks of 100% of earnings for their leave. The adjustment will take time and will be processed by Corporate.

Managers/Supervisors/HR Managers should not make any payments to partners, or adjust any timesheets, etc.

Q: Does the elimination period under the STD Plan apply for Maternity Leave given it is a carve out under the STD Plan?

A: No, the elimination period under the STD policy does not apply to Maternity Leave.

Q: If I want to take Maternity Leave who do I notify?

A: Effective October 1st, the notification requirements for Maternity Leave are the same as those outlined in Corporate Policy C-159 Short-Term Disability Leave.

For a **planned** Maternity leave, the partner must contact Matrix no more than 30 days prior to the last day worked, however, the partner or manager must call Matrix to confirm the last day worked when the leave begins.

For an **unplanned** Maternity leave start, the partner must contact Matrix at 866-256-4131 within 3 days of their absence from work.

Q: What if I am already on approved maternity leave and receiving Short Term Disability that is less than 100% of my base salary?

A: Any partner that is currently on an approved maternity leave as of the date of the announcement, August 15, 2022, will receive payment to make up for the difference between their STD payment and the 100% of maternity leave benefit for six weeks. This will be calculated and paid by Corporate. Nothing should be processed locally, and timesheets should not be amended, so we can avoid an overpayment.

Q: Is Maternity Leave tied to Short Term Disability?

A: Yes, Maternity Leave is a carve out under the current Short Term Disability policy, so they are tied together.

Q: Is the Maternity Leave benefit different for a cesarean delivery vs. vaginal delivery?

A: The Maternity Leave benefit is a total of six weeks at 100% of earnings regardless of the type of delivery. If a partner is on an approved Maternity Leave for longer than six weeks, then the partner would receive STD pay following the Maternity Leave pay in accordance with our STD policy.

Q: Does Maternity Leave apply if I adopt a child?

A: Maternity Leave is a carveout to our current Short Term Disability Policy which covers an individual who is out due to medical need and under the care of a doctor, in this case having a baby. Therefore, we are unable to provide this exact same benefit for adoption.

Q: Does Maternity Leave apply if I have a surrogate?

A: Maternity Leave is a carveout to our current Short Term Disability Policy which covers an individual who is out due to medical need and under the care of a doctor, in this case having a baby. Therefore, we are unable to provide this exact same benefit if you have a surrogate.

Q: Why is Cintas only paying for 6 weeks?

A: We are excited to be able to make a significant improvement to what we currently provide to our female partners by implementing a Maternity Leave. Cintas continually benchmarks our benefits, listens to our partners feedback, and balances the cost of all benefits to ensure we are offering a competitive total compensation package for all partners.

Q: What if I'm in the hourly production benefits class and have been employed less than a year?

A: You are eligible for Parental Leave or a Personal Leave. A partner in the hourly production benefits class that has less than one year of service is not eligible for Maternity Leave. Eligibility for Maternity Leave is the same as the eligibility for STD.

Q: How does this impact states with paid leave?

A: Maternity Leave is offset by any state paid leave, just like Short Term Disability is today. For Maternity Leave a partner will receive their state leave payment plus any additional earnings from Cintas to get to 100% of earnings as defined in Corporate Policy C-159.

Q: Are the 6 weeks based on a 13-week average or just the partner's base?

A: The definition of weekly earnings for Maternity Leave is the same as that outlined in Corporate Policy C-159 Short Term Disability. For Commission/Piecework paid partners, weekly earnings will be based on the average weekly earnings over the previous 13 weeks of regular pay periods prior to their last day worked.

Q: When does Maternity Leave start if a partner is pulled out of work early for complications?

A: Maternity Leave starts once the leave is approved by Matrix. If a partner is on an approved Maternity Leave for longer than six weeks, then the partner would receive STD pay following the Maternity Leave pay in accordance with our STD policy.

Q: When should a partner notify their manager that they are expecting and intend to take maternity leave?

A: This is personal to each partner and should be determined based on a partner's particular situation and when they are comfortable telling their manager.

Q: Can I combine Parental leave, Maternity Leave, Short Term Disability (STD), and FMLA?

A: Parental Leave is separate from STD and FMLA and therefore, does not run concurrent with either. Maternity Leave is a carve out under STD and therefore Maternity Leave will run concurrently with FMLA, just like STD does today. Maternity Leave is inclusive of the thirteen weeks of STD eligibility.

For example: If eligible, a partner can take six weeks of Maternity Leave and receive 100% of earnings for that period of time. If eligible, the partner can then take ten weeks of FMLA for a total of sixteen weeks under Cintas' FMLA policy (six weeks Maternity + ten weeks FMLA). If the partner wants additional time, they can take two additional weeks under Parental Leave unpaid.

Example: If a partner is in the Production Benefits Class and they have less than a year of service they are only eligible for Parental Leave or Personal Leave. They could take two weeks under the Parental Leave Policy and eight weeks under the Personal Leave policy for a total of ten weeks unpaid.

Example: If a partner doesn't qualify for Maternity Leave because they are not the person having the baby, however, they do qualify for FMLA then they could take sixteen weeks under FMLA and two additional weeks under Parental Leave unpaid.

Q: As of August 15th, I have a partner on a current STD leave related to maternity and they used PTO for a portion of their leave time. My understanding is they will receive an adjustment in pay to get 100% of earnings, should we give the partner the PTO hours that they used during the leave back?

A: No, payroll and HRIS will take care of processing the true-up and return any used PTO hours to the partner's PTO bank.

Q: What is the effective date of the new Parental Leave?

A: The effective date of the new Parental Leave is October 1, 2022.

Q: Does Parental Leave apply to adoptions or surrogate?

A: Yes, a parent who adopts a child or who has a surrogate can take time under Parental Leave to bond with the child.

Q: If I want to take Parental Leave who do I notify?

A: You need to notify your manager as soon as reasonably possible and complete the "Request for Parental Leave" form, Corporate Policy XXX Parental Leave, Exhibit F. Managers should contact their Human Resources Manager regarding a partner's need for Parental Leave. Managers are responsible for approving a partner's request for Parental Leave, and ensuring salaried partners are coded in Time and Labor for the time taken as "Unpaid Excused Time Off" to prevent an overpayment. Parental Leave is not managed by Matrix and should not be called into Matrix.

Q: Why is Parental Leave unpaid?

A: Cintas continually benchmarks our benefits, listens to our partners feedback, and balances the cost of all benefits to ensure we are offering a competitive total compensation package. Cintas has to make tough calls when it comes to how to invest our money as it relates to benefits. We will continually look at all of our benefits and make improvements overtime with the focus on ensuring we are offering a competitive Total Compensation Package for all partners.

Q: Is there a certain time period in which Parental Leave must be taken?

A: Parental leave must be taken in two consecutive weeks and used within five months from the date of birth or adoption.

Q: Why is Cintas offering Parental Leave when we already have FMLA and Personal Leave?

A: Based on feedback we received from partner listening sessions there was a desire to have a separate Parental Leave from the other leave types that we already offer today. Parental leave is an inclusive leave that can be utilized by all partners no matter what category, classification, or group in which they identify if they are in need of time off to care for a newborn or adopted child.