

## Parental Leave Policy Summary

The Parental Leave benefit provides time off from work and/or continuation of pay for eligible partners who are expecting a child and/or require time to care for and bond with their newborn or adopted child. This policy applies to all eligible partners who are expecting a child and/or require time to care for and bond with their newborn or adopted child.

- Eligibility Requirements for Leave

- Maternity Leave

1. Maternity Leave is a temporary absence and applies to eligible expectant or new mothers who require time off for pregnancy and/or childbirth. Maternity Leave is one component of the benefits that may be available to eligible female partners during pregnancy or upon the birth of a child including, but not limited to, Cintas' Short-Term Disability (STD), and Family Medical Leave Act (FMLA) Policies.
2. Maternity Leave benefits are an enhancement and carve out of Cintas' current STD benefits. Partners must be eligible to receive benefits under Cintas' STD policy, detailed in Corporate Policy C-159, to be eligible for Maternity Leave benefits.
3. When Eligibility Ends
  1. Coverage ends at midnight on the earliest of:
    - a. The date the partner ceases to meet the eligibility requirements outlined in this Policy and/or Corporate Policy C-159; or
    - b. The date the partner terminates employment.
4. The Groups Not Eligible for Cintas' Maternity Leave benefit include:
  1. Production Hourly partners who have less than one year of service;
  2. Temporary partners;
  3. Partners participating in a collective bargaining agreement, i.e., Union employees, unless specifically provided for under the collective bargaining agreement;
  4. Part-time partners who work less than 30 hours per week.

- Parental Leave

1. Parental Leave allows a partner to take up to two consecutive weeks of unpaid leave for the birth or adoption of a partner's child in the first five months from the date of birth or adoption. To be eligible for Parental Leave a partner must be a non-union, active, full-time partner who is regularly scheduled to work at least 30 hours per week. Parental Leave is one component of the benefits that may be available to you upon the

birth or adoption of a partner's child including, but not limited to, Cintas' STD, and FMLA Policies.

1. Parental Leave is separate from STD and/or FMLA and can be added on to an approved STD Leave, Maternity Leave or FMLA Leave.

- Maternity Leave Benefits

- The Maternity Leave benefit provides a payment of 100% of weekly earnings for an approved Maternity Leave for a maximum of six weeks of pay.
  1. Maternity Leave payments begin on the first full day of an approved Maternity Leave as determined by Cintas' third-party leave administrator (Matrix).
- Maternity Leave Payments – Maternity Leave payments begin as soon as administratively possible with the next normally scheduled pay period following approval.
  1. Payments will only be made for approved leave time. If a weekly payment is payable for less than a week, the payment will be made in daily increments.
- State Disability Programs and Other Disability Offsets
  1. Partners may be eligible for State disability/Maternity programs. These States include, but are not limited to: New York, California, New Jersey, Hawaii, Massachusetts, Washington, Connecticut, and Rhode Island. Each State may have different eligibility requirements for their disability programs. For example, partners who work less than 30 hours per week may be eligible for the New York State Disability benefits.
  2. It is assumed that the partner will be eligible for the maximum State disability payment and Maternity payments will be offset. In New York, Massachusetts and Hawaii the partner will receive payment from Matrix, not the State.
  3. The partner must contact the State to initiate the State disability leave process (except for partners residing in New York, Massachusetts or Hawaii – they will still contact Matrix). Partners must submit any State leave forms requiring employer completion to their manager. The partner or manager must return the form to the State agency.
- Taxes and other Payroll Deductions
  1. Maternity Leave payments are paid through PartnerConnect as a continuation of regular pay. Taxes and other payroll deductions, including deductions for benefit premiums, are withheld from any payment received based on the same tax withholdings and benefit premium deductions the partner has for his or her regular paycheck.
  2. If a period of time has elapsed between the partner's last day worked and when Maternity Leave is approved (and the partner has not received any pay) or the State

disability offset results in the partner not being paid by Cintas, all benefit premium deductions will build up and will be taken as soon as administratively possible from future Maternity Leave payments and/or paychecks.

➤ Notification Requirements

1. For a **planned** Maternity Leave, the partner must contact Matrix at 866-256-4131 no more than 30 days before their last planned day of work. Once the leave begins the partner or manager must call Matrix to confirm the last day worked.
2. For an **unplanned** Maternity Leave to start, the partner must contact Matrix at 866-256-4131 within three days of their absence from work. The partner must also notify their manager as soon as possible.
3. Untimely notice will not be accepted. A leave that is not reported in a reasonable time in advance of required deadlines will be denied.
4. Matrix will consult with the partner regarding the leave of absence, explain the Maternity Leave benefit program, and assist the partner with the initiation of the leave.
5. Upon notification, Matrix will contact the partner's doctor to collect the necessary information to process the leave.
6. The partner is responsible to ensure that the doctor responds to Matrix request within 15 days from the date of the first contact. This is a hard deadline and no exceptions for late submissions will be allowed. If the doctor does not respond to the letter within the required timeframe, the leave request will be denied.
7. Once all necessary information is received by Matrix, the leave will be reviewed by a disability benefit specialist within five business days to determine if the medical information received supports the Maternity Leave.
8. If approved, Matrix will:
  1. Notify the partner by phone and follow up with a letter;
  2. Notify the partner's manager and Human Resources Manager via email;
  3. Ensure any applicable FMLA Leave runs concurrent with Maternity Leave.
    - a. Job protection under Cintas' FMLA Leave will run concurrently with Maternity Leave for up to 16 weeks. Partners may also be eligible for additional leave time if required by state or local law.
  4. If the partner fails to notify Matrix of their Maternity Leave in a timely manner OR if the partner's physician fails to provide proper medical documentation to support the Maternity Leave, Matrix will not approve the Maternity Leave.

- Parental Leave Benefits
  - The Parental Leave benefit provides a partner with two weeks of unpaid time away from work following the birth or adoption of a child.
    1. Parental Leave does not run concurrent with any other leave types.
  - Partners who would like to utilize Parental Leave should notify their manager as soon as practicable and complete the “Request for Parental Leave” form.
  - The “Request for Parental Leave” should be completed by the partner, approved by the partner’s manager/supervisor, and given to Human Resources.

*This is a summary of Corporate Policy - Parental Leave and is not intended to cover everything in the official policy. If partners have any questions or need additional information related to parental leave, they should speak with their Manager or HR manager, or request a copy of Corporate Policy – Parental Leave.*