

ZOLL Medical Corporation
US Paid Maternity and Parental Leave Program
Updated July 1, 2023

Purpose/Objective

ZOLL Medical Corporation will provide paid leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of Paid Maternity and Parental Leave is to give birthing parents time for recovery and all new parents flexibility and time to bond and adjust to all the changes a new child brings.

This program will run concurrently with Family and Medical Leave Act (FMLA) leave, and any state leave programs, as applicable. Updates to this program will be in effect for births, adoptions or placements of foster children occurring on or after July 1, 2023.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the company for at least 12 months at the time of the child's birth, adoption or foster care placement.
- Be a full-time, 30+ hours per week, regular employee (part-time, temporary employees and interns are not eligible for this benefit).

In addition, employees must meet **one** of the following criteria:

- Maternity Leave - Is an eligible employee who has given birth to a child
- Parental Leave - Is an eligible employee who:
 - (a) Is a spouse or partner of an individual who has given birth to a child;
 - (b) Has adopted a child who is 17 years old or younger (this provision does not apply to the adoption of a stepchild by a step-parent).

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees who qualify for Maternity Leave will receive a maximum of 12 weeks of paid leave per birth. Eligible employees may receive partial pay through short- or long-term disability insurance and/or state programs during this time. During Maternity Leave, ZOLL will pay the employee's Regular Pay, less whatever partial pay the employee is eligible to receive through those other means, so as not to exceed 100% of Regular Pay.
- Eligible Employees who qualify for Parental Leave will receive 6 weeks paid time off to bond with the new child. This time will be paid at 100% of Regular Pay, subject to deduction for any insurance, 401(k) or state paid benefits, so as not to exceed 100% of Regular Pay.
- Multiple births or adoptions (i.e., twins or triplets) do not increase the length of Maternity Leave or Parental Leave.
- Health benefits and 401(k) deductions will continue for the duration of the maternity/Parental Leave. The employee contributions will be deducted from his or her pay, as usual.

- FML and any applicable state leaves will run concurrently with Maternity/Parental Leave. Refer to the FML program for complete details.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused Paid Parental Leave for which he or she was eligible.

Requests for Paid Maternity and Parental Leave

- The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.
- Up to 2 weeks (10 working days) of Maternity/Parental Leave may be taken on an intermittent basis in full day increments. All remaining Parental Leave needs to be taken on consecutive days.
- Complete Maternity/Parental Leave within 12 months following birth or adoption.
- As is the case with all company policies, ZOLL has the exclusive right to interpret, modify or terminate this program at any time at their discretion.