Johnson & Johnson is interested in hearing about other members’ parental leave policies. Please take a few minutes to respond to the following questions:

- Does your organization allow parental leave for a mom, dad, or adoptive parent(s) to be utilized as a paid intermittent leave (i.e. 4 hours a day, one full day, one week, etc.) or do they need to take it as a continuous (consecutive) leave?
  - For example, if your organization gives 6 weeks of a paid parental leave to be used within the 1st year from the date of delivery/date of adoption, do the 6 weeks need to be taken consecutively, or are they permitted to take it intermittently in hours, days, or weeks?

- For paid parental leave, whether taken consecutively or intermittently, does your organization require manager approval?
  - Some organizations may say approval is not needed for consecutive leaves if taken directly after the birth/adoption, but will be required if the leave is taken after their return to work or if taken intermittently (i.e. 4 hours/day, 1 day increments, 1 week increment, etc.) in order to ensure business needs are met.

Any other thoughts on how your organization implements paid parental leave would be appreciated.

_Pam Corson, Johnson & Johnson, March 11, 2015_

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<tr>
<th>COMPANY, CONTACT NAME</th>
<th>COMMENTS</th>
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| Allstate Insurance Company Megan Carr mcar6@allstate.com | Does your organization allow parental leave for a mom, dad, or adoptive parent(s) to be utilized as a paid intermittent leave (i.e. 4 hours a day, one full day, one week, etc.) or do they need to take it as a continuous (consecutive) leave?  
No.  
For paid parental leave, whether taken consecutively or intermittently, does your organization require manager approval?  
Yes – unless the employee combines PTO with FMLA then only Sedgwick (timeaway vendor) has to approve. |
| Dot Foods Christy Porterfield christy.porterfield@dotfoods.com | Does your organization allow parental leave for a mom, dad, or adoptive parent(s) to be utilized as a paid intermittent leave (i.e. 4 hours a day, one full day, one week, etc.) or do they need |
to take it as a continuous (consecutive) leave?

Our paternity leave is a new benefit, and includes 3 days of PTO which can be used in any increment within the 12 week FMLA window. This leave can also be used in conjunction with any sick, personal or vacation time the employee has available in their PTO bank. We just started offering one week of adoption leave for adoptive parents this year, and I've not had any employees who have utilized that benefit as of yet. This can also be taken within the 12 week FMLA window, in any increment, in addition to any other time available in their PTO bank up to 12 weeks. The thought was that employees would take the week of adoption leave at one time, though they have flexibility on this. Maternity leave is traditionally taken all at one time; up to 12 weeks (again, coincides with the FMLA window). We also offer a gradual return to work benefit that allows female employees, regardless of how long they take for maternity leave, to work 24 hours their first week back (at the schedule they determine) and are paid for 40, and work 32 hours their second week back while being paid for 40. By their 3rd week back to work, they have resumed a 40 hour work week schedule.

For paid parental leave, whether taken consecutively or intermittently, does your organization require manager approval?

From my experiences with coordinating leave details for employees, managers always are in the loop on the employee’s plan, whether for maternity or paternity (or eventually adoption, once we have employee utilizing that benefit); however I’ve never known a manager to decline a request or plan once submitted by an employee. I believe they are copied more as an FYI than anything else.

Chubb
Julie Flores
julieflores@chubb.com

For example, if your organization gives 6 weeks of a paid parental leave to be used within the 1st year from the date of delivery/date of adoption, do the 6 weeks need to be taken consecutively, or are they permitted to take it intermittently in hours, days, or weeks?

12 weeks of New Parent Leave is available for all new parents and may be taken intermittently with manager approval. With manager approval, employees can also take PTO to either extend the amount of time out of the office or to provide pay for otherwise unpaid time off.

Any other thoughts on how your organization implements paid parental leave would be appreciated.

Once the mother is no longer considered to have a serious
| **Eli Lilly**  
John Patton  
patton_john_d@lilly.com |
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<td>Below is a summary of Lilly’s Adoption and Parenting leave guidelines. Let me know if you have any questions.</td>
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**Adoption Leave**

Up to 4 continuous weeks of paid time off for the adoption of a child.

**Pay and Benefit Implications:**

- Eligible full-time employees receive pay for up to 4 continuous weeks of paid time off.
- Eligible part-time employees receive pay for up to their regularly scheduled hours in a work week.
- You may be eligible for additional unpaid time off based on your FMLA eligibility or through a Greater than 90 Day Dependent Care Leave.

Time off for Adoption Leave should be entered as “Paternity/Adopt/Foster LV” on your timesheet up to the 4 weeks of annual allowance.

- You must report your absence to the Lilly Leave and Disability Center (LLDC) prior to your first day of absence.
- You must provide required documentation to the LLDC in English for the leave to be considered for approval.
- You must confirm your return to work date with the LLDC on the day you return to work.

**Parenting**

Up to 40 hours of paid time off if you are the biological father or domestic partner of a newborn or the parents or guardians of a newly-acquired foster or adoptive child.

**Pay and Benefit Implications:**

- Full-time employees receive pay for up to 40 hours of time off.
- Part-time employees receive pay for up to their regularly scheduled hours in a work week.
- You may be eligible for additional unpaid time off.
based on your FMLA eligibility or through a Greater Than 90 Day Dependent Care Leave.

- Time off for Parenting Leave should be entered as “Paternity/ Adopt/ Foster LV” on your timesheet up to the 40 hours annual allowance.
- Parenting Leave normally begins when your child comes home from the hospital or on the day the child is either placed in your home or the date of legal placement through qualified adoption or foster care.
- The time off must be taken within the first 30 days of the child’s arrival in your home.
- With supervisory approval, Parenting Leave may be taken on an intermittent or reduced schedule.
- Time off prior to the Parenting Leave may be taken for the day(s) of labor, birth, and hospital dismissal and should be taken as Illness in the Family if you have time available.
- A Parenting Leave cannot be taken more than once in a 12 month period without approval from the Employee Benefits Committee.
- If you need additional unpaid time off, contact the LLDC.

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<th>FM Global</th>
<th>Does your organization allow parental leave for a mom, dad, or adoptive parent(s) to be utilized as a paid intermittent leave (i.e. 4 hours a day, one full day, one week, etc.) or do they need to take it as a continuous (consecutive) leave?</th>
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<tbody>
<tr>
<td>Mary Fox</td>
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<td><a href="mailto:mary.fox@fmglobal.com">mary.fox@fmglobal.com</a></td>
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- Paid Short Term Disability (6 Weeks-Natural/8 Weeks-C-section)
  - Available at date of hire
  - Immediately following delivery
  - Consecutive
  - Weeks at 100% base pay determined by years of service
    - 2 weeks for every year of service
- FMLA is concurrent with Short Term Disability
- Unpaid FMLA (bonding)
  - Follow FMLA guidelines
    - Use within one year of birth or placement (adoption or foster care)
  - Allow consecutive or intermittent leave

For paid parental leave, whether taken consecutively or intermittently, does your organization require manager approval?

- Paid Short Term Disability does not require manager approval
- Unpaid FMLA for bonding does not require manager approval
| Herman Miller  
Kim Smit  
kim_smit@hermanmiller.com | Does your organization allow parental leave for a mom, dad, or adoptive parent(s) to be utilized as a paid intermittent leave (i.e. 4 hours a day, one full day, one week, etc.) or do they need to take it as a continuous (consecutive) leave?

We do not allow new parents to take Paid Parental Leave as an intermittent leave.

For paid parental leave, whether taken consecutively or intermittently, does your organization require manager approval?

There is no manager approval needed for Paid Parental Leave. Our Paid Parental Leave is two weeks and available for both mothers, fathers, same sex partners. It must be taken within one year of the birth or adoption of the child. |
|---|---|
| Intel  
Kate Nason  
kathryne.nason@intel.com | Does your organization allow parental leave for a mom, dad, or adoptive parent(s) to be utilized as a paid intermittent leave (i.e. 4 hours a day, one full day, one week, etc.) or do they need to take it as a continuous (consecutive) leave?

We allow our 8 weeks of leave to be taken in two chunks, minimum of 2 weeks at a time.

For paid parental leave, whether taken consecutively or intermittently, does your organization require manager approval?

Some organizations may say approval is not needed for consecutive leaves if taken directly after the birth/adoption, but will be required if the leave is taken after their return to work or if taken intermittently (i.e. 4 hours/day, 1 day increments, 1 week increment, etc.) in order to ensure business needs are met.

Our employees are encouraged to schedule with their manager, but at this point do not require manager approval. |
| US Navy  
Shannon Sweeney  
francis.sweeney@navy.mil | Does your organization allow parental leave for a mom, dad, or adoptive parent(s) to be utilized as a paid intermittent leave (i.e. 4 hours a day, one full day, one week, etc.) or do they need |
to take it as a continuous (consecutive) leave?

Parental Leave: New parents married to someone who gives birth to a child get 10 days of paid leave to be used within 1 calendar year of the birth of the child. Requests to take leave must be approved by the requestor’s manager; the decision to approve leave will be based on current operational requirements. We do not do half days of leave so it has to be in full day increments (this applies to the below paragraphs too).

Maternity Leave: New mothers get 42 days of convalescent leave (i.e. paid time off for medical recovery) after the birth of a child. All the days must be used consecutively and start the day after the new mother is released from the hospital.

Adoption Leave: Newly adoptive parents get 21 days of paid time off for adopting a child under 18 years of age. The leave must be taken within 12 months following the adoption. If a Dual-military couple adopts a child, unfortunately only one parent may use adoption leave. This is something we are looking to correct; however, a change to the law is required for that.

For paid parental leave, whether taken consecutively or intermittently, does your organization require manager approval?

Paternity Leave: Yes.

New Mother Convalescent Leave: No. It starts automatically the day after the new mom is discharged from the hospital.

Adoption Leave: Yes.