



## Paid Parental Leave Policy

The introduction of a new member to the family is an exciting time which should be celebrated! In honor of these events, Modine Manufacturing Company will provide up to four (4) weeks of paid parental leave (PPL) to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, surrogacy, or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn, newly adopted or newly placed child. This policy will run concurrently with the Family Medical Leave Act (FMLA), as applicable. This policy will be in effect to eligible employees for births, adoptions, or placements of foster children occurring on or after July 1, 2022.

### Eligibility

Eligible employees must meet the following criteria:

- Be classified as a Modine employee working greater than 30 hours per week for 90 consecutive days prior to the qualified parental leave event date. Union employees are not eligible for this benefit.
- Working in a state without state provided family leave benefits (check with your HR department to determine your state's eligibility).

In addition, eligible employees must experience one of the following qualified parental leave events 90 days or later from their hire / rehire date:

- Have given birth to a child.
- Be the documented birth parent, surrogate beneficiary, or legal (court supported) guardian.
- Have legally adopted a child or been placed with a foster child (in either case, the child must be under age 18). The adoption of a new spouse's child is excluded from this policy.

### Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees receive a maximum of four (4) weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the four (4) week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than four (4) weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Approved paid parental leave will be paid by Modine via the employee's normal payroll cycle if the paid parental leave claim is received and approved by our leave administrator. If an employee is out on leave on or before a scheduled pay increase, the pay increase will be pended until the employee returns to work and be effective the date the employee returns to work.



- Approved paid parental leave must conclude within the twelve (12) month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this twelve (12) month time frame.
- If an employee who is eligible for short-term disability has given birth, the four (4) weeks of paid parental leave may commence any time after the conclusion of the short-term disability (STD) leave benefit provided to the employee for the employee's own medical recovery following childbirth and must conclude within the twelve (12)-month time frame immediately following the birth as indicated above.
- Employees must take paid parental leave in one continuous period of leave, except where state mandates apply, and paid parental leave must conclude within the twelve (12) month time frame as indicated above. Any unused paid parental leave will be forfeited at the end of the twelve (12)-month time frame.
- 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.
- Paid parental leave cannot be used to supplement STD pay.

### **Coordination with Other Policies**

- Paid parental leave taken under this policy will run concurrent with leave under the Family Medical Leave Act (FMLA) if FMLA eligibility is met. Therefore, leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, will be counted toward the 12 continuous weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) may be compensated by substituting available paid time such as PTO.
- If a company holiday occurs during paid parental leave, the employee will receive paid parental leave pay (not holiday pay) and such holiday will not extend the total paid parental leave entitlement.

### **Requests for Paid 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 report and coordinate his or her claim with our leave administrator within 15 days of the event including submission of any required substantiation. Pay will commence when approval is received from the leave administrator.

*As is the case with all company policies, the organization has the exclusive right to interpret this policy.*