

Parental Leave Policy

(January 1, 2024)

The One Power Parental Leave Policy will apply to all current and future Eligible Employees of One Power Company.

Definitions

Eligible Employee means any employee who has been employed continuously by One Power for at least twelve (12) full months prior to the first day of leave.

Birth Parent means a person who will or did give birth to a child.

Parent means the parent who is not the Birth Parent, or any person who adopts a child age 17 and younger, not including the adoption of a stepchild by a stepparent or fostering of a child.

Regular Pay Rate means (i) for exempt employees, their regular salary payable at the company's regular interval, exclusive of any bonus pay; and (ii) for non-exempt employees, their regular hourly rate times 40 or the typical number of hours the employee is regularly scheduled to work, payable at the company's regular interval, exclusive of any bonus, special, or overtime pay.

Policy of the Company

1. One Power supports its employees during significant life events, such as the birth or adoption of a child. Eligible Employees may take leave from the company in anticipation of and following the birth of a child or the adoption of a child into their family, as provided by this policy.
2. A Birth Parent who is an Eligible Employee may take the following medical-based parental leave:
 - a. 8 weeks of leave is available at 100% of the Birth Parent's Regular Pay Rate for any medical recovery arising from or related to pregnancy and childbirth. Leave will begin on the delivery date, but an Eligible Employee may elect to start leave up to 2 weeks prior to the anticipated delivery date. If an Eligible Employee elects to use leave prior to the delivery date, and the child is born later than two weeks after the anticipated delivery date, full pay is continued until the actual delivery date; however, only a maximum of 8 combined weeks is available under this paragraph.
3. A Parent or a Birth Parent who is an Eligible Employee may take the following parental/bonding leave, which for a Birth Parent is in addition to the medical-based parental leave above:
 - a. 6 weeks of leave is available at 100% of the Eligible Employee's Regular Pay Rate, which may start up to 2 weeks prior to the anticipated delivery or adoption date. If the child is actually born or adopted later than two weeks after the anticipated delivery or adoption date, full pay is continued until the actual delivery or adoption date; however, only a maximum of 6 combined weeks (pre- and post-birth) is available under this paragraph.
 - b. An additional 4 weeks of leave is available at 50% of the Eligible Employee's Regular Pay Rate.
 - c. An additional 4 weeks of leave is then available without pay, or the employee can return to work and work half of their regularly scheduled number of hours and receive 100% of their Regular Pay Rate. The employee must choose which option they would like to use for the final 4 weeks, as they cannot receive both. Unless the returning employee requests otherwise, managers must set the scheduled hours to be consecutive and during the same window of time the employee normally works (e.g., if an employee typically works from 9am to 5pm, a manager may not schedule the returning employee from 7am to 11am).
 - d. The maximum leave available under this Section is 14 weeks. For the sake of clarity, the total maximum leave available for a Birth Parent under this policy is 22 weeks (8 weeks for medical-based parental leave and 14 weeks for parental/bonding leave).

4. All leave taken under this policy is optional, and an employee may return to work at any time. Parental leave does not have to be taken consecutively and an employee may work with his or her manager to take parental leave at any time within a year of the delivery or adoption date. Parental Leave under this policy may only be taken only once during any 12 month period; however, this policy does not impact an employee's eligibility for any applicable short term disability insurance benefits and Family Medical Leave Act leave. Eligible Employees must give their manager at least four (4) weeks' notice of their intent to take Parental Leave, absent an emergency or unexpected need for the leave. Employees must confirm their return to work date with their manager no less than five (5) work days prior to when they will return to work. If an employee fails to report to work on the return to work date, One Energy will provide notice to the employee of the missed return to work date. If the employee does not return to work within three (3) days of One Energy providing such notice, the employee may be subject to discipline or termination from the Company.
5. The payments made under this policy are in combination and supplement any health and/or long-term or short-term disability insurance available. If a Birth Parent is eligible for short or long-term disability insurance benefits, the Birth Parent must apply for the applicable benefits. Under this policy, the Company will only pay for the gap, if any, between what the Birth Parent receives from the insurance benefit and the amount the Birth Parent is to receive under this policy. For example, if the Birth Parent is eligible to receive 60% of their pay from short-term term disability benefits, the Company will pay the additional 40% during the 100% eligibility period, and zero during the 50% eligibility period (if insurance benefits are still being paid during that time).
6. This policy is also independent of any health and/or short or long-term disability benefits. For example, a Birth Parent who is put on bedrest more than two (2) weeks prior to the anticipated delivery date would apply for short/long term disability insurance benefits, if applicable, and receive those benefits directly from the insurance company. The employee is responsible for complying with all notice and other eligibility requirements to obtain any insurance and/or health benefits.
7. One Power will maintain all benefits for employees during Parental Leave just as if they were taking any other paid time off or working their normal scheduled hours.
8. It is the responsibility of the employee to notify One Power of a change in dependents as soon as practicable, but in no case more than 30 days of the birth or adoption of a child, so that employee's applicable insurance policies can be updated.
9. Employees who violate this policy (e.g. misrepresenting their need or eligibility for leave) will be subject to discipline and possible termination. One Power may ask for appropriate documentation to support an employee's request and eligibility for leave under this policy.
10. Parental Leave will run concurrently with any other qualified leave of absence, including, but not limited to, FMLA leave, if eligible. So, for example, an employee who takes 18 weeks of leave under this policy they will not be entitled to an additional 12 weeks of FMLA leave on top of that. Parental Leave does not guarantee any employee a right to employment, so nothing in this policy is intended to modify the at-will employment status of any employee.
11. The effective date of this One Power Parental Leave Policy is January 1, 2024. One Power reserves the right to amend, modify, terminate or discontinue this policy at any time.