

Paid Parental Leave Policy, Effective 9/1/2020

The Poynter Institute will provide paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family & Medical Leave Act (FMLA), state specific paid parental leave laws, short-term disability, Paid Time Off (PTO) and winter break, as applicable.

This policy will be in effect for births or adoptions occurring on or after September 1, 2020.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with Poynter for at least 12 consecutive months.
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Be a full-time regular employee (part-time employees, temporary employees and interns/fellows are not eligible for this benefit).

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

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child (the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

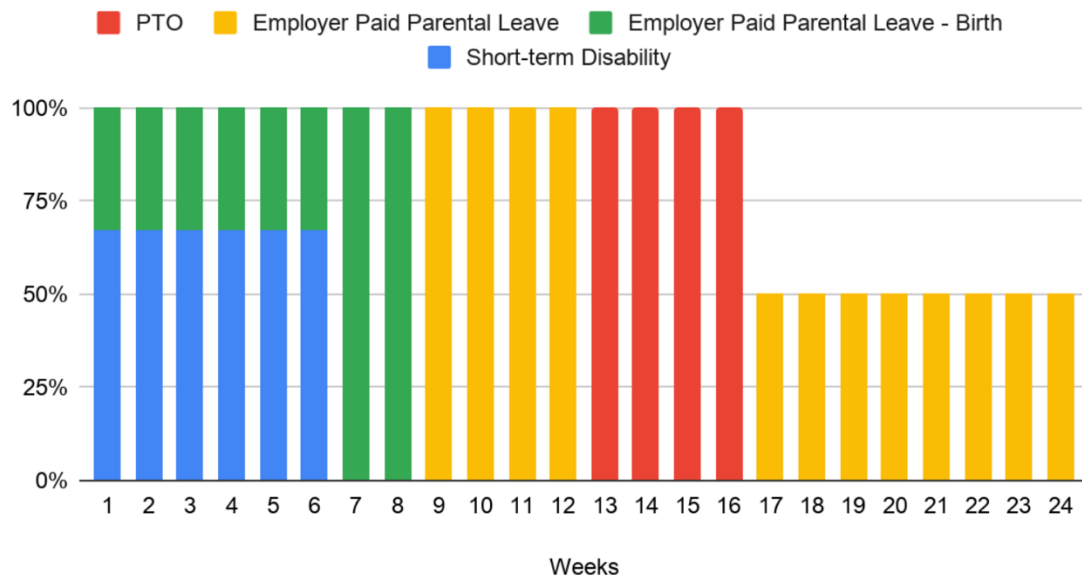
Amount, Time Frame and Duration of Paid Parental Leave

Birth Mom

- Poynter will pay 100% of the birth mom's salary for the first 8 weeks, regardless of how much is covered by short-term disability. This means that even if the employee only qualifies for 6 weeks of short-term coverage, the full 8 weeks will be covered as a medical birth benefit for the birth mom. What's more, Poynter will make up any pay differential between short term disability coverage and salary, to ensure 100% compensation in those first 8 weeks.
- Poynter will offer an additional 4 weeks' pay at 100% of compensation for parental leave.

- Employees who choose to be gone longer, can use Paid Time Off (PTO) to continue to receive pay at 100%. In general, for many employees, this can provide another 4 weeks of PTO (including ability to use 1-week of winter break closure time).
- Once PTO is exhausted, if the employee wishes to remain on parental leave, Poynter will pay 50% gross earnings up to 8 weeks.
- Overall, this plan allows for up to 24 weeks of compensated leave for birth moms.

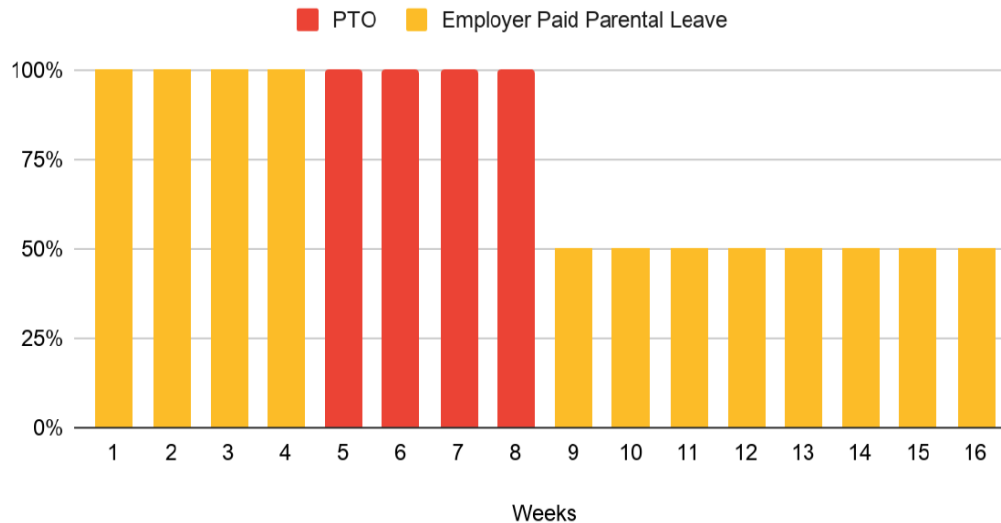
New Parental Leave Plan for Birth Moms



Spouses, Partners and Adoptive Parents

- Poynter will offer 4 weeks' pay at 100% of compensation for parental leave.
- Employees who choose to be gone longer, can use Paid Time Off (PTO) to continue to receive pay at 100%. In general, for many employees, this can provide another 4 weeks of PTO (including ability to use 1-week of winter break closure time).
- Once PTO is exhausted, if the employee wishes to remain on parental leave, Poynter will pay 50% gross earnings up to 8 weeks.
- Overall, this plan allows for up to 16 weeks of compensated leave for spouses, partners and adoptive parents.

New Parental Leave Plan for Spouses, Partners and Adoptive Parents



Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the HR department with notice of the request for leave at least 90 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.
- Employees have 12 months following the birth or adoption of a child to use the paid parental leave benefit.
 - Paid parental leave taken immediately following the birth or adoption of a child will be automatically approved.
 - Employees who choose to use a “staggered leave approach” must get prior approval from management for the proposed adjusted schedule.
- Any unused paid parental leave will be forfeited at the end of the 12-month period immediately following the birth or adoption of a child.

Other Useful Information

- For purposes of this policy, paid parental leave will be calculated at the employee’s regular, straight-time pay.
- Poynter-paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA and state specific paid parental leave laws, as applicable; thus, any 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, the leave will be counted toward the 12 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. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- Poynter will maintain all benefits for employees during the paid parental leave period just as if they were taking any other paid leave such as PTO or winter break. Employees will continue to pay for their share of benefits through payroll deductions.
- If a Poynter-paid holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.
- If the employee is on paid parental leave when Poynter management offers Other Paid Leave, that time will be recorded as paid parental leave. Other Paid Leave will not extend the paid parental leave entitlement.
- An employee who takes paid parental leave and does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.

As is the case with all Poynter policies, management has the exclusive right to interpret this policy.

Changes to this policy may be made from time to time at the discretion of management.