

Opensity Solutions Paid Parental Leave

Effective May 1, 2026

Introduction

At Opensity Solutions, we believe that our greatest strength is our people. We know that for you to do your best work, you need to feel supported in your life outside of the office, especially during those life-changing moments when your family grows. This Paid Parental Leave policy is designed to enable employees to care for and bond with a newborn or a newly adopted/placed child.

Paid Parental Leave offers eligible full-time employees a period of **two weeks of paid time off** (100% of their regular weekly earnings) to bond with their newborn or newly adopted/foster child. Paid Parental Leave is a defined benefit under this policy and will be provided to eligible employees who meet the requirements outlined herein.

Eligibility

Eligible employees must meet the following criteria:

- Be employed as a regular full-time employee (30+ hours per week) for at least twelve (12) consecutive months as of the date of the birth or placement of a child; and
- Be a birth parent or a non-birth parent (including a spouse or domestic partner) of a newborn child, or a parent of a child placed with the employee for adoption or foster care (in all cases, the child must be under the age of 18) born/placed May 1, 2026, or later; and
- Initiate a leave request through New York Life and provide all required documentation. Employees must use Paid Parental Leave within 12 months of the birth or adoption/foster placement of the child and must be taken in at least a one week minimum.

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

- Be the biological parent of a newborn child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse or domestic partner's child is excluded from this policy.

Request Initiation: Employees seeking a leave of absence for the birth or adoption of a child are required to contact New York Life to formally initiate their leave request and submit all supporting documentation.

Integration of Benefits:

Paid Parental Leave will run concurrently with the Family and Medical Leave Act (FMLA) and any other applicable federal, state, or local leave laws where an employee is eligible.

Job protection, reinstatement rights, and continuation of benefits during leave are provided solely pursuant to applicable law, not by this policy itself.

State Wage Replacement: Employees who reside or work in states that provide state-mandated paid family or medical leave benefits are required to apply for such benefits. New York Life will administer and coordinate state leave benefits in conjunction with Paid Parental Leave.

To the extent permitted by applicable law, Paid Parental Leave will run concurrently with state-mandated paid family or medical leave benefits, and OpenSight Solutions will coordinate benefits so that the combined payments do not exceed 100% of the employee's regular weekly earnings.

Nothing in this policy is intended to reduce, offset, or waive any rights or benefits provided under applicable federal, state, or local law.

Accrual and Termination: Paid Parental Leave is not an accrued benefit. Consequently, any unused portion of this leave is not eligible for payout upon the termination of employment.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of two weeks of Paid Parental Leave per birth, adoption or placement of a foster 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 two week total amount of Paid Parental Leave granted for that event. In addition, in no case will an employee receive more than two 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.
- Paid Parental Leave will be compensated at 100% of the employee's regular, straight-time base pay in effect immediately prior to the start of the leave. Regular pay does not include overtime, bonuses, commissions, or other variable compensation, unless otherwise required by applicable law.. Upon approval, Paid Parental Leave will be paid on the employee's regularly scheduled pay dates.
- Approved Paid Parental Leave may be taken at any time during the 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 12 month time frame.
- Birth parents will receive two weeks of Paid Parental Leave immediately following their short-term disability recovery period. If preferred, the employee may request to schedule this leave at a different time within the 12-month window if the request is made before the conclusion of the short-term disability recovery period.

- Paid Parental Leave must be taken in increments of no less than one (1) week, unless applicable state law requires smaller increments, in which case the leave will be administered in compliance with such law. Paid Parental Leave is not an accrued benefit and has no cash value. Any unused Paid Parental Leave not taken within the applicable twelve (12) month bonding period will be forfeited and will not be paid out upon termination of employment.
- The company will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.
- Upon termination of the individual's employment at the company, they will not be paid for any unused Paid Parental Leave for which he or she was eligible.

How Do I Begin the Process?

Step 1.

Notify your immediate manager of your need to take a leave, including dates if available. Provide 30 days' notice if foreseeable.

Step 2.

Submit your leave request through New York Life (**888.842.4462**) and complete the leave of absence information.

Step 3.

Finalize the approval process with New York Life by providing all required documentation and meeting the necessary deadlines. Stay in touch with your New York Life claim manager for any questions, and make sure they have your personal email address for updates. If you need to change your leave, contact your New York Life Claim Manager and inform your manager, as the update will also need to be certified.

Step 4.

Returning to Work: Notify New York Life and your manager that you will be returning to work 1-2 business days before your return date.

Note: All approved Paid Parental Leave payments are issued through Opensity payroll.

Example of Paid Parental Leave (Birth Parent)

Birth Parent		
Unpaid Job Protection (up to 12 weeks)	FMLA Maternity (6 weeks)	FMLA Bonding (6 weeks)
Income replacement (up to 8-10 weeks)	Opensity STD (6-8 weeks- 60%)	Paid Parental Leave (2 weeks)
Non Opensity state plans	State Paid Family and Medical Leave (if applicable)	

Example of Paid Parental Leave (Non-Birth Parent)

Non - Birth Parent	
Unpaid Job Protection (up to 12 weeks)	FMLA Bonding (12 weeks)
Income replacement (2 weeks)	Paid Parental Leave (2 weeks)
Non Opensity state plans	State Paid Family and Medical Leave (if applicable)

Exclusions

The Paid Parental Leave applies to children under the age of 18 and excludes Stepchildren adoptions.

No Contract / At Will Employment

This policy does not create a contract of employment, express or implied, and does not alter the at will employment relationship. Opensity Solutions reserves the right to amend, modify, or discontinue this policy at any time, subject to compliance with applicable law.

Paid Parental Leave FAQs

Who is eligible to participate in Paid Parental Leave? Full-time, regular employees (30+ hours per week), who are the birth parent, a spouse or domestic partner of a birth parent or adoptive parent with at least 12 months of continuous service at the time of the birth or adoption/placement, will be eligible for Paid Parental Leave.

Who administers the Paid Parental Leave? New York Life administers the Paid Parental Leave program, but the pay comes from Opensity Solutions. New York Life also administers any short-term disability (STD) and/or FMLA/ leave. You can contact New York Life at **888.842.4462**. The payments are issued by Opensity payroll.

How much Paid Parental Leave time do I get? Employees are provided with two weeks of Paid Parental Leave per birth or adoption/placement event. For example, if you become a parent to twins, you do not get two weeks of Paid Parental Leave per child—you get a total of two weeks. Paid Parental Leave must be taken in full week increments.

How quickly do I have to use my Paid Parental Leave benefit after the birth or adoption of a child? You must use Paid Parental Leave within 12 months of the birth or adoption/placement of the child.

Does Paid Parental Leave need to be taken all at once? Paid Parental Leave does NOT need to be taken all at once, but must be taken in increments no less than one week long. You will need to report each leave period to New York Life to ensure that the time is applied and paid.

Do I have to be an active employee on the day of the child's birth or adoption to be eligible for Paid Parental Leave? Yes, employees must be in either active status, or on an approved Leave of Absence the day the child is born or adopted/placed.

What if both parents work for Opensity Solutions? Each eligible parent will have up to two weeks of Paid Parental Leave to use.

Are Paid Parental Leave benefits available before the baby is born or adopted? No, Paid Parental Leave benefits are available on/after the baby is born or adopted/placed. If a birth parent requires leave for complications related to the pregnancy before the baby is born, they may be entitled to short-term disability (STD) benefits.

Can I use both my vacation time and Paid Parental Leave? Vacation time may not be used concurrently with PPL.

If I work in a state that already provides statutorily required Paid Family/Medical Leave (PFML), how will that impact my Paid Parental Leave benefit? You must apply for any state PFML benefits for which you may be eligible in order to be eligible for Paid Parental Leave under the Opensity Solutions policy. The Paid Parental Leave benefit will be automatically offset by any state PFML benefits for which you may be eligible.

What if a holiday falls during my Paid Parental Leave? If a holiday falls during your Paid Parental Leave, the holiday is part of your leave. The holiday will not extend your leave and you will not be paid holiday pay for the holiday observed during your leave.

How will my Paid Parental Leave be calculated? For a birth parent, your Paid Parental Leave will be calculated using your regular rate of pay consistent with the definition of eligible pay in the short-term disability (STD) policy. For a non-birth parent, your Paid Parental Leave will be calculated using your regular rate of pay the day prior to the birth or placement.

Can I take Paid Parental Leave if the child was born/placed before May 1st? No, this policy applies to births/placements May 1, 2026 or later.