



## Parental Leave Policy FAQs

Having time to bond with a new child is an important part of parenting. Rockwell Automation provides paid parental leave for employees who become new parents through birth or adoption while working for the Company.

After your child is born or placed with you for adoption, talk to your manager about parental leave. A full time employee is typically eligible for six weeks of leave. You can request time off in Workday. The process is like recording vacation days.

As an employee, you may have questions on the policy and eligibility. Following are the most frequently asked questions.

### Eligibility

#### **1. Who is eligible:**

All Rockwell Automation U.S. paid employees scheduled to work 20 or more hours per week, including expatriates and employees in Puerto Rico. This excludes Student Associates.

#### **2. Do both the employee's pay and benefits continue during parental leave?**

Yes, parental leave is treated as an excused absence for pay and benefits.

#### **3. Do managers need to approve the time off for parental leave?**

The company believes bonding is critical for the emotional development of the child and parent. A manager would be asked to work with their respective Human Resources Business Partner (HRBP) before denying the leave.

#### **4. The employee is not married to the baby's mother, are they still entitled to parental leave?**

Yes

#### **5. Does this policy include foster parents?**

No, the policy is for bonding with children you or your child's mother give birth to or adopt.

#### **6. Both parents work at Rockwell Automation, are they each eligible for the parental leave?**

Yes.

#### **7. Is the employee required to provide "proof" of birth or adoption?**

No, we do not ask for any documentation. The employee advises their manager of the birth or placement of their new child, then the employee requests leave via Workday. Please refer to the Code of Conduct policy for questions about falsification of records. If you have questions or concerns about how to code your time, please contact the HR Service Center.

#### **8. Is there an age limit to the adoption as it pertains to the parental leave?**

Consistent with our Adoption Assistance policy, employees may take parental leave for the adoption of children under the age of 18.

#### **9. The employee adopted a child more than one year of age, are they still eligible for the 6 weeks parental leave?**

Yes, the employee is eligible for parental leave during the 12-month period following the placement of an adopted child.

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**10. The employee gave birth or adopted a baby a week before he/she started with Rockwell Automation, is the employee still eligible to paid parental leave?**

No, the policy provides parental leave for the birth or placement for adoption of the employee's child, provided the birth or placement occurs while employed by Rockwell Automation. Based on the scenario where the person adopted a baby prior to starting Rockwell Automation, they would not have been an employee.

**11. If an employee's baby was born prior to January 2022, are they eligible for additional paid parental leave (from 4 weeks to 6 weeks)?**

Yes, an employee is eligible for additional parental leave up to 12 months from the birth or placement of a child.

**Example:**

- An employee's child was born February 1, 2021, effective January 1, 2022, they would be eligible for 6 weeks of parental leave less any leave taken in 2021. All parental leave must be used by January 31, 2022 in this case.

**12. Can an employee take parental leave prior to the birth/adoption of a baby?**

No, the purpose of the leave is for bonding with the child.

**13. Can an employee take paid parental leave in ½ day increments?**

No, parental leave is to be taken in one week increments. The purpose of parental leave is to bond with the baby or child.

**14. How is the amount of parental leave quota determined?**

Parental leave quota is based on the employee's current work schedule. If an employee currently works 4-hour days, then parental leave will be paid based on the 4 hour workday.

**15. Do holidays extend the parental leave?**

Yes, if a holiday falls during the week of parental leave, the employee takes the following workday as parental leave for five total parental leave days.

Example: In 2022, if you want to use one week of parental leave during the week of Memorial Day, you would record holiday for May 30, and Parental Leave for May 31-June 7, for a total of six days including the holiday.

**16. What is the total amount of leave time I can take due to the birth or adoption of a child?**

Typically, you would have six weeks of paid parental leave in addition to 12 weeks of FMLA, for a total of 18 weeks. Pregnancy disability (Short Term Disability) caregiver leave and vacation can provide pay during FMLA, otherwise the FMLA would be unpaid.

## Recording Time

**17. Can I create the parental leave quota before the birth of a child?**

No, the time off entered is based on the date the baby is born or the child is placed for adoption.

**18. Where do I find instructions for the parental leave process/procedures?**

A high-level overview of leave policies for parents can be found on Quick Find. For specific

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instructions on how to enter your time off, see the job aid on Request Your Time Off and Leave of Absence knowledge article on Workday.

**19. If the employee is already on a disability leave or partial leave, can they use the parental leave?**

Yes, however the employee must be returned to active status from their disability leave status before requesting parental leave. Parental Leave requests are like vacation requests.

**20. Is leave quota treated as earned, unused vacation, paid out if the employee terminates.**

No.

**21. How would I code my time off due to parental leave in IFS?**

Please use the code "ZP" which has been established in IFS for Parental Leave.

**22. What happens to my Sales Incentive when I take Parental Leave?**

You will continue to receive your flow through incentive during the normal payment schedule.