



U.S. Parental Leave FAQs

Policy & Eligibility

Q1: What is the Paid Parental Leave policy?

A1: The Paid Parental Leave policy provides up to 12 weeks of fully paid leave to eligible employees for purposes of bonding with and ensuring the well-being of their newborn or adopted/foster child.

An eligible employee who is the **Primary Caregiver** may take up to **12 weeks** of paid parental leave per birth, adoption or foster placement of a child/children.

An eligible employee who is the **Secondary Caregiver**, may take up to **6 weeks** of Paid Parental Leave per birth, adoption or foster placement of a child/children.

The intention of the policy is to allow for bonding as a result of a newly established relationship with a child.

Q2: Who is eligible to take Parental Leave?

A2: You are taking leave for the purpose of caring for or bonding with a newborn or newly adopted/fostered child, and you meet one of the following criteria in the last 12 months:

- Have given birth to a child;
- Are the spouse or domestic partner of a woman who has given birth to the child;
- Have adopted/fostered a child who is 17 years old or younger. Excluded are adoptions by a stepparent or if the child is a relative of either parent.

Q3: What is the definition of a “Primary Caregiver”?

A3: The parent who assumes the most responsibility in caring for the child’s daily needs and health and well-being following the birth, placement through adoption or a foster care arrangement. To qualify for leave as the primary caregiver, the employee must be the primary person responsible for the care of the child for the duration of the leave period. Only one parent can be a primary caregiver, regardless of whether one or both work for Cummins. However, either parent can be the primary caregiver, regardless of gender.

Q4: What is the definition of a “Secondary Caregiver”?

A4: The parent, other than the primary caregiver, who also has responsibility for the care of a child following birth, placement through adoption, or a foster care arrangement. Either parent can be the secondary caregiver, regardless of gender.

Q5: What if my spouse/partner and I both work for Cummins?

A5: If both parents work at Cummins, one parent is eligible for primary caregiver leave, while the other is eligible for secondary caregiver leave. It is up to the family to make the determination of who is taking 12 weeks, and who is taking 6 weeks. In this instance, total time off between both parents may not exceed 18 weeks (up to 12 weeks for primary, 6 weeks for secondary). Note, the time on short term disability for medical recovery following the birth is in addition to the parental leave.



Q6: What if I have multiple births/adoptions/placements?

A6: Each eligible employee may take one paid parental leave in a rolling 12-month period. The birth, adoption, or placement of multiple children does not increase the length of leave approved for that event.

Q7: What if one child is born/placed/adopted and a second child is born/placed/adopted within a 12-month period?

A7: You can take one parental leave per 12 months. If you have a second child born or placed within the 12-month time frame, you are eligible for another leave after the first 12 months have expired, as long as the second leave is completed within 12 months from the date of the second event.

Q8: Are bargained employees eligible for the new Paid Parental Leave policy?

A8: Bargained employees are eligible for Parental Leave once this benefit is adopted by their union

Q9: If an employee takes secondary caregiver leave for the first baby, are they required to be secondary caregiver for the second child?

A9: No, each family situation is unique and can change over time/situation, thus for each life event, the employee is to identify which caregiver status is appropriate (caregiver status is not locked-in).

Q10: Do I need to work full time to receive parental leave?

A10: An eligible employee is one scheduled to work 20 or more hours per week, the same eligibility requirements for other Health & Wellness benefits.

Q11: Where can I find more information on paid parental leave?

A11: The Paid Parental Leave Policy, Parental Leave Request Form and FAQ can be found under the My Retirement and Financial Wellness Benefits tab of www.mywellbeing.cummins.com.

Taking Parental Leave

Q12: How do employees apply for Paid Parental Leave?

A12: Please contact CBS at 1-877-377-4357 for assistance. In general, roles and responsibilities related to Paid Parental Leave are as follows:

Employee:

- Advise manager of need for leave at least 30 days in advance, or as soon as possible if unexpected.
- Complete Paid Parental Leave Request Form and submit to Manager.
- Contact UNUM (1-866-229-4885) to apply for FMLA leave.
- Submit required documentation within 14 days of first day of leave.

Manager:

- Approve Paid Parental Leave form and forward to CBS.
- Complete timecard for hourly employees.



Q13: Who can I contact if I have additional questions?

A13: Please contact CBS at 1-877-377-4357 for assistance.

Q14: Do I have to take all my Paid Parental Leave at one time?

A14: Yes. Leave must be taken all at once (up to 12 weeks or 6 weeks at one time) and within 12 months of the date of birth/adoption/placement. Paid Parental leave is not available on an intermittent basis. This means that parental leave must be taken as full day, consecutively, not half days to extend the total block of 12 or 6 weeks leave. If you place the child in daycare or school, you are expected to return to work.

Q15: Can I take unpaid leave or vacation after the paid leave period ends?

A15: The Paid Parental Leave policy does not provide for unpaid leave. See the FML policy for information about unpaid leave. You can take vacation with supervisor approval.

Q16: What documentation do I need to provide Cummins to choose primary over secondary caregiver?

A16: Cummins leaves the caregiver determination up to each family. No proof is required.

Q17: What type of documentation is needed to confirm birth/custody?

A17: Cummins does require substantiating documentation to take parental leave such as but not limited to: birth certificate, hospital birth record with insignia, court custody documents, decree of adoption/temporary order of custody (pending finalization of adoption), court order of Foster care, etc.

Q18: Can I elect to take a shorter leave period, such as 3 or 5 weeks?

A18: Yes. You may choose to take *up to* the maximum amount of time allowed under the policy (12 or 6 weeks). However, if you choose to take less than the maximum allotment, you may not take the remaining time later in the year, nor will you receive cash in lieu of time off.

Q19: If I do not want to take paid leave, can I receive a cash payment instead?

A19: No. Cummins wants parents to have appropriate time to bond with and transition new children into the home and therefore a cash payment instead of leave is not available.

Q20: Do my benefits continue while I am on Paid Parental Leave?

A20: Yes. Since Parental Leave is fully paid, your benefits and deductions will continue as usual during your leave period.

Q21: How is parental leave pay calculated?

A21: Parental leave is based on your regular rate of pay on the date the parental leave begins. Any changes to your pay such as a promotion, merit increase, or contractual rate change will be effective from your date of return to work forward. Your parental leave pay rate will not be affected by the pay change nor will you be retro paid for an increase that occurred while on leave.

Q22: Will I be eligible for variable comp while on parental leave?

A22: Yes, you will receive your variable comp payout even if on parental leave when it is paid. Your parental leave pay will count towards your earnings for purposes of calculating variable compensation.



Q23: If I don't know the exact birth date (or adoption date), what date should be used on the Parental Leave Request Form?

A23: The Parental Leave Request Form should reflect the best, expected date. Once the birth/adoption/placement occurs, you will need to call CBS and UNUM and update them with the actual date of event.

Q24: Will Unum and/or CBS contact the employee to remind the employee that their parental leave is coming to an end on a specific date?

A24: No, it is the employee's responsibility to manage their absence, same as they would if using vacation time. The employee should agree on a return to work date with their manager, prior to commencing the leave. If the employee wishes to return to work earlier than the date agreed to, it is important that they communicate that change to their manager, Line HR, UNUM, and CBS so that their time and pay is accounted for correctly.

FMLA and Short-Term Disability

Q25: How do other leaves such as Family Medical Leave (FMLA) and Short-Term Disability (STD) impact Paid Parental Leave?

A25: Short term disability is a separate benefit from Parental Leave and is available for eligible birthing mothers who require a medical recovery period following the birth of a child. Please reference your short-term disability summary plan description for more information. You are not required to take short term disability if you would prefer to just take parental leave.

Family Medical Leave runs concurrent with Parental Leave and STD and therefore employees must apply for both leaves at the same time. Please reference the Family and Medical Leave Act policy for additional details. If an employee is not eligible for FMLA, or has exhausted FMLA, it does not affect their eligibility for Parental Leave.

Q26: How does bed rest, birth and parental leave all fit together?

A26: If medical leave due to pregnancy related complications is required prior to the birth of a child, it will be covered under the short-term disability program, in addition to the medical recovery period immediately following the birth. The parental leave is separate from short term disability, and is provided for the purposes of bonding with the child. Note that all three leaves in this scenario do run concurrently with FMLA.

Q27: Can a birth mother take Short Term Disability, return to work, and take parental leave later?

A27: Yes, parental leave can be taken any time in one block of time within a year of birth with request form approval.

Q28: What is difference between an employee who has not worked at CMI for a year yet vs an employee who has a year of service in already related to parental leave?

A28: If an employee has worked at CMI for 12 months, that person is eligible for FMLA and must contact UNUM as parental leave and FMLA run concurrently. An employee who has not yet worked for



CMI for a year does not qualify for FMLA, so does not need to call UNUM. Both employee groups must fill out a Parental Leave Request Form and call CBS to confirm dates of absence.

Q29: Where can I find information about FMLA, as it runs concurrently with short term disability and parental leave?

A29: Family and Medical Leave Act (FMLA) can be found on the United States Department of Labor website at: <https://www.dol.gov/whd/fmla/>

Q30: Since FMLA runs concurrently with parental leave and short-term disability, what happens if an employee needs additional time off for another event but have exhausted their FMLA eligibility?

A30: FMLA provides 12 weeks of job protected leave per 12 months. If the employee exhausts their FMLA and needs additional unpaid time off, they should discuss that need with their manager and Line HR. It is not guaranteed that any additional time off will be job protected.

Managing your time away

Q31: Do managers need to input eTime for their employees out on ~~and~~ parental leave?

A31: No. Once the parental leave is approved, the eTime team is notified. Parental leave is covered in OneSource as excused/paid time off. The request form MUST be submitted to trigger this coverage.

Q32: How does the TMS system deal with dates related to performance reviews while an employee is on parental leave?

A32: If practical, you should plan to complete your self-assessment prior to your leave, or immediately upon your return to work. If you are out on leave during one of these events, be sure to contact your manager and Line HR to discuss their expectations.

Q33: Can an employee come into work to check on group/project/employees while on parental leave?

A33: Yes, but it is strongly discouraged, as this leave is for an employee to fully be present with their child to help bond with the new member of the family. These situations do not extend the amount of time the employee can be out for parental leave.

Q34: Will the employee's WWID be deactivated/impacted by parental leave?

A34: No, the employee will remain in 'active status' and has no impact on WWID while out of office.



Adoption and Foster Care

Q35: I am planning to adopt, am I eligible for parental leave?

A35: Yes, you are eligible for parental leave if the child is under 17, and not related to you or your spouse/domestic partner. For example, the adoption of your step-child, grandchild or niece/nephew is not a new relationship (under ordinary circumstances), thus not eligible for parental leave.

Q36: For foster care placements, if an employee received a placement for 6 months, then a few weeks later a new child is accepted as a new placement, how is leave handled?

A36: Only one parental leave is allowed per 12 months.

Q37: When does parental leave start with adoption (either domestic or abroad, as there are approval dates associated with the state/country and court)?

A37: Cummins parental leave begins when the employee(s) take custody of the child, not before (i.e. does not cover travel or court dates prior to custody).

Q38: If an adoption falls through, after the parental leave request has been submitted and approved, how do we cancel the request?

A38: If circumstances of the leave request should change, the employee should call UNUM and CBS to confirm, change or decline the leave request (paid parental leave does not start until employee confirms)

Q39: The child is not a newborn, am I still eligible for parental leave?

A39: If this is a new relationship, and the child is an age that you can be home full time with the child for purposes of bonding, then you can take parental leave. If the child is enrolled in school, then you are expected to remain/return to work.