

Parental Leave Policy

April 1, 2017

Primary Caregiver
Secondary Caregiver



Primary Caregiver Paid Leave Policy

A "primary caregiver" is defined as someone who has primary responsibility for the care of a child immediately following birth/adoption/surrogacy of the child.

This Policy provides paid leave to employees who seek time off to care for and bond with their new child. This policy applies to births/adoptions/surrogacies.

The duration of the paid leave is twelve (12) weeks. This leave is not charged against an employee's vacation, sick or personal time accruals. This policy will run concurrently with Havas' separate and distinct Short Term Disability Policy where applicable and is not in addition to any disability benefits.

This Leave Policy is a benefit offered to all full time employees who are employed by Havas Worldwide, Havas Media, Arnold Worldwide or any affiliated company ("Havas Company" or "Havas"). To be eligible for the Primary Caregiver paid leave benefits, the employee must have been employed by a Havas Company for at least one year (1) year in a full-time capacity and **must submit proper documentation.**

Paid leave for salary paid employees shall be based on the employee's base salary and paid leave for full-time hourly paid employees shall be based on a 40 hour work week at the employee's hourly rate of pay.

The 12 weeks of paid leave must be taken continuously.

The employee must provide thirty (30) days' notice (or as much notice as is practicable if the leave is not foreseeable) to the department head of the request for leave, complete the necessary forms and submit the forms to the Human Resources Department.

The Family and Medical Leave Act (FMLA) allows qualified employees up to 12 work weeks of unpaid leave annually and applicable state law may provide rights to longer periods of unpaid time off related to pregnancy. Review Havas' FMLA policy for the terms and conditions of FMLA leave and contact your human resources representative for more information regarding additional leave possibly available under applicable state law. Paid leave under this Leave Policy shall run concurrently with FMLA leave and any other pregnancy-related leave provided by state law. This paid leave is considered time used against the twelve (12) weeks of FMLA leave and against the maximum leave time available under any other pregnancy-related leave provided by state law. ***

Temporary and part-time employees are not eligible for this benefit. Temporary and part-time employees might be eligible for leave under the FMLA or other pregnancy-related leave provided by state law.

****NOTE:** Employee will be entitled to additional paid leave if required by applicable state law.

*****NOTE:** For NY State employees, Paid leave under this Leave Policy shall run concurrently with Paid Family Leave (NYPFL) and is considered time used against the weeks provided under NYPFL.



Secondary Caregiver Paid Leave Policy

A "secondary caregiver" is defined as someone who has secondary (non-primary) responsibilities for the care of a child immediately following birth/adoption/surrogacy of the child.

This Policy provides paid leave for secondary caregivers in connection with the care and bonding with their new child. This policy applies to births/adoptions/surrogacy.

The duration of the paid leave is two (2) weeks. This leave is not charged against an employee's vacation, sick or personal time accruals.

This Leave Policy is a benefit offered to all full time employees who are employed by Havas Worldwide, Havas Media, Arnold Worldwide or any affiliated company ("Havas Company" or "Havas"). To be eligible for the Secondary Caregiver paid leave benefits, the employee must have been employed by a Havas Company for at least one year (1) year in a full-time capacity and **must submit proper documentation**.

Paid leave for salary paid employees shall be based on the employees' base salary and paid leave for full-time hourly paid employees shall be based on a 40 hour work week at the employee's regular rate of pay.

The 2 weeks of paid leave must be taken continuously.

The employee must provide 30 days notice (or as much notice as is practicable if the leave is not foreseeable) to the department head of the request for leave, complete the necessary forms and submit the forms to the Human Resources Department.

Temporary and part-time employees are not eligible for Secondary Caregiver Paid Leave. Temporary and part-time employees might be eligible for leave under the FMLA.

The Family and Medical Leave Act (FMLA) allows qualified employees up to 12 work weeks of unpaid leave annually and applicable state law may provide rights to longer periods of unpaid time off related to pregnancy. Review Havas' FMLA policy for the terms and conditions of FMLA leave and contact your human resources representative for more information regarding additional leave possibly available under applicable state law. Paid leave under this Leave Policy shall run concurrently with FMLA leave and any other pregnancy-related leave provided by state law. This paid leave is considered time used against the twelve (12) weeks of FMLA leave and against the maximum leave time available under any other pregnancy-related leave provided by state law. The use of Secondary Caregiver Leave and FMLA leave will decrease the amount of FMLA leave available to an eligible employee

****NOTE:** Employee will be entitled to additional paid leave if required by applicable state law.

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