

	Policy: Paid Parental Leave		Page: 1 of 2
	Policy #: HR 7.10	Effective Date: 1/1/2023	
	Approved by: Lawrence Anderson, CHRO		

Molina Healthcare, Inc., and its subsidiaries (“Molina” or “Company”) offers up to six (6) weeks of Paid Parental Leave (“PPL”) to eligible employees to support bonding time for new fathers and mothers after the birth, adoption or foster placement of a child.

Eligibility

To be eligible for PPL, both of the following conditions must be met:

- Childbirth or placement of child via adoption or foster care must have occurred on or after January 1, 2023.
- Employee must qualify for FMLA bonding time for the birth of a child, or placement of a child via adoption or foster care, with the exception of birth mothers who are otherwise eligible for Short-Term Disability immediately following childbirth.
 - FMLA eligibility requires employee to have been employed with Molina for at least 12 months and have worked at least 1,250 hours in the 12-month period immediately preceding the start of the FMLA leave.

Terms and Conditions

PPL must run concurrently with FMLA and shall be taken as a continuous leave. PPL cannot be used on an intermittent basis. Employees who do not use the full six (6) weeks of PPL cannot bank unused time for a future leave or receive a payment for any unused leave. Upon termination of the individual’s employment with Molina, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Eligible employees will receive a maximum of six (6) weeks of PPL in a rolling 12-month period, regardless of the number of qualifying events and/or the occurrence of multiple births, adoption or foster placements, i.e. twin births or adoption of siblings.

Approved PPL must be taken during the 12-month period immediately following the qualifying event, i.e. birth or placement of child via adoption or foster care, and completed before the child’s first birthday or the first anniversary of the adoption or fostering of the child.

Coordination with Short-Term Disability (STD) for Birth Mothers

PPL will not run concurrently with STD benefits and will be administered only after exhaustion of STD payments. Employees cannot apply PPL to the 7-day STD waiting period. Per Molina’s FMLA Policy, PTO will be applied during the waiting period, unless otherwise excepted by law.

***Example:** Employee’s last day worked was January 6. She gives birth on January 9, 2023, at which point she initiates her 12-week FMLA leave. Unless otherwise required by law, PTO is applied for the STD waiting period, from January 9-16. Those STD benefits would exhaust either 5 or 7 weeks later,*

depending on the method of birth. This employee's six (6) weeks of PPL would begin on or around February 20 or March 6 (if cesarian birth).

Payment

PPL will be paid to eligible employees at 100% of their regular base pay for up to six (6) weeks. Eligible employees, i.e. birth mothers, who will receive STD benefits during their leave will not receive PPL payment until after STD exhausts. All other eligible employees will be eligible for PPL upon approval of FMLA, after which PTO may be applied to cover any remaining FMLA leave.

Payments will be made on regularly scheduled pay cycles, with the first payment being issued no later than 15 working days after notification of eligibility, i.e. FMLA approval or exhaustion of STD. Timeliness of the PPL payment is contingent upon employees appropriately initiating FMLA leave with AbsencePro and timely submitting supporting documentation, if required.

Process

Eligible employees are expected to share their plans for PPL utilization, at least 30 days in advance, with their immediate supervisor to allow for business continuity planning. To initiate a request for PPL, employees must open an FMLA claim with AbsencePro, Molina's leaves administrator.