

Paid Pregnancy Leave

GGC's Paid Pregnancy Leave Policy is provided to expectant and new mothers for pregnancy and childbirth, and to employees who are designated as primary caregivers in conjunction with an adoption. This leave may also be used for any related medical conditions that occur due to pregnancy. To be eligible for a pregnancy leave of absence, the employee must be a non-temporary, full-time or regular part-time employee who works on average thirty (30) hours or more per week, and must have ninety (90) days of continuous employment with GGC immediately prior to the leave. The Paid Pregnancy Leave is available to any Eligible Employee regardless of eligibility for FMLA. Any Pregnancy Leave runs concurrently with the employee's FMLA Leave if the Employee is eligible for FMLA Leave.

1. Maximum Length of Leave

The maximum length of Paid Pregnancy Leave allowed under this policy is eight (8) weeks. If the employee needs a longer leave due to medical complication, the employee should notify GGC as soon as possible and GGC may consider additional leave (paid or unpaid) as an accommodation under the Americans with Disabilities Act. The additional leave will be treated the same as any other medical or disability leave.

2. Written Requests

A written request for Paid Pregnancy Leave must be submitted within a reasonable time. The employee must submit a written doctor's statement, indicating the anticipated delivery date.

3. Benefits

While an employee is away from work on an approved Paid Pregnancy Leave of absence, they will continue to participate in GGC's benefit programs. GGC will endeavor to return the employee to the same or equal job they had before taking pregnancy leave. Although GGC does not guarantee a return to the identical job, the employee will suffer no loss of seniority or compensation. The employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

Paid Parental Leave

Eligible employees who are Parents, whether fathers or mothers, may take a four (4) week Paid Parental Leave of absence after the birth or placement of the child for bonding with his or her new child. This is referred to as "Paid Parental Leave" and the leave must be taken continuously within three (3) months after the birth or placement of the child. Health Insurance plans of employee will be continued throughout the leave.

To be eligible for Paid Parental Leave, the employee must be a non-temporary, full-time or regular part-time employee who works on average of thirty (30) or more hours a week, and must have ninety (90) days of continuous employment with GGC immediately prior to the leave.

Any Paid Parental Leave runs concurrently with the employee's FMLA Leave if the Employee is eligible for FMLA Leave. The Paid Parental Leave is available to any Eligible Employee regardless of eligibility for FMLA.

Unpaid Parental Leave

Employees eligible for paid parental leave may request an extension of parental leave in two (2) week increments up to a total of four (4) additional weeks of parental leave. This leave must be used within six (6) months of the birth or placement of the child. Any extended parental leave is unpaid. Employees may use their available PTO.