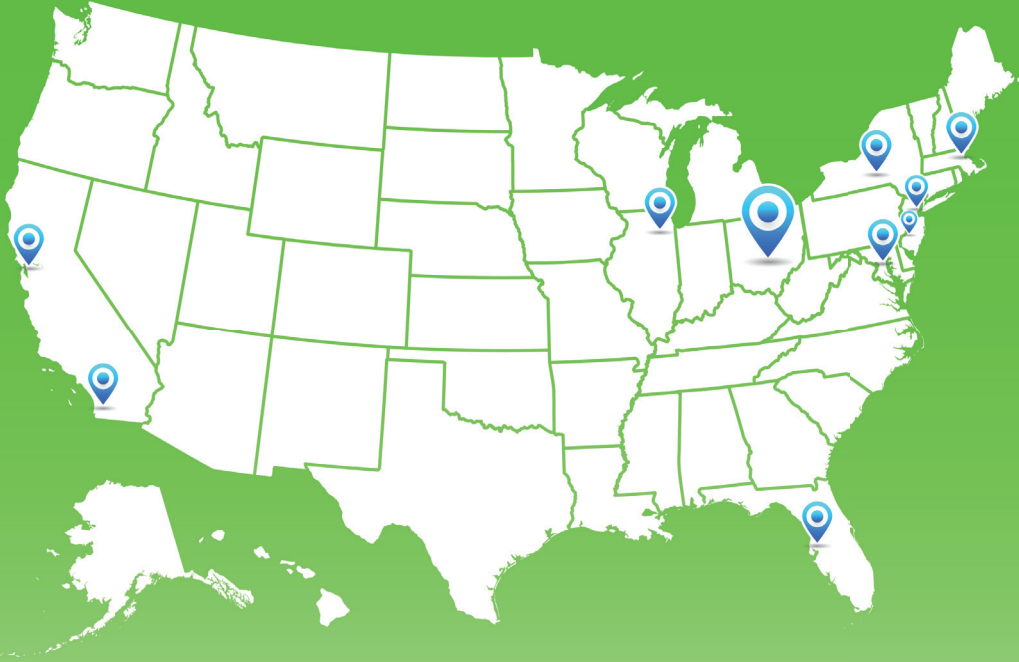


# Parental Leave



## US Employment Policy

**METTLER TOLEDO**

## 2.7a: Parental Leave

---

Parental Leave is offered to all employees working 20 or more hours per week. This policy is intended to provide additional support for our employees with growing families by allowing for more flexibility upon the arrival of their newest additions. Parental Leave is paid at 100% of the employee's base pay. We are proud to support employees with new family members, regardless of how those families are formed.

In addition to our company provided Maternity / Short-Term Disability benefits for birth mothers, paid Parental Leave is offered to all birth and adoptive parents.

**Primary Caregiver Benefit:**

- Two weeks parental leave
  - Paid at 100% of base pay
- Two weeks transitional return to work
  - 50% of work schedule, 100% pay

**Secondary Caregiver Benefit:**

- One week parental leave
  - Paid at 100% base pay

Primary Caregiver: A natural or adoptive parent who has the primary responsibility, in terms of time and commitment, for the active care, custody and welfare of his/her eligible child(ren) at the time leave is requested.

Parental Leave must be used consecutively (in one continuous period) and within 12 weeks of the date of birth / adoption.

Employees must file for FMLA to qualify for Parental Leave benefits. FMLA runs concurrently with all qualifying Maternity / Short-Term Disability and Parental Leaves. Parental Leave must be exhausted prior to taking unpaid FMLA.

If a company holiday falls within the requested period of Parental Leave, Parental Leave benefits will run concurrently with the holiday. The holiday will not extend the period of Parental Leave.

Request should be made at least 30 days in advance, when practical.

Only one METTLER TOLEDO employee may use the Primary Caregiver benefit – cannot switch from primary to secondary to obtain both leaves.

Transitional Return to Work schedule not to exceed 50% of normal work schedule for a maximum of 2 weeks and must be approved by direct Manager and Human Resources.

Transitional Return to Work can be used immediately following the employee's period of Short-Term Disability and/or Parental Leave/FMLA. If Parental Leave and/or FMLA for bonding is delayed due to unexpected or unforeseen medical complications and the employee splits their FMLA time, Transitional Return to Work can be used on final return to work.

Documentation is required:

- Birth: Birth certificate or hospital confirmation is required.
- Adoption: Documentation from Court, Agency and/or Attorney (adoption order) is required.