

Paid Parental Leave FAQs

1. What is the purpose of Paid Parental Leave?
 - a. Paid Parental Leave is designed to support parents by taking the time they need to bond with a child upon birth, adoption, or permanent guardianship (the “event”).
2. Am I eligible for Paid Parental Leave?
 - a. If you have worked for the Company for at least 6 continuous months and are a non-union full-time employee working at least 30 hours a week, you are eligible for Parental Leave. You cannot be on lay-off at the time of the event to qualify. There must be a 12-month gap between the expiration of a Parental Leave and qualifying for another Parental Leave.
 - b. The benefit event (birth, adoption, permanent legal guardianship) in which you are requesting Paid Parental Leave must fall on or after 1/1/19, the effective date of the policy.
3. When can I take Paid Parental Leave?
 - a. You can take up to 20 days of Paid Parental Leave at any time during the first 12 months following the birth or adoption of a child. The days can be taken consecutively or intermittently but must be taken in whole “work week” increments.
4. What is my work week?
 - a. Generally, it is your regularly scheduled hours you are expected to be on duty. Salaried employees have a work week of Monday through Friday. Hourly employee work weeks vary by location. Please check with local HR to confirm your regular work week.
5. Can Parental Leave start mid-week?
 - a. Yes – it can start mid-week. The weekly segment would then end mid-week the following week.
6. Do I have to be married to the other parent to qualify for Parental Leave?
 - a. No, you do not have to be married to qualify for Paid Parental Leave, but you must be the birth parent named on the event paperwork such as birth certificate or court documents.
7. What if I am the step-parent or move in with my partner who has children, can I take Parental Leave?

- a. No, this policy does not apply to employees taking the place of a parent, domestic partnerships, step-parenting, temporary parenting arrangements, or surrogates bonding.
8. What am I paid during Paid Parental Leave?
- a. The income replacement benefit during Leave is based upon the STD benefit provided to employees and is in line with wage and hour law requirements. If a paid holiday falls within the Parental Leave period, the day is still counted as Parental Leave and is paid as Parental Leave.
 - i. Salaried employees receive 100% of their base wage during approved Leave, excluding any standard deductions like insurance, 401k, or 401k loan.
 - ii. Hourly employees receive 60% of their base wage, excluding any standard deductions like insurance, 401k, or 401k loan. There is no cap on the weekly Parental Leave benefit like there is on STD.
9. What if a holiday falls within my Paid Parental Leave period?
- a. Paid Parental Leave replaces paid holiday time that may occur during the requested Leave period. The employee is also not eligible for any overtime pay, shift premiums or any other form of increased hourly pay when Paid Parental Leave is in effect.
10. If I quit or am terminated but I did not use any Paid Parental Leave time while I was an eligible, full-time employee, will I get payment for unused Paid Parental Leave?
- a. No, upon termination, no employee is entitled to payment from unused Paid Parental Leave.
11. Will my benefits be affected during a Paid Parental Leave?
- a. No, your health insurance benefits will continue to be provided as in effect before the Leave. Time toward service accrual will also continue to accrue.
12. I am adopting an older child and not an infant. Can I still take Paid Parental Leave?
- a. Yes, the benefit applies to any child up to the age of 13, or under the age of 19 if the dependent is mentally or physically handicapped.
13. If I give birth to, or adopt more than one child, will that extend my Paid Parental Leave?
- a. No, the birth or adoption of multiple children does not increase the length of Leave approved for that event.
14. My spouse also works for the Company, are we both able to take Paid Parental Leave?

- a. No, only one parent may access the Paid Parental Leave benefit under this policy. However, both parents continue to be entitled to job protected Leave under the Family Medical Leave Act (FMLA) policy, if eligible.

15. How does Parental Leave, Family Medical Leave (FML), and Short-Term Disability (STD) work together?

- a. Birth mother has baby and chooses to extend pay after STD expires and in FML 12-week window

BIRTH Weeks 1	2	3	4	5	6	7	8	9	10	11	12	13
\$ Short Term Disability Paid to Birth Mom						\$ Parental Leave to Birth Mom			Parental Leave exhausted			Return To Work
FMLA – Mom’s Serious Health Condition						FMLA – Newborn Care						

- a. Birth mother has baby and chooses to bank Parental Leave to use within first 12 months following birth.

BIRTH Weeks 1	2	3	4	5	6	7	8	9	10	11	12	13 to 15	16 & 17	18 to 50	51 & 52	53
\$ Short Term Disability Paid to Birth Mom						<i>No Pay</i>						Return To Work	\$ Parental Leave	Return to Work	\$ Parental Leave	Return to work Leaves Exhausted
FMLA – Mom’s Serious Health Condition						FMLA – Newborn Care							<i>No FML</i>		<i>No FML</i>	

- b. Father wants to spend first weeks following birth bonding at home then stays home unpaid for additional 8 weeks of FML job protected time.

BIRTH Weeks 1	2	3	4	5	6	7	8	9	10	11	12	13	
\$ Parental Leave				<i>Parental Leave Exhausted – No pay</i>									Return To Work
FMLA – Newborn Care													

- c. Parents who both work at BorgWarner adopt a child. Note: Only 1 of the 2 parents can use Parental Leave. Parent A uses Parental Leave, Parent B uses FML only.

ADOPT Weeks 1	2	3	4	5	6	7	8	9	10	11	12	13
\$ Parent A: Parental Leave				<i>Parental Leave Exhausted -No Pay</i>								Return To Work
Parent A: FMLA – Newborn Care												
Parent B: FMLA – Newborn Care												

- d. Employee adopts a child and uses unpaid FML at time of adoption followed by intermittent Parent Leave weeks within first 12 months following event.

ADOPT Weeks 1	2	3	4	5	6	7	8	9	10	11	12	13 & 14	15 & 16	17 & 18	19
<i>No pay</i>												\$ Parental Leave	Return to Work	\$ Parental Leave	Return to work Leaves Exhausted
FMLA – Mom’s Serious Health Condition						FMLA – Newborn Care						<i>No FML</i>		<i>No FML</i>	

16. Does Parental Leave extend the 12 weeks of Family Medical Leave (FML)?
- No. FML is a federal law that provides up to 12 weeks of job protection to employees who apply for it and are approved. It is not a paid Leave program. Parental Leave runs concurrently with FML to provide a paid benefit but does not extend the FML job protection beyond 12 weeks.
17. How do I apply for Parental Leave?
- Contact ReedGroup at 1-800-441-9628 up to 30 days prior to your leave to request your dates and apply for any job protection to you under the federal Family & Medical Leave Act or Short-Term Disability payments due to the birth of a child.
 - ReedGroup will also collect proof of your new dependent. It is also a good idea to speak with your manager as well to let them know of the dates you are requesting so they can ensure that your workload is covered during your absence.

18. Can I be denied the Paid Parental Leave dates I request?
 - a. Under BorgWarner's policy, yes, if not taken concurrently with FML job protected Leave. BorgWarner will work with each employee's individual situation to accommodate requested dates, however, if there is a critical business need within the time requested, you may be asked to adjust your dates.
 - b. Certain states have enacted state-mandated paid parental leave. BorgWarner will apply applicable state requirements to this Policy and offset any payment under this Policy with paid state benefits.
19. Does applying for Paid Parental Leave automatically enroll me in FML?
 - a. No. Paid Parental Leave is a BorgWarner policy and must be applied for through ReedGroup.
20. Does applying for FML or STD with ReedGroup automatically approve a Parental Leave?
 - a. No. You must contact ReedGroup to coordinate the dates in which you want to take Parental Leave. You have the option to take it during FML and/or immediately following termination of STD. HR needs to know your intent as well.
21. Who should I go to for questions about Paid Parental Leave?
 - a. Please see your local HR representative for any questions you may have on Paid Parental Leave.