

## Atlantic is excited to announce its Maternity Leave Policy Beginning January 1, 2022

Maternity leave under the policy is paid leave to be used with the birth of an employee's child. Full-time employees with at least one full year of service as of the date of the birth are eligible.

Eligible employees may take up to eight (8) weeks of maternity leave. The maternity leave varies based on delivery type and integration with Short Term Disability coverage (if applicable):

### Normal Vaginal Delivery:

- Week 1 - 100% of base pay using employee PTO
- Weeks 2-6 - 100% of base pay with Short Term Disability paying 60% & Atlantic paying 40%
- Weeks 7 - 8 - 100% of base pay from Atlantic

### C-Section Delivery:

- Week 1 - 100% of base pay using employee PTO
- Weeks 2 - 8 - 100% of base pay with Short Term Disability paying 60% & Atlantic paying 40%

### If employee does not have Short Term Disability Coverage:

- Week 1 - 100% of base pay using employee PTO
- Weeks 2 - 8 - 100% of base pay from Atlantic

Cafeteria Plan Benefits: Insurance benefits will continue to be provided during maternity leave

Requirements for Obtaining Paid Leave: The employee must provide their supervisor with at least sixty (60) day written notice of pending maternity leave.

Integration with FMLA: FMLA will run concurrently with maternity leave. In the event the employee requires more than eight (8) weeks leave for the birth, four (4) weeks of unpaid FMLA will remain available. See Policy IV-8 for FMLA details.