

Parental Leave Policy & FAQ

- Q: How does Parental Leave work?**
- Q: Who is eligible for the paid Medical Leave component of Parental Leave?**
- Q: Who is eligible for the paid Parental Leave?**
- Q: Are there requirements regarding the timing of Parental Leave?**
- Q: How much, how long and how do I get paid during Parental Leave?**
- Q: Is Medical Leave or Parental Leave pay taxable?**
- Q: If I am not eligible for Parental Leave, can I use other time off such as PTO?**
- Q: What are the impact to my benefits, such as medical, dental, vision, etc.?**
- Q: What is my last day at work?**
- Q: What if I return to work early from my Parental Leave?**
- Q: What if I am unable to return to work from my Parental Leave due to my own illness?**
- Q: Do I receive compensation changes/merit if I am out on a Medical Leave?**
- Q: What forms do I need to provide?**
- Q: What other tasks need to be completed?**
- Q: Whom do I contact for questions?**

Q: How does Parental Leave work?

A: A typical Parental Leave includes time off immediately after the birth and time for bonding with your new family member. Parental Leaves are comprised of two different components: Medical Leave and Parental Leave. Lincoln Financial Group is Beyond's Leave of Absence administrator and will oversee your entire leave, including what you are eligible for and the pay you receive. To submit your claim, you will need to contact Lincoln Financial Group at **1-888-408-7300** or www.mylincolnportal.com (First time users must register using Company Code: **Overstock**). If possible, it is recommended that you contact Lincoln Financial Group up to 30 days in advance of your expected leave of absence start date.

Q: Who is eligible for the paid Medical Leave component of Parental Leave?

A: A biological mother who is due to give birth is eligible for paid Medical Leave through our Short-Term Disability benefit. In addition, if an associate has been employed by Beyond for more than 12 months prior to the birth or adoption date of the child and has worked at least 1,250 hours over the past year, he or she is eligible for FMLA where his or her job will be protected for up to 12 weeks during the leave. FMLA is unpaid.

*In the event a biological mother has serious, corresponding medical issues associated with her pregnancy, she may also qualify for assistance under the American's with Disabilities Act. Please contact your HR Department for eligibility information.

Q: Who is eligible for the paid Parental Leave?

A: Mothers, fathers, same-sex partners, and adoptive parents who have been employed at Beyond for 12 months prior to the birth or adoption date of the child and have worked at least 1,250 hours over the past year are eligible.

Q: Are there requirements regarding the timing of Parental Leave?

A: Parental Leave must be taken consecutively and within 12 weeks of the birth or adoption of the child. For birth mothers, this may be extended within 16 weeks due to their own serious medical condition and may only be taken after Medical Leave.

Q: How much, how long and how do I get paid during Parental Leave?

A: If you are a full-time active employee working a minimum of 30 hours per week, you are auto enrolled in company paid Short Term Disability (STD). On the 15th day of STD, you may be eligible to receive pay for up to 11 weeks during your Medical Leave through our STD benefit. The duration can vary based on your delivery and doctor's

certification. Typically, a woman is deemed medically disabled for STD purposes for 6 weeks after a vaginal delivery, and 8 weeks after a cesarean birth. You will be required to use any accrued PTO above 40 hours for the first 14 days before STD. You can use additional PTO to cover the missed time. If you do not have PTO available or choose not to apply PTO, then this time will go unpaid. On the 15th day of STD, you are paid through the remainder of your disability at 60% of your salary. Next, if you are eligible for paid Parental Leave, you will choose between the following options:

Option A: You will take 4 weeks off work and will receive pay for up to 4 weeks at 100% of your salary.

Option B: You will take 3 weeks off work and work Part-Time for 2 weeks while receiving pay at 100% of your salary.

For birth mothers, paid Parental Leave may only be taken after Medical Leave.

You will not accrue PTO while out on leave.

If you reside in the state of Washington, you may be eligible for WA PFML. You will not receive STD and/or LTD from Lincoln Financial unless they receive a denial of benefits letter from WA PFML.

Q: Is Medical Leave or Parental Leave pay taxable?

A: Paid Medical Leave through ST Disability benefit payments are subject to Federal, State and FICA taxes. The third party administrator automatically withholds FICA from the payment. Employee on ST Disability may request Third Party administrator to deduct Federal and/or state taxes from their benefit check. Paid Parental Leave and PTO is taxable.

Q: If I am not eligible for paid Parental Leave, can I use other time off such as PTO?

A: If you are not eligible for paid Parental Leave due to your hire date or not working enough hours to qualify under the Family Medical Leave Act (FMLA), you will need to contact Lincoln Financial Group to request a Company Own Medical Leave.

Q: What are the impacts to my benefits, such as medical, dental, vision, etc.?

A: You will be charged the missed benefit premiums that were not paid while you were out on your first pay check.

Q: What is my last day at work?

A: The last physical day you are at work doing your job for one half or more of your regularly scheduled work day. This does not mean a PTO day.

Q: What if I want to return back to work early from my Parental Leave?

A: You will need to contact your Lincoln Financial Group case manager as soon as possible to confirm the dates. Your case manager will notify Beyond's HR representative of your expected return-to-work date, which will initiate your Beyond paychecks as applicable. As a reminder, the paid Parental Leave can only be initiated after your STD benefit has ended. If you chose to return before then, you will forfeit the Parental Leave benefit.

Q: What if I am unable to return to work from my Parental Leave due to my own illness?

A: Contact Lincoln Financial Group as soon as possible before your return date if you're not able to return due to your own illness. Your Lincoln Financial Group case manager will need to obtain additional medical information from your doctor.

Q: Do I receive compensation changes/merit if I am out on a Medical Leave?

A: Any compensation increase will take place on the effective date in the Workday system. Any additional adjustments will not be paid while out on a Medical Leave.

Q: What forms do I need to provide?

A: After you have reported your leave of absence to your manager, the following form will need to be completed:

- **Authorization Form:** Give this form to your doctor. The completed form must be sent back to Lincoln Financial Group by you or your doctor by the date set by Lincoln Financial Group. The form allows Lincoln Financial Group to request appropriate medical documentation to support your claim.

Q: What other tasks need to be completed?

A: While on leave you will be required to furnish us with periodic reports of your Medical Leave status, when to initiate Parental Leave, and your date intended to return to work.

Q: Whom do I contact with questions?

A: For general questions regarding your Parental Leave or to inquire about an existing claim or leave, contact Lincoln Financial Group. For ST Disability questions, call 800-320-7585. For questions on FMLA or LOA, call 866-277-5276. You can check the status of your claim at any time online at www.mylincolnportal.com.

Typical Parental Leave Timeline

