	HUMAN RESOURCES POLICIES AND PROCEDURES	
	SUBJECT: PAID PARENTAL LEAVE	EFFECTIVE DATE: January 1, 2025
		REVISION DATE: N/A
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THIS POLICY IS A NEW POLICY.		

I. PURPOSE

Eligible associates may take up to four (4) weeks of paid leave in a rolling calendar year to bond with their child following birth, adoption, or placement for foster care (Parental Leave). Associates may also be eligible for leave and paid leave benefits under other Company policies, as well as under applicable state and local laws. Unless otherwise stated, Parental Leave runs concurrently with all other forms of applicable leave (paid and unpaid) to the extent permitted by law.

II. SCOPE

This policy applies to all U.S. Locations of Perdue, its divisions and subsidiaries.


III. ELIGIBILITY

A. Eligibility for Parental Leave will be determined by the Company based on date of hire.

B. Eligible associates are associates who meet the following criteria:

1. Have been employed with the Company for at least 12 consecutive months.
2. Have worked at least 1000 hours during the 12 consecutive months immediately preceding the date the Parental Leave would begin.
3. Are a full or part-time associate not covered under a collective bargaining agreement.
4. In addition, associates must meet one of the following criteria:
 - (a) Have given birth to a child.
 - (b) Be a spouse or significant other (married or unmarried) to someone who has given birth to a child where the associate intends to and actually does parent the child. To be a parent requires day to day care and financial support.
 - (c) Have a child placed with the associate for adoption or foster care where the associate is listed on the adoption or placement order.

Approved by: 	Date: 12/9/24
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IV. REQUESTS FOR PAID PARENTAL LEAVE

- A. Associates must provide their Supervisor and the Company’s authorized third-party leave administrator, currently Unum, with notice of the request for Parental Leave at least 30 days prior to the proposed date of the leave (e.g., the expected due date or expected adoption date); or, in the rare event that the leave was unforeseeable, as soon as possible and practicable under the circumstances.
- B. The associate will be required to provide documentation to support their eligibility for Parental Leave to the Company’s authorized third-party leave administrator, currently Unum, for the leave to be paid up to the allowable maximum amount.
- C. Eligible associates may request up to 4 consecutive weeks of paid Parental Leave at their normal base rate of pay for bonding with their child following its birth or placement for adoption or foster care. If eligible, associates must take the paid leave within one year of the birth or placement.
 - 1. A “week” is determined by the associate’s regular workweek.
 - 2. All leave must be used for its intended purpose. The purpose of Parental Leave is to bond with the new child and afford the new parent the ability to share in caregiving responsibilities. Employees taking Parental Leave cannot work for remuneration or for another employer during any week where Parental Leave is taken. The associate must be with the child and parenting/bonding during Parental Leave.

V. COORDINATION WITH OTHER POLICIES

- A. This policy will run concurrently with any other qualifying leave, including Family and Medical Leave Act (FMLA) leave, Other Medical Leave (OML), leave provided under the Pregnant Worker Fairness Act (PWFA), and any required state or local leave, as permitted by law.
- B. Unless otherwise stated, during Parental Leave, associates are required to use or concurrently exhaust other forms of applicable paid leave, except for short-term disability benefits. Parental Leave will be offset by state paid leave benefits where applicable. Under no circumstances can an associate receive more than 100% of their base pay (plus any already earned and/or vested other benefits) during the leave.

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VI. UNUSED PAID PARENTAL LEAVE

- A. Any unused Parental Leave will be forfeited at the end of the 12-month period. Parental Leave will not be paid upon termination of employment.
- B. Parental Leave does not constitute a break in service when calculating years of service.

VII. LEGAL COMPLIANCE

- A. The Company will not take any adverse employment action against any associate for requesting or taking leave as permitted under this policy.

Approved by: 	Date: 12/9/24
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