



Preparing for Parental & Maternity Leave

Congratulations, you're having a baby! We want to help make this a smooth transition as you plan your time off. Please see the information below regarding Parental Leave, Maternity Leave, Short-Term Disability, and FMLA. Please keep in mind this document serves as an overview of your benefits and full policy information can be viewed in the Employee Handbook. Don't forget to notify your manager and Human Resources in advance of your leave.

Parental Leave

Parental Leave is time for you to bond with your child after the birth or adoption.

Full-time employees are approved for up to 160 hours (4 weeks) of paid Parental Leave for the birth/adoption of a child. Parental Leave will begin on the day of birth/adoption and continue consecutively for a minimum of forty hours. If you are not eligible for maternity leave, you will then have the option to take the remaining 120 hours immediately, or may choose to use these hours at a later date, as long as it is within the first 12 months following the birth/adoption date. Any remaining time must be taken in consecutive 40 hour increments.

Maternity Leave

Employees who are eligible for Short-Term Disability coverage related to pregnancy or the birth of a child are eligible for the Maternity Leave benefit. The company will pay an employee 40% of their base pay. This amount is in addition to the 60% of their base pay provided through the Short-Term Disability benefit. More information on who is eligible for Short-Term Disability and FMLA is below.

Short-Term Disability

Full-time employees are eligible for Short-Term Disability leave the first of the month following one year of service with the company. Employees submit a claim for Short-Term Disability benefits through our third-party administrator. The first week of a Short-Term Disability claim is the elimination period and there are no benefits paid during this week. The elimination period for a Maternity Leave is covered under the Parental Leave Policy and will use your first 40 hours (1 week) of Parental Pay. The length of the Short-Term Disability benefit is determined by the method of delivery. For example, a normal delivery without complications is typically approved for a 6 week Short-Term Disability benefit. If the employee does not return to work after the approved Short-Term Disability benefit, the remaining 120 hours (3 weeks) of Parental Pay must be taken. If an employee chooses to return to work once their Short-Term Disability has ended, the remaining time may be used later, but must be taken within the first 12 months following the birth date. Example pay schedules are listed below.

Family and Medical Leave Act ("FMLA")

Under the Family and Medical Leave Act ("FMLA"), employees are eligible for FMLA, which is job-protected leave, once they have been employed with PL Marketing for at least 12 months and have worked at least 1,250 hours during the 12 months preceding the request for maternity leave.

Full-time employees are eligible for Parental Pay even if they are not yet eligible for FMLA and Short-Term Disability.

All of these benefits run concurrently.

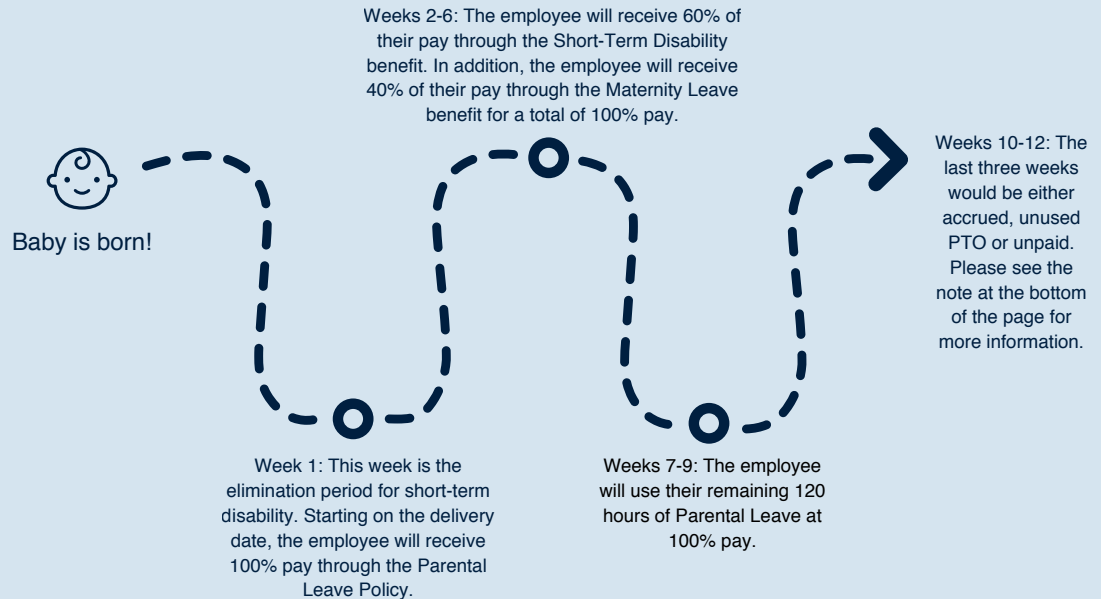


Pay Schedule for Maternity Leave

Employees' needs can vary from one individual to another during this very important time. The illustrations below represent the two most common scenarios our employees experience and inquire about. We encourage you to contact a member of the HR team to meet and discuss your individual needs and questions to ensure you know what to expect during your leave of absence.

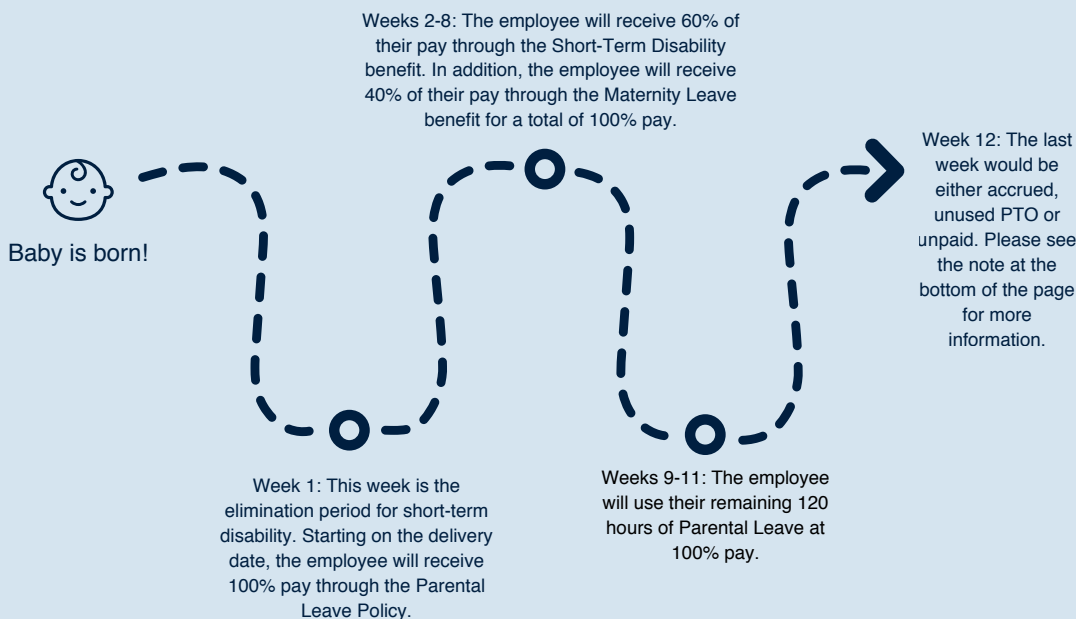
Scenario 1

Employee has a vaginal delivery. Typically, the medical recovery for a vaginal delivery is 6 weeks, but this employee is choosing to use their full FMLA eligibility of 12 weeks.



Scenario 2

Employee has a C-section delivery. Typically, the medical recovery for a C-section delivery is 8 weeks, but this employee is choosing to use their full FMLA eligibility of 12 weeks.



Employees on a maternity leave are required to use their available, accrued PTO time before taking unpaid leave. PTO is front-loaded at the beginning of the year, but is actually accrued throughout the year. HR will help you calculate how much PTO has been accrued and used to determine how much PTO will be used during the leave and how much PTO you will have left when you return from maternity leave.

Questions? Please reach out to one of the HR team members below:

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