

Summary Plan Document

**ATRIUM HEALTH NAVICENT
Parental Benefits**

Effective date: January 1, 2023

INTRODUCTION

Atrium Health Navicent cares about the health and well-being of parents, children and families. Atrium Health Navicent supports teammates who are parents caring for and bonding with a child who has joined their family through birth, adoption, or legal placement by providing Parental Benefits to eligible teammates, such as paid parental leave, financial assistance for adoption, transitional child care, and additional parental benefits as listed below. A teammate who is a parent who gives birth may also be eligible for additional time for recovery and benefits through our Short-Term Disability Benefit Carrier.

EFFECTIVE DATE: January 1, 2023

ADMINISTRATION: Teammates should contact Atrium Health Navicent Benefits to obtain additional information about Parental Benefits, including eligibility, requirements, payment amounts, coverage or any other aspect of Parental Benefits. Teammates may also obtain additional information about Short-Term Disability Benefits from Atrium Health Navicent Benefits. Contact the Benefits Service Center at 1-800-964-4780. Atrium Health Navicent Benefits is responsible for administering Parental Benefits.

ELIGIBILITY AND PROCEDURES

Eligibility Requirements and Procedures

An Atrium Health Navicent teammate is eligible for Parental Benefits from the first day of full-time or part-time employment with at least 20 standard hours per week on the regular Atrium Health Navicent payroll. Temporary teammates and Contract Workers are not eligible for Parental Benefits.

Effective January 1, 2023, eligible teammates must submit a request for Parental Benefits within twelve months of the birth, adoption, or legal placement of the child. The request would be for such an event that occurred on or after the date the teammate became benefits eligible. Supporting documentation is necessary at the time of the request for parental leave. Documentation may include a Request for Leave, certification from the teammate's healthcare provider or from the birth parent's healthcare provider, and, as applicable, the child's birth certificate, verification of birth facts or notice of placement of adoption or notice of legal placement. All paperwork should be submitted to Leave Administration at PAR_RequestsMacon@atriumhealth.org.

When Teammate Eligibility Terminates

Teammate eligibility for Parental Benefits will terminate on the date the teammate's employment with Atrium Health Navicent ends or the date the teammate experiences a status change to less than 20 standard hours per week.

PARENTAL BENEFITS

Atrium Health Navicent offers the following Parental Benefits to eligible teammates:

Paid Parental Leave

- Paid parental leave is time away from work to care for and bond with the teammate's child, under age 18, who is a newly added member of the teammate's family through birth, adoption or legal placement
- The maximum amount of paid parental leave is:
 - Four consecutive weeks paid leave for non-birth parents*
 - A combined total of six consecutive weeks paid leave for parents who give birth (combining paid parental leave with additional time for recovery and benefits through our Short-Term Disability Benefit Carrier)
- Paid parental leave must be requested within twelve months of the child's birth, adoption or legal placement**
- Paid parental leave can be taken immediately or at a later mutually agreed upon time
- Teammates will be paid 100% of their base pay for the length of the approved paid parental leave – up to four weeks or up to six weeks, as applicable
- The maximum amount of paid parental leave is four consecutive weeks, or up to six weeks for parents who give birth.

**In the event the legal placement of a child is for less than four weeks, the length of paid parental leave will be up to but no longer than the length of the legal placement.*

***The deadlines for requesting Short-Term Disability Benefits and unpaid leave under the Family and Medical Leave Act differ. Teammates who are planning to give birth must contact our Short-Term Disability Benefit Carrier to initiate a claim for benefits within the time required by the carrier and the applicable Short-Term Disability plan, which is currently no earlier than 30 days before their anticipated first day of missed work. Teammates who qualify for unpaid leave under the Family and Medical Leave Act can request FMLA leave within 12 months of the child's birth, adoption or legal placement to care for and bond with their child. To comply with these various deadlines, teammates should contact Atrium Health Navicent Benefits promptly once they anticipate becoming parents and using parental benefits.*

Calculation of Paid Parental Leave

The amount of compensation for paid parental leave is calculated by multiplying the teammate's base rate of pay by the number of their standard hours per week. Compensation will be paid by Atrium Health Navicent and, if applicable, the Short-Term Disability Carrier.

Teammates who are non-birth parents and who are approved for up to four weeks of paid leave under the Parental Benefits program will receive their compensation directly from Atrium Health Navicent per the regular payroll cycle:

Weeks	Payment through	
	Atrium Health Navicent Parental Benefits program	Payment issued by
Week 1	100%	Atrium Health Navicent
Week 2	100%	Atrium Health Navicent
Week 3	100%	Atrium Health Navicent
Week 4	100%	Atrium Health Navicent

Teammates who give birth to a child and who are approved for up to six weeks of paid leave under the Parental Benefits program will receive their compensation directly from the Disability Carrier. Benefit payments begin from date of birth, per the following scenarios:

For teammates who are not enrolled in the Short-Term Disability Benefit			
Weeks	Payment through		Payment issued by
	Atrium Health Navicent Parental Benefits program	Short-Term Disability Benefit	
Week 1	100%	n/a	The Hartford
Week 2	100%	n/a	The Hartford
Week 3	100%	n/a	The Hartford
Week 4	100%	n/a	The Hartford
Week 5	100%	n/a	The Hartford
Week 6	100%	n/a	The Hartford

For teammates who are enrolled in the Voluntary Short-Term Disability Benefit with 30-day waiting period			
Weeks	Payment through		Payment issued by
	Atrium Health Navicent Parental Benefits program	Short-Term Disability Benefit	
Week 1	100%	-	The Hartford
Week 2	100%	-	The Hartford
Week 3	100%	-	The Hartford
Week 4	100%	-	The Hartford
Week 5	40%	60%	The Hartford
Week 6	40%	60%	The Hartford

For teammates who are enrolled in the Voluntary Short-Term Disability Benefit with a 15-day waiting period

Weeks	Payment through		Payment issued by
	Atrium Health Navicent Parental Benefits program	Short-Term Disability Benefit	
Week 1	100%	-	The Hartford
Week 2	100%	-	The Hartford
Week 3	40%	60%	The Hartford
Week 4	40%	60%	The Hartford
Week 5	40%	60%	The Hartford
Week 6	40%	60%	The Hartford

Please note, the scenarios outlined above for teammates who give birth, represent the source of the teammates' 100% compensation under the Parental Benefits program. In the event a teammate has an approved Short-Term Disability (STD) claim that begins prior to the birth of the child and/or extends beyond the six weeks of 100% compensation through the Parental Benefits program, the STD benefit paid to the teammate will be based on the claim dates approved on the approved Short-Term Disability claim by The Hartford.

An approved continuous FMLA leave of absence for the purpose of caring for and bonding with a child due to birth, adoption or legal placement runs concurrently with paid parental leave (and, if applicable, with short-term disability leave). Teammates may elect to use available PTO or EIB for any unpaid portion of FMLA leave or other approved leave.

Financial Assistance for Adoption

- Financial assistance for adoption in the amount of \$5,000 for a date of adoption that took place on or after the teammate entered a benefits eligible status
- The financial assistance is available for domestic and international adoptions of a child under age 18
- The maximum financial assistance is \$5,000 per family in a calendar year to be requested within six months of the notice of placement of adoption
- In the event both parents are eligible Atrium Health Navicent teammates, each are allowed paid parental leave; however, \$5,000 is the total amount of financial assistance for an adoption per family in a calendar year, and it will be paid to only one parent
- Supporting documentation for the financial assistance for adoption includes the Adoption Certificate or Adoption Placement Decree

Transitional Child Care

- Transitional child care for up to 30 days to eligible parents who are returning to work following their leave for the arrival of a child to their home through a birth, adoption or legal placement

- Teammates must make at least one care request within the first six months of the child's birth or legal adoption/placement and have up to one year to utilize the Transitional child care benefit.
- The program recommends options from a nationwide network of child care centers and in-home agencies; there is also an option to use a trusted friend or family member
- Transitional child care is available for one birth, adoption or legal placement per family in a calendar year
- In the event both parents are eligible Atrium Health Navicent teammates, each are allowed paid parental leave; however, 30 days is the total maximum amount of transitional child care available per family in a calendar year

Additional Parental Benefits

- Option for the teammate to add the child to their medical plan – Health Savings Plan or Co-Pay Plan – within 31 days of the date of the event
- Option to enroll or make changes to the Dependent Care Flexible Spending Account, based on the qualifying event of the birth, adoption or legal placement of the child – within 31 days of the date of the event
- Breast pump reimbursement, if the breastfeeding parent participates in one of the medical plans – Health Savings Plan or Co-Pay Plan
- Dependent Back-Up Care, which provides child care services when the unexpected happens or when the teammate's regular caregiver is unavailable

It is highly advisable for teammates to consult with a qualified tax advisor to determine what impact the utilization of the Parental Benefits might have on their tax responsibilities.

DEFINED TERMS

Parent who Gives Birth: An eligible Atrium Health Navicent teammate who gives birth to a child.

Non-Birth Parent: An eligible Atrium Health Navicent teammate who is welcoming a new child to their family through a birth, adoption or legal placement and for whom the parent has legal custody or guardianship.

Temporary Teammate: A team member hired to work during a short term, urgent staffing need of a unit or department. Temporary team members may not work over 90 days without approval by Human Resources.

Contract Worker: Persons working for an approved organization hired to perform a job(s) at Atrium Health Navicent. Contract workers are not team members of Atrium Health Navicent and are generally limited to working 90 calendar days in the organization.

NOTICES

Atrium Health Navicent fully intends to maintain Parental Benefits indefinitely. However, it reserves the right to terminate, suspend, discontinue or amend this policy and all or any Parental Benefits at any time and for any reason.

Atrium Health Navicent provides Parental Benefits to all eligible employees in accordance with the Family and Medical Leave Act (FMLA), Title VII of the Civil Rights Act of 1964 (Title VII), the Pregnancy Discrimination Act (PDA), the Americans with Disabilities Act (ADA), and any other applicable federal or state law.

Atrium Health Navicent prohibits and will not tolerate discrimination or retaliation against any teammate or applicant because of that person's pregnancy, family composition, or use of Parental Benefits or other benefits. Specifically, no one will be denied employment, reemployment, promotion or any other benefits of employment or be subjected to any adverse employment action based on that person's pregnancy, family composition, or use of Parental Benefits or other benefits. In addition, no one will be disciplined, intimidated, or otherwise retaliated against because that person exercised rights under this policy of applicable law.

ADDITIONAL ATRIUM HEALTH NAVICENT BENEFITS FOR FAMILIES

Health & Well-Being

- Health, dental and vision coverage
- Fertility benefit
- LiveWELL wellness program and incentives
- Easy access to providers and services at discounted rates for eVisits, Virtual Visits and LiveWELL Care Clinics
- Access to free, confidential, short-term counseling services through Employee Assistance Program (EAP)
- Access to group rates for additional benefits for life events, such as accidents, critical illness and hospitalization

Income Protection Benefits & Additional Benefits

- Life Insurance and AD&D Insurance at 1 times salary
- Short-term and long-term disability insurance
- Access to group rates for supplemental life insurance
- Health Savings Account, Flexible Spending Account and LiveWELL Incentive Account
- Dependent Care Flexible Spending Account
- Access to group rates for legal services and identity theft protection
- Dependent back-up care
- 403(b) Retirement Plan
- Financial assistance for education
- Access to group rates for pet insurance
- Group discounts through Perks Programs

Time Away from Work

- Paid Time Off with option to buy back
- Paid Parental Benefits and financial assistance for adoption
- Up to thirty days of Transitional Child Care for new parents as they return to work

Visit [Teammates.AtriumHealth.org](https://teammates.atriumhealth.org) for information on Parental Benefits