



## Parental Leave Policy

People Department

OBBU-HR-20

### 1. Purpose

Bimbo Bakeries USA (“BBU” or the “Company”) **Parental Leave Policy** is designed to balance the demands of the workplace with the needs of associates and their families.

### 2. Scope

This policy applies to non-union full-time associates, both Salaried and Hourly in the U.S, not covered by a collective bargaining agreement.

### 3. Definitions

**Parental Leave** is a period of two (2) weeks (maximum 80 hours) paid leave to be used following the birth or adoption of a child. During Parental Leave, associates will receive 100% of their regular base pay.

### 4. Responsibilities

**Birth mothers’ Parental Leave** must be taken consecutively and immediately after exhausting benefits provided under the Short-Term Disability (STD) Plan. Parental leave runs concurrently with leave provided under the Family and Medical Leave Act (FMLA).

**Father or adoptive parent** must take their Parental Leave consecutively and within 90 days of the birth/ adoption of a child.

### 5. General Guidelines

Parental Leave must be scheduled in advance and approved by the associate’s supervisor to ensure adequate coverage for business operations.

Once the associate determines when Parental Leave will begin, they must initiate a leave request through **the Company’s third-party vendor**. Parental Leave may run concurrently with other leaves such a FMLA, where permitted by state and federal law. Expectant parents can request this leave based on the estimated birth or placement date.

If both parents of a newborn or adopted child work for Bimbo Bakeries USA, they are each entitled to two (2) weeks of paid Parental Leave.

All questions regarding the interpretation and administration of this policy should be directed to the local People Department Business Partner.

**BBU maintains an at-will employment relationship with its associates. This means that the Company or the associate may terminate the employment relationship with or without cause at any time. This policy is not an employment contract and BBU reserves the right to change or discontinue it.**



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### Frequently Asked Questions

Who is eligible for time off under Parental Leave?	Salaried and non-union hourly full-time associates who are expecting or adopting a child are eligible for time off under the Parental Leave Policy after three months of continuous employment.
Do I have to take both weeks of paid leave consecutively?	Yes, birth mothers should take the two weeks following their Short-Term Disability leave of ten weeks.  Fathers and adoptive parents must take two consecutive weeks within 90 days of the child's birth or placement.
Why do I have to take the paid leave consecutively?	Parental leave should be taken consecutively for business planning and continuity purposes. Discuss any exceptions with your manager.
Do I receive 100% of my pay during my leave under the Parental Leave Policy?	Yes, there will be no salary disruption during your parental leave.
How do I coordinate parental leave with my supervisor?	Notify your supervisor of your parental leave timing as soon as possible to ensure appropriate business planning. They will direct you on how to complete the proper reporting through our leave administrator, New York Life.
If I am a birth mother, how does Parental Leave coordinate with my Short-Term Disability Leave?	Parental leave is in addition to the ten weeks provided through your Short-Term Disability (STD) coverage. When you call to report your STD coverage to <b>the company's third-party leave administrator</b> , you should also report the dates of your parental leave for recording purposes.
How does paid leave under the Adoption Policy coordinate with FMLA?	Parental leave runs concurrent with FMLA leave. Under FMLA you are entitled to up to 12 weeks of unpaid leave from your position. The two weeks of Parental Leave counts toward these 12 weeks.
Is there a formal reporting process for taking leave under Parental Leave Policy?	Yes, you will need to contact <b>the Company's third-party</b> leave administrator, to report your parental leave dates.
If my spouse and I both work for BBU, are we both entitled to leave under the Parental Leave policy?	Yes, you are each entitled up to two weeks of consecutive paid leave. Each associate must call and report their individual leave to <b>the Company's third-party leave administrator</b> .
If my spouse and I both work for BBU, do we have to take the paid time off at the same time?	Birth mothers should coordinate their parental leave with the end of their STD leave. Fathers/adoptive parents can choose when to take parental leave as long as it is within 90 days of the child's birth or placement.

### 6. Responsibility / Ownership

The People Department is the assigned owner of this policy and responsible for its contents, update and monitoring of its compliance, and the submission for approval to the Local Internal Control and Risk Management Department and the Business Unit Top Management.

### 7. Updates

The changes implemented in between versions are described below:

Revision / History of the revision				
Version	Revision Date	Updated by	Approved by	Main Changes
1	January 01, 2022	Human Relations Department	Beth Manville	
2	February 1, 2024	People Department	Kelly Wright	Human Relations changed to People.
3	February 13, 2025	Elisabeth Lutz	Kelly Wright	<b>Updated the Company's third-party vendor information.</b>