



# McLane Paid Parental Leave

## What You Need to Know ...

### Overview

McLane is proud to support teammates during important life moments, including the birth or adoption of a child. This guide outlines who is eligible, what benefits are available, and how to apply for paid parental leave.

### Eligibility

You are eligible for paid parental leave if you meet one of the following conditions:

- You have given birth to a child.
- You have adopted a child (excluding stepchildren or foster care placements).
- You are the biological parent of a newborn.

### Employment Eligibility by Role

- All regular, active, full-time **exempt** teammates are eligible for paid leave on their date of hire.
- All regular, active full-time **drivers and nonexempt** teammates are eligible for paid leave following the completion of one (1) year of service.

### Leave Details

#### Birth Parent:

- Eligible for paid leave during the medically certified recovery period (typically 6–8 weeks).
- Must meet Short-Term Disability (STD) requirements.

#### Non-Birth Parent:

- Eligible for five (5) of parental leave.

### Pay Rate

- Leave is paid at 100% of your vacation rate (as of your first day of leave), minus any amounts received through a state or local program.
- Paid on your regular payroll schedule.

### Important Notes

- Leave must be taken in one continuous block and used within 6 months of the birth/adoption.
- This paid leave runs concurrently with FMLA and any state/local family leave.
- Paid leave does not count toward: Overtime calculations, Sick leave accrual, Driver vacation rate calculation.



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- Teammates will continue to receive company benefits during leave but must pay their portion of the premium.
- Exempt teammates may not use RTO (Responsible Time Off) to extend their leave.

### How to Apply for Paid Parental Leave

#### Step-by-Step Instructions:

1. **Notify Your HR Department:** Give at least 30 days' notice if your leave is planned (or as soon as possible if unexpected).
2. **Submit your Request:** Apply for FMLA and/or any applicable state/local leave.  
Contact **FMLASource** to start your FMLA claim:  
Phone: **866-380-0680**  
Online: [www.FMLASource.com](http://www.FMLASource.com).
3. **Provide Supporting Documents:**
  - For birth: submit a copy of the birth certificate showing your name.
  - For adoption: submit legal documentation of the adoption.
4. **Await Confirmation of Leave from Lincoln Financial:** After FMLASource approves your leave, they will notify Lincoln Financial Group. Lincoln will then open your leave and reach out to request proof of birth or adoption to complete the process.
5. **Provide Supporting Documents:** When requested by Lincoln Financial, be sure to send them a copy of the same proof of birth or adoption that you provided to FMLASource.
6. **Approval:** Once your leave is approved, Lincoln will notify us to process your paid leave. Payment will be included in the next available payroll cycle, based on the timing of the approval.
7. **Payment:** Your leave pay will be processed during regular payroll cycles.  
Check your pay stub to ensure accuracy.

### Additional Information

- If both parents work at McLane, each is eligible for their own parental leave.
- Leave is not paid out if unused at the time of resignation or termination.