

PCPL/PPL FAQ

Primary Caregiver Parental Leave and Paid Parental Leave

What is Primary Caregiver Parental Leave?

In order to assist and support new parent relationships, including bonding with a new child, and to assist with balancing work and family matters, SS&C, Inc. provides paid Primary Caregiver Parental Leave to eligible employees. SS&C also provides Paid Parental Leave to eligible employees, who are not primary caregivers.

What requirements must be met to be eligible for Primary Caregiver Parental Leave?

All full-time, active employees regularly working 30 or more hours per week are eligible for paid leave under this Policy, which applies to leaves beginning on or after January 1, 2020. Additionally, birth of the child(ren) or placement of the child(ren) for adoption or foster care must occur on or after January 1, 2020.

Who is considered a child under Primary Caregiver Parental or Paid Parental Leave?

- Your newborn child.
- A child under 18 years old who's placed with you for adoption or foster care
- An older child placed with you for adoption or foster care who is incapable of self-care because of a mental or physical disability

What is the definition of a Primary Caregiver?

The primary caregiver is the parent who takes on the main role of caring for the child after the birth or placement for adoption or foster care.

What can I do if I'm not eligible for Primary Caregiver Parental Leave?

If you're not eligible for Primary Caregiver Parental Leave, Paid Parental Leave may be available as an alternate option. An employee that is not the primary caregiver of the child(ren) may be eligible for up to 1 week of paid leave to care for a child following the birth or placement for adoption or foster care.

How do I request Primary Caregiver Parental Leave?

To initiate a leave request contact Matrix Absence Management:

- By phone at **1-877-202-0055**
- Online at **www.matrixabsence.com**

Please notify your manager at least 30 days in advance of the leave that you intend to take Primary Caregiver Parental Leave.

When can I take my Primary Caregiver Parental Leave?

You can take Primary Caregiver Parental leave within six (6) months following the birth of the child(ren) or placement of the child(ren) for adoption or foster care, beginning with births or placements occurring on or after January 1, 2020.

How long can I be on Primary Caregiver Parental Leave?

Beginning January 1, 2020, Primary Caregivers are eligible to take up to twelve (12) weeks of Primary Caregiver Parental Leave following the birth of the child(ren) or placement of the child(ren) for adoption or foster care, in connection with births or placements occurring on or after January 1, 2020.

Can I take my Primary Caregiver Parental Leave in segments?

No. The Primary Caregiver Parental Leave must be taken consecutively (i.e., in one block of time, and not intermittently). If an employee returns to work or otherwise stops the Primary Caregiver Parental Leave at any point prior to the completion of the twelve-week allotment, the employee will not be eligible for any additional Primary Caregiver Parental Leave. However, employees may be eligible for additional job-protected leave or partial pay under applicable federal, state, or local law.

If both parents work for SS&C, can they both take Primary Caregiver Parental Leave?

No. In cases where two SS&C employees request leave relating to the birth or placement of the same child, only one eligible parent can take Primary Caregiver Parental Leave, while the other can take Paid Parental Leave. It will be up to the parents which one is deemed the primary caregiver of the child(ren).

Does my Primary Caregiver Parental Leave or Paid Parental Leave run at the same time as another type of leave?

Yes. Your Primary Caregiver Parental Leave or Paid Parental Leave runs concurrently with any available federal, state, or local family and/or medical leave laws and insurance benefits. Where the eligible parent taking leave under the Primary Caregiver Parental Leave or Paid Parental Leave is the person who gave birth to the child, all leave under this Policy will run concurrently with any period of disability due to childbirth (though such employees may be eligible for additional paid leave under SS&C's Short-Term Disability policy).

Do I need to apply for Parental Leave, FMLA, STD and state benefits at the same time?

Yes. You need to apply for Primary Caregiver Parental Leave (or Paid Parental Leave), FMLA, STD, and family leave benefits through Matrix, if any or all of these protections/benefits are applicable to you.

What happens to my healthcare coverage and other benefits during Primary Caregiver Parental Leave?

- During Primary Caregiver Parental Leave, employees will continue to be covered under SS&C's employee benefit plans and all required payroll deductions will continue to be taken.
- Employees will generally not accrue PTO days while on a leave of absence unless the employee's division's practices provide otherwise.

Do I get all of my regular pay while I'm on Primary Caregiver Parental Leave?

You get up to 100% of your basic weekly pay during an approved Primary Caregiver Parental Leave. In no instance may an employee receive more than 100% of his or her regular pay while receiving Primary Caregiver Parental Leave, taking into consideration any benefits for which the employee may be eligible under state or local law.

Where can I learn more about Primary Caregiver Parental Leave or Paid Parental Leave?

You can find additional details about Primary Caregiver Parental Leave or Paid Parental Leave benefits on **www.ssctech.com/benefits**.