

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 parental leave to eligible employees in accordance with the terms of this policy (the "Policy"). This Policy is effective for parental leaves beginning on and after January 1, 2020.

Definitions

A **primary caregiver** a biological parent, spouse or domestic partner of a biological parent, or a new adoptive or foster care parent who has primary responsibility for the care of a child immediately following the birth or the placement of the child into custody, care and control of the parent for the first time.

Any reference to the term **child** in this Policy includes multiple births or placements, such that if an employee gives birth to, or has placed with the employee for adoption or foster care, more than one child, this Policy shall apply as if there was only one child, and the employee will not be entitled to any additional benefits because of the additional child(ren).

Eligibility

All full-time, active employees regularly working 30 or more hours per week are eligible for paid leave under this Policy. Employees may only take one paid parental leave during each 12-month period. To qualify for paid parental leave as a primary caregiver, the employee must certify that he/she will be the child's primary caregiver for the entire period of the leave. Employees may not take leave under both this policy and the Paid Parental Leave policy. Employees should contact Matrix Absence Management if they have a question as to whether they meet the eligibility criteria. If employees have any questions about applying for leave, please contact The People Center at peoplecenter@sscinc.com.

Duration of Primary Caregiver Parental Leave

Primary caregivers are eligible to take up to twelve (12) weeks of Primary Caregiver Parental Leave following the birth or placement for adoption or foster care of a child.

Continuation of Benefits

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.

Note: While on an approved leave of absence, employees remain eligible to be considered for any salary increases and/or bonus payments; however, any such salary increase or bonus will be paid once the employee returns to work following such leave. Employees who take leaves absence may be subject to pro-ration of their bonus. Any eligibility for commissions is subject to the terms and conditions of the applicable commission plan.

When Leave Must Be Taken

All leave pursuant to this Policy must be taken consecutively (i.e., in one block of time, and not intermittently), and must begin within six (6) months following the birth or placement of a child for adoption or foster care. In connection with the birth or placement of the same child, an employee who takes Primary Caregiver Parental Leave is not eligible to take Paid Parental Leave under the separate policy. Where the eligible parent taking leave under this Policy 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.

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.

Leave under this Policy begins after the birth or placement for adoption or foster care. Any leave needed prior to birth or placement for adoption or foster care is not covered by this Policy, but may be covered under other SS&C policies (e.g., Short-Term Disability, FMLA, PTO, or any state/local family or medical leave laws). In addition, after the leave under this Policy is exhausted, employees may be eligible for additional paid or unpaid leave under SS&C's policies or federal, state, or local law.

Further, the employee's Primary Caregiver Parental Leave shall be deemed to begin on the first day the employee takes time off following the birth or placement of the child. For example, if an employee has been out of the office on bed rest prior to the birth of the child, and continues to be on a leave of absence once the child is born, Primary Caregiver Parental Leave will begin upon the birth of the child. If an employee returns to work or otherwise stops the paid parental leave at any point prior to the completion of the twelve-week allocation, the employee will not be eligible for any additional Primary Caregiver Parental Leave which would otherwise be available under this Policy. However, the employee may still be entitled to time off and/or benefits pursuant to applicable law.

Requirements for Obtaining Primary Caregiver Parental Leave

Employees who meet the eligibility to take Primary Caregiver Parental Leave must contact Matrix Absence Management as soon as practicable for guidance on next steps and specific requirements in the state or local jurisdiction in which they work. Subsequent leave request

forms should be completed and returned to Matrix Absence Management at least 30 days prior to the leave start date.

Primary Caregiver Parental Leave is not available to employees who obtain legal guardianship of a child, obtain custody of a child, or adopt a child (other than a newborn) when either the employee or the employee's spouse or domestic partner is the biological parent of the child being adopted. Furthermore, paid parental leave benefits are only provided for children who are born to the Employee or his/her spouse or domestic partner, or placement of children for adoption or foster care of (i) children under 18 years of age, (ii) children with special needs (i.e., a child whom the state has determined would otherwise be difficult to adopt), or (iii) persons who are physically or mentally incapable of caring for themselves.

Coordination with Leave/Benefits Provided under any Plan or Applicable Law

Any leave taken under this Policy will run concurrently with any other leave or available insurance benefit, and will be integrated with any other benefits for which the employee may be eligible under any programs mandated by federal, state or local law, including, without limitation, and to the extent applicable, the federal Family and Medical Leave Act, and any benefits provided pursuant to SS&C's Short-Term Disability plan (where applicable), or any state or local disability or family leave program. Employees also must apply for any applicable short-term disability benefits and/or paid family leave benefits in order to be eligible for benefits under this Policy. Employees will be paid directly through any insured or statutory disability or family leave program or policy, and SS&C will provide the difference in pay at the employee's regular rate of base salary for the time periods listed above under paid parental leave benefits. In no instance may an employee receive more than 100% of his or her regular pay while receiving Primary Caregiver Parental leave pursuant to this Policy.