

Paid Parental Leave Benefit

Purpose/Objective

SS&C Technologies Inc. will provide up to one week of paid parental leave to full-time and part-time employees who are regularly scheduled to work at least 30 hours per week, following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. A parental leave itself is not job protected unless it runs concurrently with a leave that is job protected (FMLA and/or other applicable state law). The maximum duration of paid parental leave is one week of an employee's regularly scheduled hours (up to 40 hours). Parental Leave must be completed within 6 months of the birth or adoption of the child. This policy will be in effect for births, adoptions or placements of foster children that were reported to the LOA Administrator on or after January 1, 2017.

Eligibility

Eligible employees must meet the following criteria:

- Be a full- or part-time employee who is regularly scheduled to work at least 30 hours per week (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner (listed on the birth certificate) of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a child of a new spouse as part of the marriage is excluded from this policy and is not entitled to paid parental leave.
- Have an approved FMLA request for the birth or adoption of a child or the care of a newborn after a birth or adoption.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of one week (up to 40 hours) of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the one-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than one week of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on regularly

scheduled pay dates. Employees will be required to submit a time-off request for the Paid Parental Leave benefit in the applicable time-tracking system. This will be coded in the system under the Paid Parental Leave category.

- Approved paid parental leave may be taken at any time during the six-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used to extend the FMLA job protected period.
- In the event of a female employee who herself has given birth, the eligibility for one week of paid parental leave will commence at the beginning of the elimination period of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth.
- Employees must take paid parental leave in one continuous period of leave. Any unused paid parental leave will be forfeited at the end of the six-month time frame.
- Employees must request FMLA for the care of a newborn or adopted child through SS&C's Leave Management Administrator. The Paid Parental Leave benefit will not be applied until the SS&C Benefits Department has received confirmation that the employee has been approved.
- Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, for any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12- month period. All other requirements and provisions under the FMLA will apply. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' PTO. Upon exhaustion of accrued PTO, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The company will maintain all benefits for employees during the paid parental leave period.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the Benefits department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). Employees will also need to provide all documentation as required by the Benefits department to substantiate the request.