

Parental Bonding Paid Time Off (PTO) FAQ



What is Parental Bonding PTO?

- Parental Bonding PTO allows eligible associates to take paid time off to care for or bond with a newborn, newly adopted, or newly placed foster child within the first twelve (12) months after the event (birth, adoption, or placement).

Who is eligible for Parental Bonding PTO?

- Associates who have completed at least **sixty days of service with the Company**.
- Associates who work in states without paid family leave benefits for bonding.
- Employees in states with state-paid family leave are not eligible for this PTO but should apply for state benefits.
- Associate must provide supporting birth, adoption, or foster care documentation (i.e. proof of birth, adoption/foster care placement agreement or court order) to within 10 days of the leave start date.

How much PTO will I receive?

- Eligible associates can receive up to **80 hours of paid time off** at 100% of regular base pay.

How does Parental Bonding PTO work with Short-Term Disability (STD) benefits?

- Parental Bonding PTO is separate from STD benefits. If the birth parent is on disability leave due to childbirth, Parental Bonding PTO begins only after the disability period ends.
- If you work in a state that offers Parental Bonding benefits, and you have submitted a claim; you will not be eligible to receive the Neighborly Parental Bonding benefits.

How will my benefits be affected during Parental Bonding PTO?

- When you receive Parental Bonding PTO, your regular benefit deductions will automatically be deducted.

How do I request Parental Bonding PTO?

- Submit your Parental Bonding Leave request through [MetLife](#) and notify your manager. Requests should be submitted **at least 30 days in advance when possible**.
- MetLife will manage Parental Bonding approvals; however, the payments will be issued through Neighborly

When must I take Parental Bonding PTO?

- Parental Bonding PTO must be taken within **twelve (12) months of the event** (birth, adoption, or placement of the child). The maximum benefit is **80 hours** per event, not per child.

Can I break up my Parental Bonding PTO into smaller increments?

- No, Parental Bonding PTO must be used consecutively for the full allotment of 80 hours. It cannot be taken intermittently.

What happens if a company holiday occurs while I'm on Parental Bonding PTO?

- If a company holiday falls during your leave, such day will be recorded as paid leave. The holiday will not enhance the total pay benefit amount or extend the length of leave entitlement.

What happens if I don't use all my Parental Bonding PTO?

- Unused Parental Bonding PTO does not carry over to the next calendar year, and you will not be paid for unused benefits upon separation of employment.

Does Parental Bonding PTO run concurrently with other leave types?

- Yes, Parental Bonding PTO will run concurrently with leave under the **Family and Medical Leave Act (FMLA)**, as applicable, and/or leave under any other applicable state or local family leave law, where

available.

Where can I find additional information?

- Please review the Parental Bonding PTO Policy [406 - Parental-Bonding-PTO](#)