

STARR

Policy and Procedure

This procedure does not alter the Company's at-will employment policy and may be changed or replaced at any time with or without notice.

Subject: Paid Parental Leave

Starr offers eight (8) weeks of paid Parental Leave to eligible employees who are adding a child to their family through giving birth, a spouse or committed partner giving birth, adoption, or foster care placement. Starr offers an *additional* eight (8) weeks of paid Post Partum Leave to employees who have physically given birth to a child for a total of sixteen (16) total weeks of paid leave. Parental Leave, including Post Partum Leave runs concurrently with leave under the Family Medical Leave Act (FMLA) and any other state or local leave policy as permitted under the law as well as any period of short-term disability associated with childbirth.

Eligibility

To be eligible for eight (8) weeks of paid Parental Leave, an employee must:

- Be a regular active full-time or part-time employee working a minimum of twenty-eight (28) hours per week. Temporary employees, Interns and Contingent staff are not eligible for this benefit.
- Be employed for thirty (30) calendar days prior to the birth, adoption, or foster care placement. The eligibility waiting period must be satisfied prior to the birth or placement of child for adoption or foster care.
- Satisfy one of the following criteria:
 - Be a birth parent;
 - Be the spouse or committed partner of a birth parent; or
 - Have adopted a child or have had a foster child placed with you (in either case, the child must be age 17 or younger). Adoption of spouse's child is excluded from this policy.

Birth parents who satisfy the conditions for Parental Leave are entitled to an *additional* eight (8) weeks of Post Partum Leave for a total of sixteen (16) weeks of leave.

Requesting Leave

At least thirty (30) calendar days prior to the requested leave date (or as much notice as possible), the employee must notify their manager and the Benefits Department of the need for leave pursuant to this Policy. The employee must file a claim as instructed by the Benefits Department with Starr's external leave administrator, Prudential and complete all required forms and provide all documentation as required to substantiate the leave. Please contact Benefits@starrcompanies.com for more detailed instructions tailored to your specific situation.

Taking Parental Leave

Leave pursuant to this Policy must be started within the first one hundred twenty (120) calendar days of the birth or placement of child for adoption or foster care. Any leave under this Policy must be completed within two hundred forty (240) calendar days of the birth or placement of child for adoption or foster care. Leave must be taken in increments of at least two weeks at a time. If a Company holiday occurs while the employee is on leave, such day will not extend the period of leave.

Payment During Leave

Eligible employees will be paid at a rate of 100% of regular base pay (based on a normal work schedule). The wages will not include overtime hours and are subject to normal deductions including, benefit premiums, federal, state and payroll taxes.