

Parental Leave Policy

The One Energy Parental Policy will apply to all current and future Eligible Employees of One Energy Enterprises LLC and/or its affiliates. This policy constitutes a Salary Continuation Plan for federal income tax purposes.

Definitions

Eligible Employee means any employee who has been employed by One Energy for at least twelve (12) full months prior to the first day of intended leave and worked at least 1250 hours during the twelve (12) months immediately prior to the first day of intended leave.

Birth Parent means a person who will or did give birth to a child.

Non-Birth Parent means the spouse of a Birth Parent or any person who adopts a child 17 and younger, not including the adoption of a stepchild by a stepparent.

Regular Pay Rate means (i) for exempt employees, their regular salary payable at the company's regular interval, exclusive of any bonus pay; and (ii) for non-exempt employees, their regular hourly rate times forty (40), payable at the company's regular interval, exclusive of any bonus, special, or overtime pay.

Policy of the Company

1. One Energy supports its employees during significant life events, such as the birth or adoption of a child. Eligible Employees may take leave from the company in anticipation of and following the birth of a child or the adoption of a child into their family, as provided by this policy.
2. A Birth Parent who is an Eligible Employee may take the following Parental Leave:
 - a. Six (6) weeks leave is available at 100% of the Birth Parent's Regular Pay Rate, which may start up to two (2) weeks prior to the anticipated delivery date. If the child is actually born later than two weeks after the anticipated delivery date, full pay is continued until the actual delivery date; however, only a maximum of six (6) combined weeks (pre- and post-birth) is available.
 - b. After completion of the initial six (6) weeks at 100%, an additional six (6) weeks leave is available at 75% of the Birth Parent's Regular Pay Rate.
 - c. After completion of the six (6) weeks at 75%, an additional six (6) weeks leave is available at 50% of the Birth Parent's Regular Pay Rate.
 - d. After completion of the six (6) weeks at 50%, an additional six (6) weeks leave is available, without pay.
 - e. The maximum full leave available to a Birth Parent is twenty-four (24) weeks.
 - f. Upon returning to work, during the first six (6) consecutive weeks, a Birth Parent may work half the number of hours of their regular schedule at 100% of their Regular Pay Rate. Unless the returning employee requests otherwise, Managers must set the scheduled hours to be consecutive and during the same time window of time as a regular schedule (for example, if an employee typically worked 9 to 5, a manager may not schedule the returning employee from 7 to 11).
3. A Non-Birth Parent who is an Eligible Employee may take the following Parental Leave:
 - a. Six (6) weeks leave is available at 100% of the Non-Birth Parent's Regular Pay Rate, which may start up to two (2) weeks prior to the anticipated delivery date. If the child is actually born later than two weeks after the anticipated delivery date, full pay is continued until the actual delivery date; however, only a maximum of six combined (6) weeks (pre- and post-birth) is available. The two (2) week pre-birth leave option does not apply to adoptions.
 - b. After completion of the initial six (6) weeks at 100%, an additional six (6) weeks leave is available, without pay.
 - c. Half-time schedules upon return is not available to a Non-Birth Parent.
4. All leave taken under this policy is optional, and an employee may return to work at any time; however, Parental Leave must be taken consecutively and only once during a calendar year. Once a Birth Parent or Non-Birth Parent returns to work, the company's regular sick/vacation/time-off policies apply. Eligible Employees must give their manager at least four (4) weeks' notice of their intent to take Parental Leave.

5. The payments made under this policy are in addition to and supplement any health and/or long-term or short-term disability insurance available. If a Birth Parent is eligible for short or long-term disability insurance benefits, the Birth Parent must apply for the applicable benefits. Under this policy, the Company will pay for the gap, if any, between what the Birth Parent receives from the insurance benefit and the amount the Birth Parent is to receive under this policy. For example, if the Birth Parent is eligible to receive 60% of their pay from short-term term disability benefits, the Company will pay the additional 40% during the 100% eligibility period, 15% during the 75% eligibility period and zero during the 50% eligibility period (if insurance benefits are still being paid during that time).
6. This policy is also independent of any health and/or short or long-term disability benefits. For example, a Birth Parent who is put on bedrest more than two (2) weeks prior to the anticipated delivery date would apply for short/long term disability insurance benefits, if applicable, and receive those benefits directly from the insurance company. The employee is responsible for complying with all notice and other eligibility requirements to obtain any insurance and/or health benefits.
7. Employees who violate this policy (e.g. by taking further extended leave or misrepresenting their situation) will be subject to discipline and possible termination. One Energy may ask for appropriate documentation to support an employee's request for leave under this policy.
8. **Effective Date** The effective date of this One Energy Parental Leave Policy is December 18, 2017.