

FLORIDA ATLANTIC RESEARCH AND DEVELOPMENT AUTHORITY

PARENTAL LEAVE POLICY

Date Adopted: September 23, 2026

1. **Purpose and Scope**

Florida Atlantic Research and Development Authority (the “Authority”) recognizes the importance of balancing professional responsibilities with family life. The purpose of this policy is to provide eligible employees with six (6) weeks of parental leave for the birth, adoption, or foster care placement of a child.

2. **Eligibility**

This policy applies to all full time employees who meet the following requirements on or before the date the leave is to begin:

- ***Length of Service:*** The employee must have been employed by the Authority for at least twelve (12) consecutive months immediately preceding the start of the leave; and
- ***Parental Relationship:*** The employee is the biological parent, adoptive parent, foster parent, or legal guardian of a child under the age of eighteen (18), and the leave must be taken in connection with the birth, adoption, foster placement, or assumption of legal guardianship of that child.

3. **Amount, Time Frame, and Duration of Leave**

Eligible employees may take up to six (6) weeks of parental leave during any rolling 12-month period (measured backwards from the date the leave will commence), in connection with the birth, adoption, foster care placement, or assumption of legal guardianship of an eligible child.

- ***Paid Leave.*** The first four (4) weeks of parental leave are paid at the employee’s regular base rate of pay.
- ***Unpaid Leave.*** The remaining two (2) weeks of parental leave are unpaid.

The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of parental leave granted for that event pursuant to this policy.

Parental Leave may only be taken as a continuous block of time immediately following the birth, adoption, or foster placement of the child.

The Authority may request reasonable documentation confirming the qualifying event (e.g., a birth certification, adoption or foster placement records, or guardianship order) once available.

4. **Procedure for Requesting Leave**

An employee should provide the Authority with at least thirty (30) days’ advance written notice of the anticipated start date of leave where the need for leave is foreseeable (e.g., a planned adoption or an expected due date). If the need for leave is not foreseeable, the employee should provide

notice as soon as practicable. Notice should be provided to the President or designated personnel officer.

The leave request must specify the date of birth, adoption, or placement.

Employees must confirm the intended return-to-work date while on leave and update the Authority promptly if that dates changes.

5. Pay During Leave

The four weeks of paid leave under this Policy are paid at the employee's normal base rate of pay, subject to applicable taxes and withholdings, in accordance with the Authority's regular payroll practices.

An employee may elect to use accrued sick and vacation days to supplement the unpaid portion of Parental Leave. In no case, can the use of paid leave time result in an employee's receipt of more than 100% of salary.

Paid Parental Leave provided pursuant to this policy is coordinated with any applicable statutory or voluntary sources of monetary benefits so that a qualifying employee may not receive more than 100% of their base compensation pay at any time, to the maximum extent permitted by applicable law.

6. Pregnancy-Related Accommodations

This Policy addresses leave following the birth, adoption, foster placement, or guardianship assumption of a child. It is separate from, and does not replace, any reasonable accommodation an employee may need during pregnancy or for a related medical condition before delivery. Although the Authority is not presently covered by the federal Pregnant Workers Fairness Act (PWFA) as it does not employ fifteen (15) or more employees, an employee who needs such an accommodation should contact the Authority's President to begin an interactive discussion.

7. Discrimination and Retaliation Prohibited

The Authority does not discriminate against any employee on the basis of pregnancy, childbirth, or related medical conditions, or on the basis of an employee's request for leave under this Policy. The Authority will not retaliate against any employee for requesting, taking, or inquiring about parental leave.

The Authority is committed to enforcing this policy against discrimination and retaliation. However, the effectiveness of its efforts depend largely on employees informing it about inappropriate workplace conduct. If employees feel that they have been subjected to conduct that violates this policy, they should report it immediately to the Authority's General Counsel. If employees do not report such conduct, the Authority may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

8. Job Restoration and Benefits During Leave

Job Reinstatement: Upon timely return from leave taken under this Policy, an employee will be restored to the same position held before leave began or, if that position is no longer available due

to a legitimate business reason unrelated to the leave, to a comparable position with equivalent pay, benefits, and other employment terms, if feasible.

Health Insurance: If the employee participates in the Authority's group health plan, the Authority will maintain the employee's health coverage during the six-week leave period on the same terms as if the employee had continued working, provided the employee continues to pay any employee-share premium contributions.

ADOPTED THIS 23rd DAY OF SEPTEMBER 2026