# Paid Parental Leave (PPL)

Effective 1/1/2021

I have become a parent in the last 90 days by:

- birth of your child
- an adoption of a newly matched child under the age of 18

No, you're not eligible for this benefit.

Yes

Are you scheduled to work 20 or more hours a week and have completed 1 year of service?

No, you're not eligible for this benefit

Yes

Do you have a bonding leave of absence set up with Lincoln Financial and have given your supervisor at least a 30-day notice?

No, contact Lincoln at 1-888-244-7535 and talk to your supervisor.

Yes

Did you turn in the required documentation to HR within 30 days of event? (e.g., birth certificate, birth certificate application form, birth facts record)

No, email documentation to benefitshelp@aruplab.com

Yes

Once all eligibility is met, you will receive 100% of your base pay. Submit your time off in Kronos. Employees who live in a state where they have PPL or PFL benefits must claim with their state first and then ARUP will supplement the difference up to 100% of base pay.

| **Hours scheduled per week** | **20** | **24** | **25** | **30** | **31** | **32** | **35** | **36** | **40** |
|---|---|---|---|---|---|---|---|---|---|
| Max PPL paid hours | 60 | 72 | 75 | 90 | 93 | 96 | 105 | 108 | 120 |

7on/7off schedule qualifies to receive up to 105 hours of PPL

Your PPL benefits will terminate if:

-You reach the maximum benefit period (90 days) payable under the policy.

-You reach the maximum eligible benefit amount of payable hours under the policy

-You fail to provide required documentation.

-The adoption is cancelled.

-Your available leave of absence (LOA) time is exhausted.

-Your employment is terminated for any reason.

Contact the Benefits Team if you have any questions at 801-583-2787, extension 2282 or email Benefitshelp@aruplab.com