

PARENTAL LEAVE NOTIFICATION FORM AND FAQS

Effective January 1, 2022, the Paid Parental Leave (PPL) program allows eligible employees to take up to four consecutive weeks (up to 160 hours) of paid time off to care for and bond with a newborn or legally adopted child under the age of 18. Only employees who have been employed with SBD for a year and work full-time or part-time at least 20 scheduled hours/week are eligible to receive PPL at the time of the birth or adoption event.

Employees must have approval from their manager prior to taking PPL. Complete the form below at least 2 weeks prior to leaving for Paid Parental Leave.

BEFORE YOU GO OUT ON LEAVE

1. Call New York Life Group Benefit Solutions (NYLGBS) at 888-842-4462 or 866-562-8421 (Espanol) to request Family Medical Leave (FML). FML will run concurrently with your PPL leave. NYLGBS administers both Short-Term Disability/Maternity Benefit and Family Medical Leave (FML), but not PPL.
2. Initiate a request through Workday for PPL. This can be done by either the employee or their manager.
3. Initiate a [MySBD](#) request & attach the completed form below.
 - Employees can initiate a MySBD request by creating a new case or by clicking on “Chat with an Agent”. You will be notified that your leave was either approved or denied with a reply within your request.
 - [Here is the direct link on how to submit a case on MySBD](#)
4. FML is not a paid leave program. Please check with your Field HR to understand if you reside in a State that offers a Paid Family Medical Leave Program, that can run concurrently with FML.
5. If you do not qualify for a Paid State Leave you may use any accrued PTO and/or Diversity Days to cover unpaid time during your leave, please note these days in your request form. NOTE: While out on FML leave, employees do not accrue PTO; therefore, those hours cannot be included to extend your leave. Please note that employees do continue to accrue PTO during PPL.

AFTER YOUR CHILD IS BORN OR ADOPTED

1. You must notify NYLGBS that you will be taking STD and/or FML to bond with your child.
2. If you want to add your child to your health benefits, you must report the life event to the SBD Benefits Center within **31 days** of the birth or adoption. If you do not complete enrollment of your dependent within the 31-day timeframe, you will instead need to wait until Annual Enrollment. In this case, dependent coverage would not be effective until the following year. **YOU ARE NOT ABLE TO ADD YOUR CHILD PRIOR TO THE BIRTH OR ADOPTION.**
3. Confirm your return-to-work date with your manager and NYLGBS.
4. Provide a copy of the birth certificate or adoption paperwork in the same PPL MySBD request upon your return to work. Please note this is not required for employees who take Short-Term Disability for the birth of their child.

BENEFITS TO SUPPORT YOU AND YOUR NEW CHILD

Stanley Black & Decker provides several benefits to help employees with important life events, such as a new child. Please visit either the SBD Benefits Center website (www.sbdbenefitscenter.com/welcome) or MySBD (mysbd.stanleyblackanddecker.com). Use the search function to find the below documents and learn more about each program:

- Parental Leave Guide
- Cigna’s Healthy Pregnancies, Healthy Babies Program, and Incentive (for medically enrolled employees + spouses)
- Adoption Assistance Program
- Cigna Virtual Care
- Dependent Care Flexible Spending Accounts
- LifeCare Work/Life Services and Perks (for concierge assistance with childcare and access to discounts)
- Makers’ Marketplace (for discounts on childcare products and services)
- Torchlight caregiving solutions

PARENTAL LEAVE NOTIFICATION FORM

Complete this form at least 2 weeks prior to beginning your Paid Parental Leave (PPL) or Short Term Disability (STD) if you are a birthing parent and will take your PPL immediately following your STD leave. Fill out the form by writing/typing in the boxes below and attach this form in your MySBD request. Forms that have incorrect or missing information will result in a delay of processing. You are required to apply for any available FMLA time with New York Life Group Benefit Solutions (NYLGBS) which will run concurrently with your STD and/or PPL. Please call 888-842-4462 or 866-562-8421 (Español), to initiate the STD/FML leave. A copy of the birth certificate or adoption paperwork is required, except for leaves that are in conjunction with STD. If your dates change from your original request, please notify HR as soon as possible.

SHORT-TERM DISABILITY (STD)	<input type="checkbox"/> I am taking Parental Leave	<input type="checkbox"/> I am taking STD
PAID PARENTAL LEAVE (PPL) ONLY	Employee Name: _____ Employee #: _____ Phone Number: _____ <small style="display: block; text-align: center; width: 40%; margin-left: 100px;">Work Phone Number</small> <small style="display: block; text-align: center; width: 40%; margin-left: 100px;">Home Phone Number</small>	
Date of Hire/Rehire: _____		Pay Cycle: <input type="checkbox"/> Monthly <input type="checkbox"/> Weekly
Manager's Name: _____		Reason for Leave: <input type="checkbox"/> Adoption <input type="checkbox"/> Birth
Date of Qualifying Event _____		
PPL to Begin: _____ Return to Work Date (expected): _____		
If any SBD recognized Holidays fall within the leave, please identify here: _____		
STD Leave to Begin(expected) _____ STD Leave to End (expected): _____ I plan to take the following hours/days as PTO: <div style="display: flex; justify-content: space-between; width: 60%; margin-left: auto; margin-right: 0;"> <div># Hours _____</div> <div>Beginning _____</div> <div>Ending _____</div> </div> I plan to take the following hours/days as Diversity Day(s): <div style="display: flex; justify-content: space-between; width: 60%; margin-left: auto; margin-right: 0;"> <div># Hours _____</div> <div>Beginning _____</div> <div>Ending _____</div> </div> I plan to take the following hours/days as unpaid FMLA leave: <div style="display: flex; justify-content: space-between; width: 60%; margin-left: auto; margin-right: 0;"> <div># Hours _____</div> <div>Beginning _____</div> <div>Ending _____</div> </div> If applicable I plan to take the following hours/days as State PFL <div style="display: flex; justify-content: space-between; width: 60%; margin-left: auto; margin-right: 0;"> <div># Hours _____</div> <div>Beginning _____</div> <div>Ending _____</div> </div>		
SIGNATURE:		
<i>Employee</i>		<i>Date</i>

If your PPL request is approved, your leave will be paid for up to four consecutive weeks (up to 160 hours) starting on the requested date above on your regular payroll cycle. You will receive confirmation of the approval or denial of your request within one week of receipt of all required information. By signing above (either electronic or written), you confirm that you have notified your manager of the leave and obtained approval for the leave. Please note that paid parental leave is permissible based on the needs of the business, unless taken in conjunction with an approved STD or FMLA leave, and should be coordinated with your manager, just as you would for PTO time. Additionally, by signing above, you attest that all information is true and accurate to the best of your knowledge. Providing false or misleading information may subject you to disciplinary action, up to and including repayment of PPL funds and/or termination of employment. All Parental Leaves are subject to audit at the company's discretion.

DOCUMENTS TO REVIEW ON MySBD:

U.S. Employee Short Term Disability (STD) Summary of Benefits

U.S. Hourly Employee Short Term Disability (STD) Summary of Benefits

Parental Leave Guide

U.S. Paying for Your Benefits While on Leave

U.S. Disability and Leave Intake Guide – How to file a disability or leave claim

How to file a disability or leave claim or check on leave status by phone

Paid Parental Leave (PPL) FAQs

Questions		Answers
1	What is the purpose of PPL?	To provide employees time to bond with and care for a newborn child or a legally adopted child under the age of 18.
2	How long is PPL?	Four weeks (160 hours) within a 12-month calendar period based on your standard weekly work schedule. If you work part-time or in shifts, you will be paid for the consecutive four-week period up to 160 hours.
3	Who is eligible for PPL?	All non-union and NBBU union full-time and part-time employees (working a minimum of 20 hours per week) who have a minimum of one year of continuous service with the company at the time of the birth or adoption event.
4	What does SBD recognized Holiday mean?	If the Holiday is on the SBD Holiday Calendar for the year. Your business leader may have elected to modify the corporate schedule for the needs of your business. Please confirm with your manager.
5	Will my time as an external contract / temporary worker count towards my continuous service?	No.
6	If I haven't met the service requirement, can I take PPL once I have been with the company for one year?	No. You must have one year of continuous service at the time of the birth or adoption event. Waiting to take the leave until you have met the service requirement doesn't make you eligible for PPL.
7	What is the pay for PPL based on?	The employee's base pay rate as of the day before the birth or placement for adoption event.
8	When will I receive payment?	PPL payments will begin on the next normally scheduled pay date, following the date the PPL begins. Please note there may be a delay if your PPL begins after the monthly payroll has already been processed. If you have further questions please speak with your HR Manager to provide you with your PPL payment date(s).
9	What is considered an "adoption event"?	Point of placement with the parent.
10	When must PPL be taken?	PPL must be taken by the birthing or non-birthing parent anytime within six months after the date of the birth or placement for adoption event.
11	Can I split up the four weeks?	No, PPL must be taken as a continuous four weeks (no intermittent leave is permitted). Exceptions will be made only where required by state law. If you only want to take a certain amount of PPL (2 or 3

		<i>weeks)</i> please note all unused PPL hours will be forfeited.
12	If I'm the birth mother, can I take the PPL immediately following the conclusion of my STD or FML period?	Yes, or anytime within the six months after the date of the birth or adoption event.
13	How does PPL work with other paid or unpaid leaves?	PPL will run simultaneously and concurrently with any other leave laws (i.e., FMLA), whether paid or unpaid, where permitted by law.
14	How does PPL work if I have overtime?	For overtime purposes, when calculating the number of hours worked in a week, paid time off on an approved PPL will count as hours worked, up to 8 hours per day.
15	Do I accrue PTO while on PPL?	Yes.
16	My spouse and I both work at SBD – are we both eligible?	Yes, both employees are eligible provided they each meet the eligibility criteria.
17	If I give birth to or adopt more than one child, would I be eligible for more than four weeks of PPL?	No, each fully benefits-eligible employee may take one PPL in a 12-month period. The birth or adoption of multiple children does not increase the length of leave approved for that event.
18	I'm adopting my spouse's children. Am I eligible for PPL?	No.
19	What happens to my benefits while on PPL?	Benefits and deductions will continue from your paycheck the same as when you are actively at work.
20	What happens if I don't take the PPL within six months of the birth or adoption?	You are not eligible to take PPL outside of the six months after the birth or adoption event.
21	What happens if I terminate employment before I take my PPL? Will it get paid out when I leave?	No.
22	Does my manager have to approve my PPL?	If the PPL leave is taken while still under FML, then managerial approval is not required. Notice must still be given to the manager. If you are requesting PPL after returning to work, then the leave is permissible based on the needs of the business and should be coordinated with your manager as you would PTO.
23	I am not on Cigna Medical insurance. Am I still eligible for PPL?	Yes, you do not need to be covered by a Stanley Black & Decker medical plan to be eligible for PPL.