



## PAID PARENTAL LEAVE OF ABSENCE CHECKLIST

Please use this checklist as a guide to the actions required to make sure your time away from work is approved, tracked, and managed accurately. Paid Parental Leave may run concurrently with certain other Family Leave that is protected, under federal or state law. Paid Parental Leave is available to eligible employees who are welcoming a new child to the family, either by birth or adoption.

<p><input type="checkbox"/> 1 <b>Request a Leave of Absence and apply for Parental Leave benefits</b></p>	<p><input type="checkbox"/> Call AbsenceOne Leave Services at (844) 859-2773 or go online at <a href="https://AbsenceOne.com/seagate">AbsenceOne.com/seagate</a> to request a leave of absence.</p> <p><input type="checkbox"/> Within a few business days after you open your leave claim, you will receive an introductory call from your AbsenceOne case manager.</p> <p><input type="checkbox"/> If you qualify for Family Leave in addition to Parental Leave, your AbsenceOne case manager will set up that claim for you at the time your leave of absence is established.</p> <p><input type="checkbox"/> If your first day absent from work changes after you have provided it to AbsenceOne, you must notify your case manager of the new first day of absence.</p>
<p><input type="checkbox"/> 2 <b>Provide all documentation requested to certify your leave of absence</b></p>	<p><input type="checkbox"/> AbsenceOne will advise of you any documentation you are required to submit in support of your leave of absence claim. Failure to supply all required documentation in a timely manner will delay the review and approval of your leave of absence claim and the payment of parental leave benefits.</p>
<p><input type="checkbox"/> 3 <b>If you are a manager – delegate authority</b></p>	<p><input type="checkbox"/> As someone in a position of authority, you may have access to several different approval systems and processes. To ensure an uninterrupted workflow during your absence, you will need to designate an appropriate backup person to handle approvals that would normally be routed to you.</p> <p><input type="checkbox"/> For assistance with the temporary delegation of authority process, call the IT helpdesk at (877) 844-3333.</p>
<p><input type="checkbox"/> 4 <b>Begin your Leave of Absence</b></p>	<p><input type="checkbox"/> You must complete your Parental Leave no later than 12 months from your newborn’s date of birth, or within 12 months of placement in your home for adoption.</p> <p><input type="checkbox"/> Paid Parental Leave must be taken either as one continuous absence or in no more than two separate absences.</p> <p><input type="checkbox"/> If you live in California and are eligible for leave under the California Family Rights Act, you may in certain circumstances be eligible for unpaid intermittent leave for bonding purposes.</p> <p><input type="checkbox"/> You will not be allowed or required to perform any work for Seagate while you are on a Leave of Absence.</p> <p><input type="checkbox"/> Effective the first day of your absence and continuing for the full duration of your leave, you will not be able to access voicemail, email, or Seagate servers.</p>

	<input type="checkbox"/> Your security access to Seagate facilities will also be suspended for the duration of your leave.
<input type="checkbox"/> 5 <b>Notify AbsenceOne of your return to work date or any changes</b>	<input type="checkbox"/> Call your AbsenceOne case manager to confirm your return to work date a week prior to your scheduled return to work.  <input type="checkbox"/> If you need to change your return to work date, notify AbsenceOne immediately.
<input type="checkbox"/> 6 <b>Return to Work</b>	<input type="checkbox"/> Return to work on the date confirmed by your AbsenceOne case manager.  <input type="checkbox"/> Your IT and security access will be reinstated as of the effective date of your return to work.  <input type="checkbox"/> If you made changes to your delegation of authority before you went on leave, be sure to contact the IT Helpdesk at (877) 844-3333 to reinstate your regular delegation of authority.

## Income Replacement and Benefits During Your Leave

- Seagate pays Parental Leave benefits to eligible employees who have welcomed a new child to their family, either through birth or adoption.
- The maximum amount of Parental Leave time available is 16 weeks.
- Parental Leave benefits are calculated at 100% of base pay by AbsenceOne and sent to Seagate to be paid on the normal pay cycle.
- Parental Leave benefits will be coordinated with any other Paid Family Leave benefits you may be eligible for so that you do not receive more than 100% of your base pay. The following states offer paid benefits for new parents:
  - California
  - Colorado
  - Connecticut
  - District of Columbia
  - Massachusetts
  - New York
  - New Jersey
  - Oregon
  - San Francisco, CA
  - Washington

Except for California, the employee is responsible for applying directly with the state for their paid family benefits.

- Because of the timing of the pay information sent from AbsenceOne to Seagate and the Seagate Payroll cycles, Parental Leave benefits will always be reflected on your paycheck one pay period behind the payment period. This means that the first Parental Leave payment will begin two pay periods after your leave is approved, and your final Parental Leave payment will be issued in the paycheck you receive after you have returned to work.
- Parental Leave benefits are considered Supplemental Income and will be taxed at the **Supplemental rate of 22%**. Benefits are also subject to FICA and state income taxes.
- Because you continue to receive income replacement, your regular contributions for Benefits will continue as they would while you were actively at work.