



Parental Leave Policy for U.S. Employees

Effective January 1, 2018

The purpose of Paid Parental Leave is to give parents additional flexibility to bond with their new child, adjust to their new family situation and balance their professional obligations. This policy runs concurrently with Family and Medical Leave Act (FMLA) leave in cases where an employee is eligible for FMLA leave, and runs concurrently with other state and local parental leave acts, unless otherwise required by law. This policy will be in effect for births, adoptions or placements of foster children.

Eligibility

Regular full-time and regular part-time employees, both male and female, scheduled to work 30 or more hours per week. If both parents are employed by the Company, each parent is eligible for the benefit.

Employees scheduled to work less than 30 hours per week, as well as intermittent, contingent, and temporary employees, are not eligible for Paid Parental Leave unless required by law.

Eligible new parents may take Paid Parental Leave for the following reasons:

- the birth of a child;
- adoption of a child under the age of 18 (or a child under the age of 23 if the child is mentally or physically disabled); or
- the placement of a foster child pursuant to a court order.

Paid Parental Leave Amounts

The Company will provide up to five days (40 hours) of Paid Parental Leave to employees following an eligible event.

The fact that a multiple birth, adoption or placement occurs (for example, the birth or adoption of twins) does not increase the length of Paid Parental Leave granted for that event.

Conditions for Using Paid Parental Leave

An eligible employee may choose to use his or her Paid Parental Leave any time within the twelve-month period following the eligible event. Employees must take Paid Parental Leave in one continuous period of leave and must use all Paid Parental Leave within twelve months of the birth, adoption or placement of the child. Any time remaining after twelve months will be forfeited.

Request for Paid Parental Leave

Employees wishing to receive benefits under this plan must contact the Company's Human Resources Department at HR@kldiscovery.com to report their leave as soon as possible prior to taking leave, but no later than 3 days after the first day of leave. Employees requesting this leave must submit a copy of the birth certificate or adoption/foster notice to HR within 31 days of the birth/adoption/placement.

Payment of Parental Time

Paid Parental Leave will be paid at 100 percent of an eligible employee's straight-time hourly rate or base salary. Paid Parental Leave will be paid on a biweekly basis on regularly scheduled pay dates.

Upon termination of employment at the company, an employee will not be paid for any unused Paid Parental Leave for which he or she was eligible.



Coordination with Other Policies

- If an employee applies and is approved for FMLA, Paid Parental Leave taken under this policy will run concurrently with leave under the federal FMLA and any state or local family and medical laws, as applicable; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care will be counted toward the 12 weeks of available FMLA leave per a 12-month period and will not increase the amount of FMLA leave available. All other requirements and provisions under the FMLA will apply for FMLA-eligible employees. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- After the Paid Parental Leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of FMLA leave (if applicable) can be compensated through employees' accrued vacation time, unless otherwise prohibited by law. Upon exhaustion of accrued vacation time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
- The Company will maintain all benefits for employees during the five-day Paid Parental Leave period.
- If a Company holiday occurs while the employee is on Paid Parental Leave, such day will be charged to holiday pay (i.e., employees may take the holiday plus five additional, consecutive days of parental leave).
- An employee who takes Paid Parental Leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on Paid Parental Leave as if the employee was on FMLA-qualifying leave.
- Please refer to the Adoption Assistance Policy for additional information about other employee benefits related to the adoption process.

Integration with Other Benefits

If an employee chooses to use his or her Paid Parental Leave while receiving any other type of compensation from another source (ex. workers' compensation, short or long-term disability benefits or other state-provided benefits), Paid Parental Leave will be fully integrated with those benefits such that at no time will an employee be paid more than his or her regular compensation.

Return-to-Work Statement

If Paid Parental Leave is taken immediately after the birth of a child, and there are no complications with the delivery, the birth mother does not need to obtain a return-to-work statement from her health care provider. If there are complications with the delivery (including a cesarean delivery), the birth mother must obtain a return-to-work statement from her health care provider and present it to her supervisor or Human Resources upon returning to work. The statement must specify whether the employee is able to work and any work restrictions to be observed. Reinstatement may be delayed until the employee submits the required statement.

Reinstatement

Except as provided in the following paragraph, an employee will be reinstated to the same position he or she held when Paid Parental Leave began or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment, provided the employee can perform the essential functions of the position.

The Company's obligation to restore an employee to the same or an equivalent position ceases if and when: 1) the employment relationship would have terminated if the employee had not taken Paid Parental



Leave; 2) the employee informs the Company of his or her intent not to return to work at the expiration of the Paid Parental Leave; or 3) the employee fails to return to work at the expiration of the Paid Parental Leave.

Confidentiality

All medical information relating to Paid Parental Leave, whether verbal or written, including FMLA medical documentation shall be kept confidential to the maximum extent possible.

General Provisions

If any action is taken pursuant to the terms of this policy, the laws of the state of the employee's primary place of work at the time of the action shall be applicable.

The Company reserves the right to amend, modify, alter or cancel this policy at any time for any reason not prohibited by law.