

## H&R Block Parental Leave

At H&R Block we know that growing your family is an exciting time, and we understand how important it is to balance life and work and build a strong foundation with your new addition. To help support you and your family during this time, H&R Block offers eligible U.S. regular associates up to 8 weeks of paid time off to bond with a new child within the first twelve (12) months following birth, adoption or the birth of a child through surrogacy. This is for both the birth parent and non-birth parent. This is a company-provided benefit and is in addition to, and will be coordinated with, any local or state statutory paid family leave benefits that may be available to an associate.

### **Eligibility:**

The associate must be a regular H&R Block associate who has welcomed a new child into the family through birth, adoption, or the birth of a child through surrogacy. Associates are eligible the first day of the month following the associate's hire date, unless greater coverage is required by law. The child must have been born or placed with the associate on or after January 1, 2022 and while the associate was an employee of H&R Block. In the event of an adoption, the child must be 17 years old or younger.

If both parents work for H&R Block, both parents can take paid parental leave under this policy but are expected to coordinate their leave time off in a manner beneficial to the business, to the extent allowed by law.

### **Exclusions:**

- An associate who is acting as a foster parent is not eligible for the parental leave benefit.
- An associate who loses a child through miscarriage or stillbirth does not qualify for this leave benefit, and instead would be covered under the bereavement leave policy and possibly under Short Term Disability, if eligible.

### **Definitions:**

Parent – An eligible associate who welcomed a child into their family, whether through birth, adoption or the birth of a child through surrogacy.

### **Policy:**

Effective January 1, 2022, H&R Block will provide up to 8 weeks of paid time off to an eligible Parent of a child born or placed into the family on or after January 1, 2022. The maximum benefit of 8 weeks of paid time off will not be increased/extended in cases of multiple births or placements in a single event. This leave is in addition to the short-term disability leave available to eligible birth parents.

- Timing of Leave. Paid parental leave may start as early as the day of birth or placement and must be completed within 12 months from

the date of birth or placement. Associates are required to apply for paid parental leave and may be required to submit documentation of the birth or placement, to the extent allowed by law.

- Notice of Intent to Take Leave. Associate should inform their people leader of their leave plans at least thirty (30) days in advance (absent extenuating circumstances).
- Leave Taken as Block of Time. In general, Parental Leave is to be taken in a single block of time. However, in rare instances where business needs permit and with people leader approval, the Company may allow intermittent use of this leave in two-week increments.
- Payments. Parental leave will be paid through H&R Block payroll on regular payroll dates subject to normal withholdings. Any elected deductions, including contributions to the H&R Block Retirement Savings (401(k)) Plan, will continue.
- Termination. Upon termination of employment, associates are not eligible for payment of any unused parental leave.
- How this works with FMLA/Statutory Leave. Associates are expected to apply for available FMLA or other local or state statutory leave in order to be entitled to this paid parental leave benefit. Associates can contact NY Life for information FMLA and other local or state leaves at 888-842-4462. Paid Parental Leave will be taken concurrently with FMLA/Statutory leave benefits to the extent allowed by law.
- How this works with Short Term Disability Leave. The parental leave of absence is separate from disability leave of absence under Short Term Disability insurance. Birth mothers who are on an approved disability leave can take paid parental leave after their disability leave ends.
- How this works with PTO/Vacation/Sick Leave. Paid parental leave is separate from paid time off, vacation and/or sick leave, and in general cannot be used concurrently with these leaves unless concurrent use is specifically allowed by law. Additionally, the Company will not grant paid parental leave consecutively with paid time off, vacation and/or sick leave unless required by law.
- How this works with State Paid Family Leave. Paid parental leave will be coordinated with paid family leave provided through state paid family leave programs (PFL) to the extent allowed by law. Accordingly, to be eligible for this benefit, associates are expected to apply for available PFL benefits. Paid parental leave will function as a top up to 100% base pay for up to eight (8) weeks (meaning, the combination of state or local leave and parental leave provided by H&R Block, will in no instance be more than 100% of pay). State

specific guidance is noted below:

- Washington: For associates working in Washington, paid parental leave will be a supplemental benefit to Washington Paid Family and Medical Leave. An associate may not receive more parental leave pay under the H&R Block Parental Leave Policy than will be required to provide the associate with a total of 100% of his/her base pay for the absence.
- District of Columbia: H&R Block will coordinate paid parental leave benefits by estimating what the associate is expected to receive under the District of Columbia PFL and will pay a top up that will bring the associate up to 100% base pay. If the associate receives less PFL than estimated, he/she must promptly inform H&R Block.

### **Process**

Associate responsibilities:

- Discuss the need for parental leave with their people leader and People & Culture Business Partner.
- Contact H&R Block's leave administrator, New York Life at 888-842-4462 to initiate the leave process at least thirty (30) days before birth or placement.
- Provide any documentation required to New York Life to process the leave.

Manager responsibilities:

- Inform the People & Culture Business Partner and Benefits team of the last day worked and the first day back to work.
- Support the associate in their transition to their leave and back to work.