

**Family Support Leave Pay**

DATE: May 1, 2022

**POLICY**

Genesco will provide up to six (6) weeks of maternity leave pay for the birth mother’s recovery from childbirth and, in addition, up to four (4) weeks of parental leave pay to employees, including a birth mother, for care and bonding time following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care placement. The Family Support Leave Pay Policy is a pay policy and does not affect or impact an employee’s ability to take an approved leave of absence.

The Company provides leaves of absence to all eligible employees in accordance with the Family and Medical Leave Act (FMLA), Pregnancy Discrimination Act (PDA), Americans with Disabilities Act (ADA), and any applicable state law. In order to take a leave of absence, an employee must qualify for available leave. For information regarding your rights and obligations for taking a leave of absence, please see the Company’s specific leave policies. Employees with questions about this pay policy or types of available leave are directed to contact a leave administrator at Genesco at [leave@genesco.com](mailto:leave@genesco.com).

**ELIGIBILITY**

Eligible employees must meet the following criteria:

- Work full-time for 30 or more hours per week, and
- Be employed with the Company for at least 12 consecutive months and have worked at least 1,250 hours during the preceding 12 months prior to any request for pay under this policy.
- Be on an approved leave of absence for a disability related to childbirth or for child bonding.

**LEAVE PROVISIONS**

**Pregnancy Leave Pay**

- Eligible employees who give birth will receive a maximum of six (6) weeks of maternity leave pay. The fact that a multiple birth occurs does not increase the six- (6) week total amount of maternity leave pay granted for that event. In addition, in no case will an employee receive more than six (6) weeks of maternity leave pay in a rolling 12-month period, regardless of whether more than one birth occurs within that 12-month time frame.

- Each week of maternity leave pay is compensated at 100% of the employee's regular, straight-time weekly pay. Maternity leave pay will be paid on regularly scheduled pay days.
- Maternity leave pay must be used immediately following the birth of a child to the employee.
- Employees must use maternity leave pay in one continuous period of leave.
- Upon termination of the individual's employment at the Company, she will not be paid for any unused maternity leave pay for which she was eligible.
- An employee who requires a leave of absence or reasonable accommodation due to a disability from pregnancy, childbirth, or a related medical condition should review the Company's disability leave policy or contact [leave@genesco.com](mailto:leave@genesco.com).

### **Parental Leave Pay**

- Eligible employees will receive a maximum of four (4) weeks of parental leave pay for care and bonding with a newborn child or new adopted or foster child. The fact that a multiple birth or adoption occurs (e.g., the birth of twins or adoption of siblings) does not increase the four- (4) week total amount of parental leave pay granted for that event. In addition, in no case will an employee receive more than four (4) weeks of parental leave pay in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month period.
- Each week of parental leave pay is compensated at 100% of the employee's regular, straight-time weekly pay. Parental leave pay will be paid on regularly scheduled pay days.
- Approved parental leave pay may be paid out at any time during the six- (6) month period immediately following the birth, adoption, or foster care placement of a child with the employee.
- Employees may use parental leave pay in one continuous period of leave or in periods of one-week increments and must use all parental leave pay during the six- (6) month timeframe indicated above. Any unused parental leave pay will be forfeited at the end of the six- (6) month timeframe.
- Upon termination of an individual's employment at the Company, he or she will not be paid for any unused parental leave pay for which he or she was eligible.

### **COORDINATION WITH OTHER POLICIES**

- The Company will maintain all benefits for employees during the Family Support Leave Pay period just as if they were taking any other Company paid leave such as vacation or Paid Time Off (PTO). Employee insurance premiums for these benefits will be the same

as if actively employed, and the Company will continue to deduct the employee's portion of benefits as a regular payroll deduction.

- Employees are not required to exhaust available vacation, PTO, or sick leave before using Family Support Leave Pay.
- Short-term disability insurance may also be available for an employee's leave. Please contact the Leave Department for information about short-term disability insurance, including eligibility requirements. If eligible and approved, short-term disability leave pay will run concurrently with maternity leave pay.
- If a Company holiday occurs while the employee is using Family Support Leave Pay, such day will be charged to holiday pay; however, such holiday pay will not extend the total Family Support Leave Pay entitlement.
- Please refer to the Adoption Benefit Policy for additional information about other employee benefits related to the adoption process.
- An employee may be eligible for a leave under protections offered in accordance with the FMLA, PDA, ADA, and other applicable law. Please contact Genesco's Leave Administrator at [leave@genesco.com](mailto:leave@genesco.com) if you would like to discuss types of leave that may be available or to request a reasonable accommodation.

### **REQUESTS FOR FAMILY SUPPORT LEAVE PAY**

- An employee must provide his or her supervisor and Genesco's Leave Administrator ([leave@genesco.com](mailto:leave@genesco.com)) with notice of a request for Family Support Leave Pay at least 30 days prior to the proposed date of the leave, or if the leave is not foreseeable, notice must be given as soon as possible. The employee must complete all necessary forms and provide all documentation as required by the Leave Department to request paid leave under this policy and may otherwise be required to substantiate a leave request.
- As is the case with all Company policies, the Company has the exclusive right to interpret this policy.

### **DISCRIMINATION AND RETALIATION PROHIBITED**

The Company prohibits any form of discrimination or retaliation against any employee because of the employee's maternity or parental leave or request for leave pay under this policy. No employee will be denied employment, reemployment, promotion, or any other benefit of employment or be subjected to any adverse employment action based on the employee's pregnancy or parental leave. If you feel that you have been subjected to conduct that violates this policy, you should immediately report the same to your manager or an Employee Relations Representative.

## **STATE AND/OR LOCAL REGULATIONS**

Some states and localities have laws in place regarding paid time off for Company employees working in those states. The Company complies with all state and local laws. To the extent any state or local law requires paid leave in excess of what is provided for in this policy, the applicable state or local law's requirements will be met. Please contact [leave@genesco.com](mailto:leave@genesco.com) if you have questions about your state/locality.

Employees with questions about this policy are directed to contact a leave administrator at Genesco at [leave@genesco.com](mailto:leave@genesco.com).