**Employee & Family Leave** (**EFL**) – All employees with at least one month of service are eligible for up to six (6) weeks of paid leave immediately following the birth or adoption of a child. Employees continue to accrue PTO during paid parental leave. Parental leave runs concurrently with, and counts toward your twelve week FMLA entitlement.

EFL also provides eligible employees with up to 6 weeks paid intermittent leave for an employee’s own serious health condition or that of a family member

### Short Term Disability (STD) Payments

You may be eligible for Short Term Disability (STD) payments if you are absent due to illness (including maternity-related disability) or non-occupational injury for more than 7 calendar days (5 business days). Absences of 5 business days or less are covered under the [Paid Time-Off (PTO) policy](#PaidTimeOff).

STD payments are made based on your years of service as shown below.

|  |  |  |
| --- | --- | --- |
| **Years of Service** | **Weeks at 100% of base pay\*** | **Weeks at 50% of base pay\*** |
| **1 month - 4 years** | 6 | 20 |
| **5 years – 9 years**  | 8 | 18 |
| **10 years +** | 13 | 13 |
| \* STD payments will be offset by any state disability payments for which you are eligible. |

While you are receiving disability pay at 50% of base pay, you may choose to supplement the remaining 50% of pay by using your PTO. If you are a part-time employee you receive payments based on your normally scheduled work week.

Scheduled Company holidays that occur during your disability period will be paid at 100%, even if such holidays fall during a period in which you are receiving only 50% (or less) of your base pay. However, such holidays will not extend the period of STD payments. If your disability continues and you are unable to return to work after 180 days, you may qualify for Long Term Disability Benefits.