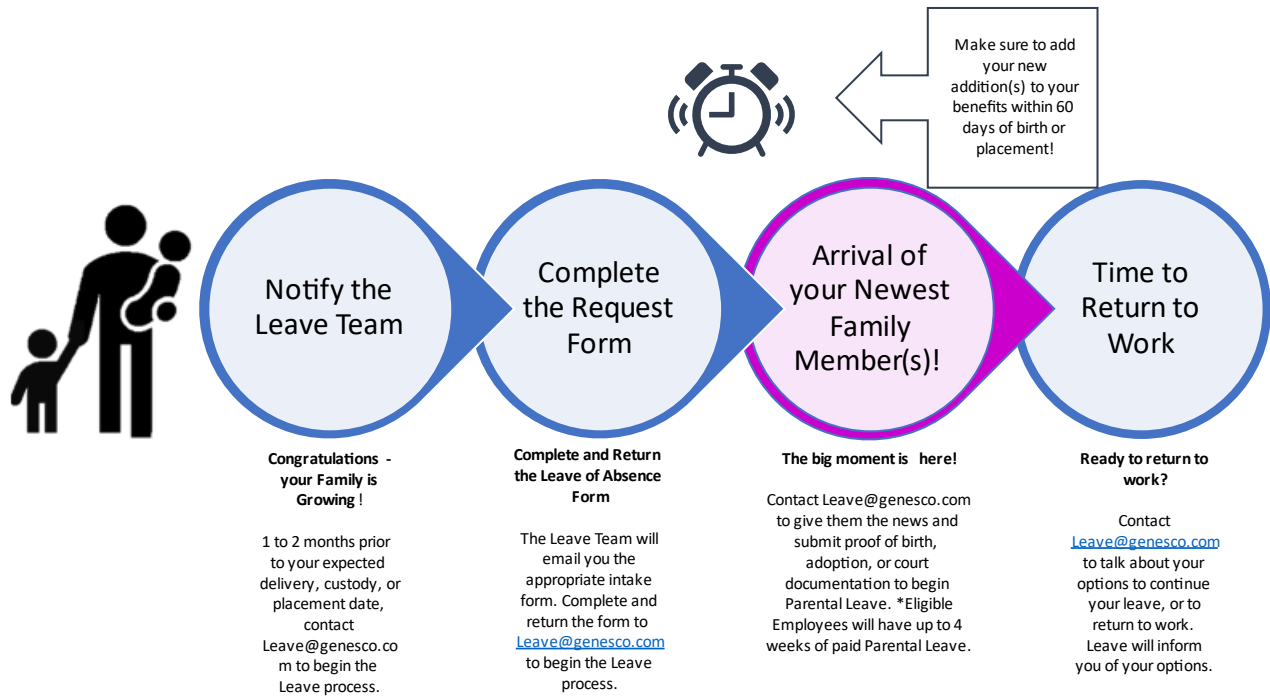


## A Quick Guide to Parental Leave (Non-Delivering Parents)

The Leave Team is here to assist employees who (1) need to take time off work due to the birth or adoption of a child (leave of absence) or (2) need to make changes to their working conditions due to a diagnosed condition (accommodation). This quick guide is meant to help you identify when you may need to reach out to Leave, what the process looks like once you've reached out, locate important resources for you and your growing family, as well as a few tips and reminders along the way!



\*Generally, you must have been working full time for at least one year to be eligible for paid leave time off. Depending on your state, other benefits may be available.

### When should I contact Leave@Genesco?

- You need time off for medical reasons or have been/will be hospitalized.
- Your healthcare provider has given you restrictions or limitations of any kind.
- You plan to take time off due to the birth, adoption, or fostering of a child(ren).

### How do I request a Leave of Absence?

Email [Leave@genesco.com](mailto:Leave@genesco.com) to request the Leave of Absence Form needed to initiate the leave of absence process. Your initial email should include: your first and last name, your employee number, and a brief summary of your need for leave.

## What happens after I submit the Leave of Absence Form?



## Will I be paid while on Leave?

Your pay during leave is determined by factors such as (1) your benefit elections, (2) your time with the company and (3) your leave approval. Since you are taking leave due to the birth or adoption of a child, you may be eligible for [Parental Leave Pay](#).

**Parental Leave Pay** is a paid, 4 week leave of absence. Any eligible employee taking time to bond with a newborn, or welcoming a child through foster care, adoption, or surrogacy can take Parental Leave Pay. To be eligible to receive Parental Leave Pay, you must also be eligible for FMLA (employed by Genesco for at least 12 months and have worked a minimum of 1250 hours in the 12 months prior to the day you begin leave). Before any Parental Leave Pay can be administered to an eligible employee, proof of birth must be provided to the Leave Team.

Eligible employees who are adopting a child 6 months of age or older, or are welcoming a child through foster care should provide court documentation placing the child into the eligible employee's custody before any Parental Leave Pay can be administered. For more information on the required documentation, reach out to [Leave@genesco.com](mailto:Leave@genesco.com).

Leave will determine and communicate your options for pay while on leave.

## DOCUMENTATION REQUIRED

To request Maternity or Parental Leave, please provide one of the following:

- Birth Certificate
- Mother's Copy of the Birth Certificate
- Other hospital document that includes the full name of the child and employee, and the child's date of birth

For adoption or foster care placement, please provide court documents of custody.

Maternity and Parental Leave CANNOT be approved without this documentation.

## What other leaves does Genesco offer?

### Family Medical Leave Act

- FMLA is a federal leave of absence
- Eligible employees\* can use FMLA for maternity and/or parental leave regardless of what state they live in.
- FMLA provides 12 week, **unpaid**, job protected leave.
- If you are eligible at the time you wish to begin your leave, you can choose to use all 12 available weeks of leave at one time, or only use a portion of your 12 week entitlement.

### Personal Leave of Absence

- Employees who are not eligible for FMLA or who have exhausted FMLA leave may qualify for a Personal Leave of Absence to bond with their new child(ren).
- Personal Leave requires the approval of your district/direct manager.
- Personal Leave does not offer job protection. Once you return from leave, you may be allowed to return to an open position, if one is available.
- Personal Leave is unpaid; however, you are required to use all available paid time off before the leave is unpaid.

\*FMLA Eligibility – employed at least 12 months and have worked a minimum of 1,250 hours in the previous 12 months.

## Can I use Sick, Vacation or PTO Pay?

If you are on an approved leave of absence and want to use any available sick, vacation, or PTO hours while on leave, contact [leave@genesco.com](mailto:leave@genesco.com) and advise us of how many hours you want to use. If you are not on an approved leave of absence, contact your manager to submit this request. You cannot use any sick, vacation, or PTO hours while also receiving Maternity Leave pay, Parental Leave pay, or Short Term Disability payments.

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### STATE SPECIFIC PROVISIONS

*Some states offer various leaves of absences to new parents and adoptive parents in addition to FMLA. Some states offer paid leaves of absence, while others offer unpaid job protected leaves.*

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## Ready to Return to Work?

Please contact [Leave@genesco.com](mailto:Leave@genesco.com) at least 2 days before you intend to return to work to confirm your return date with the Leave Team. A doctor's note is not required for the non-delivering parent prior to their return to work from Parental Leave.



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Levi's



Bass

## Are there any benefits to help me start my family?

Genesco wants to help your family grow! If you are covered under Genesco's medical plan you have access to services that are designed to create pregnancy, enhance fertility, or improve conception quality, including artificial insemination, in vitro fertilization and other fertility assistance.

In addition, Genesco offers reimbursement of expenses up to \$5,000 per child to assist with Adoption and Surrogacy. All Family Building Benefits are subject to a lifetime maximum of \$20,000.

Your medical provider should contact BlueCross BlueShield of Tennessee (BCBST) to pre-certify any procedure before services are received. Deductibles, copays, and coinsurance will apply to services provided under the medical plan. BCBST will make the determination of benefits available to the covered member.

For reimbursement of Adoption and Surrogacy expenses, complete the Adoption and Surrogacy Request Form located on [www.benefitsatgenesco.com](http://www.benefitsatgenesco.com) and follow the instructions on the form.

## Are there any benefits to help me and my family adjust?

If you or a member of your family needs help adjusting to life with your newest family member, the [Employee Assistance Program \(EAP\)](#) offered by [Carelon Behavioral Health](#) is here to help! The Employee Assistance Program is free to all employees and members of their household and is 100% confidential. If you find that you need assistance with postpartum depression, anxiety, finding childcare, preparing a child for a new sibling, or including a new child in your will, the EAP can help you with all these things and more!

Go to <https://th.carelonwellbeing.com/genesco> today to access all the free resources available to you and your family!

## Don't forget to add your new child to your benefits!

You have 60 days from the date of the child's birth to add them to your benefits. If you do not add the child to your benefits during the 60-day period, you will not be able to enroll the child in benefits until the next open enrollment period.

To elect benefits, you must complete an online Life Event session at [www.mygenesco.com](http://www.mygenesco.com) (UltiPro). Enrollment instructions are included below for your convenience. Please visit [www.benefitsatgenesco.com](http://www.benefitsatgenesco.com) for more information on the great benefits available to you and your eligible dependents.

Follow these steps to enroll in benefits:

- Log in to [www.mygenesco.com](http://www.mygenesco.com) (UltiPro) with your ID and password.
- Once you are logged in, click on "Menu" in the top left corner.
- Click on Myself>Life Events>Change in Household
- Make your benefit elections and Submit

You will need to provide documentation to add your new child. Email documents to [benefits@genesco.com](mailto:benefits@genesco.com)



- Biological Child: Government-Issued Birth Certificate or Mother's Copy of Birth Certificate with employee's name listed
- Adopted Child: Government-Issued Birth Certificate or Adoption Certificate or Placement Agreement
- Step-Child: Government-Issued Birth Certificate AND both documents to verify Spouse
- Legal Ward: Government-Issued Birth Certificate AND Court Ordered Document of Guardianship
- Disabled Child: Documentation listed above AND Federal Tax Return within last 2 years claiming child (Note: Disabled Adopted Child cannot verify with a placement agreement or petition)