

Enrich Earn Rise
Together

Organon's U.S. Maternity and Parental Leave



Adding a Child to Your Family

When you are expanding your family, there are many leave of absence/pay continuation options available to you – including Short-Term Disability (STD), Family Medical Leave (FML), Paid Parental Time Off (PPTO) and Unpaid Child Care Leave (UCCL) – that may provide up to 32 weeks of time off after the birth, adoption or placement of a foster child in your home.

To suit the diverse and unique needs of our founders, parental leave options are designed to be used in many different ways. This guide outlines the most common ways full-time founders make use of the leave types in a way that best suits them.



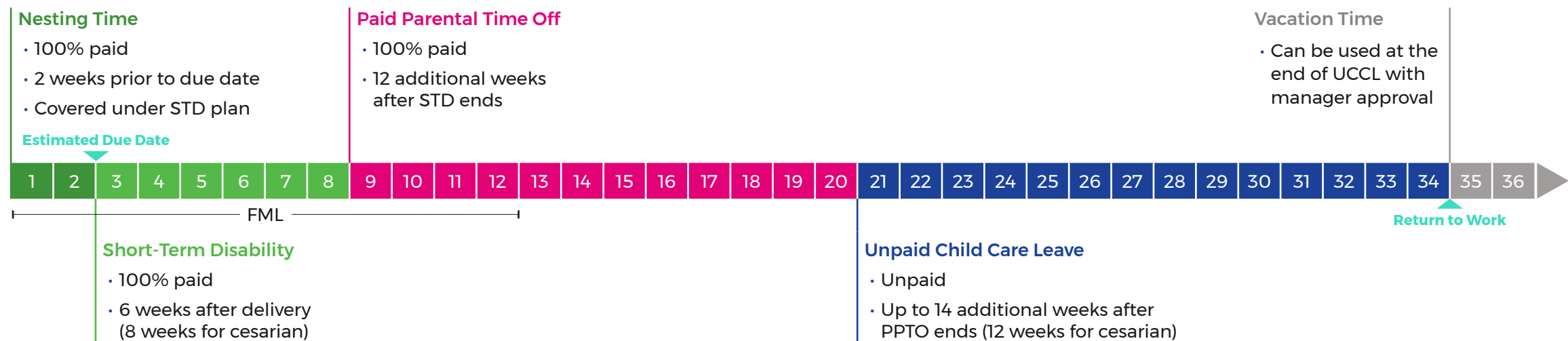
Below is a high-level overview of the types of leaves/pay continuation provided by Organon. This guide is intended to be a summary, and founders should refer to the [US Paid Time Off & Leaves of Absence Policy](#) for additional information. Additional time off may be available through state leave programs.

	Family Medical Leave	Unpaid Childcare Leave	Short-Term Disability	Paid Parental Time Off	Vacation
Eligibility	Must be employed by Organon for 12 months and have worked at least 1,250 hours in that 12-month period	Date of hire	Date of hire	All founders who are a birth parent, non-birth parent, adoptive parent, foster parent or parent through surrogacy	Eligible as accrued
Duration	<ul style="list-style-type: none">Up to 12 weeksMust be used within 12 months of family-building event	<ul style="list-style-type: none">Up to 20 weeksMust be used within 52 weeks of family-building event	<ul style="list-style-type: none">2 weeks before due date6 weeks for natural delivery8 weeks for cesarian deliveryMay extend beyond 8 weeks if complications are experienced	<ul style="list-style-type: none">Up to 12 weeksMust be used within 52 weeks of family-building event	As accrued, or up to 10 vacation days if eligible for Flexible Vacation Time
Pay	None	Portion of UCCL that does not run concurrent with STD is unpaid	<ul style="list-style-type: none">100% pay through 10 weeks70% pay weeks 11 through 26	100% of pay for the duration of the PPTO	100% of pay
Vacation Accrued During Leave?*	No, unless leave runs concurrent with a paid leave (STD/PPTO)	No	Yes	Yes	Yes
Job protection	Founders generally have job protection and reinstatement rights, but reinstatement is not guaranteed.	Founders generally have job protection and reinstatement rights, but reinstatement is not guaranteed.	Founders generally have job protection and reinstatement rights, but reinstatement is not guaranteed.	Founders generally have job protection and reinstatement rights, but reinstatement is not guaranteed.	Founders generally have job protection and reinstatement rights, but reinstatement is not guaranteed.
Concurrency	<ul style="list-style-type: none">PPTOSTDUCCL	<ul style="list-style-type: none">FMLSTD	<ul style="list-style-type: none">FMLUCCL	All paid time off EXCEPT : <ul style="list-style-type: none">STDUCCL	<ul style="list-style-type: none">UCCL if requestedFounder may take UCCL unpaid and use vacation after UCCL runs out to extend their leave (with manager approval)
Impacts to Pay and Benefits	None if the leave runs concurrent with a paid leave. Otherwise, benefits deductions will be delayed until you return to work (or to a paid leave status) at which point they will be automatically withheld from your pay.	The portion of UCCL that does not run concurrently with STD is unpaid. Benefits deductions will be delayed until you return to work (or to a paid leave status) at which point they will be automatically withheld from your pay.	None	None	None

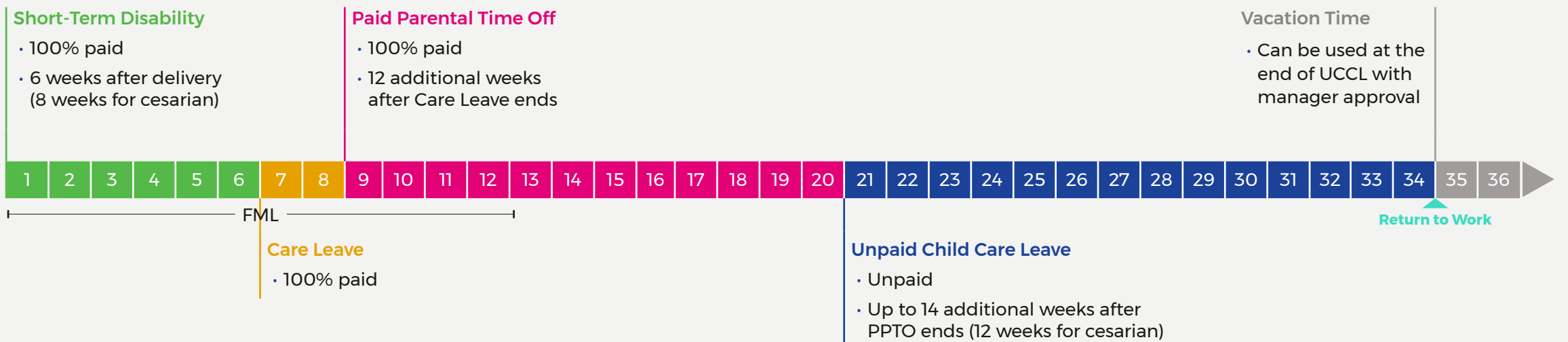
* This is applicable only to founders who are excluded from the Flexible Vacation Time (FVT) policy. Founders who are eligible for FVT do not accrue vacation.

Here's How It Works

Scenario 1: A birthing parent wants to **take off as much time as possible** following the birth of a child.



Scenario 2: A birthing parent wants to take time off following the birth of a child that requires a stay in the NICU.



Scenario 3: A non-birthing parent wants to **take all available time off** following the arrival of a child.

Paid Parental Time Off

- 100% paid

Vacation Time

- Can be used at the end of UCCL with manager approval



Unpaid Child Care Leave

- Unpaid



FAQs

Does Organon offer paid time off following the birth of a child?

Yes. Organon offers paid leave after a founder gives birth through our Short-Term Disability (STD) and Paid Parental Time Off (PPTO) policies. For the purpose of this guide, pay is defined as base salary.

Can I use vacation time to extend my leave?

If a founder is eligible for FVT, they may elect to use up to ten (10) vacation days immediately after PPTO or UCCL.

If a founder lives or works in a state where they accrue a defined amount of vacation time on an annual basis (as set forth in greater detail in the [California, Colorado, Montana & Nebraska Vacation Policy](#)), they may use any accrued, unused vacation days immediately after PPTO or UCCL.

In all cases, using vacation time to extend a leave is subject to manager approval based on business needs.

Can I go out on leave prior to my due date if I am having an uncomplicated pregnancy?

Yes. Even in a case where there is no medical necessity, founders are eligible to begin their maternity leave up to two weeks before their due date under Organon's STD policy. In some states, you may be eligible to receive benefits directly from the state up to four weeks before your due date. When a founder is required to go on leave sooner in the case of a complicated pregnancy, the leave start date will be determined by the treating physician.

How much total paid time can I take following the birth of a child?

Birthing parents are eligible to take up to 18 weeks of paid leave if they deliver naturally, and 20 weeks of paid leave if they deliver via cesarian.

Non-birthing parents are eligible to take up to 12 weeks of paid leave under the PPTO policy.

Is there any unpaid time off available to me?

Yes, in addition to STD and PPTO which are paid, new parents can also take Unpaid Child Care Leave (UCCL). This provides up to an additional 14 weeks of leave for a birthing parent and up to an additional 20 weeks for a non-birthing parent (STD runs concurrently with UCCL. Ex: 6 weeks STD + 14 weeks UCCL = 20 weeks UCCL).

Is my job protected while I'm out on leave?

Your job is typically protected under FML for the first 12 weeks of leave, assuming criteria for FML eligibility has been met. Beyond this, employees generally have job protection and reinstatement rights while out on STD, PPTO, and UCCL, but reinstatement is not guaranteed.

Will I receive my full pay while out on maternity leave?

While out on STD (up to 10 weeks) and PPTO, founders are eligible to receive 100% of their base pay. In states that offer paid disability, family leave, or bonding programs, any benefit received directly from Organon may be reduced so that the founder does not receive more than 100% of base pay. Time taken under UCCL is not paid unless the founder uses vacation time concurrent with the leave.

What benefits are available to non-birthing parents, such as a partner, intended parent for adoption, or a foster parent?

Founders who are adopting or fostering are eligible for 12 weeks of PPTO plus 20 weeks of UCCL, as well as the federal job protection offered under FMLA. The only outlined benefit unavailable in these instances is STD, as this leave is only relevant for a founder address their own medical condition.



What is the impact on my benefits while out on STD, PPTO, and UCCL?

While on paid leave (STD and PPTO) your benefits deductions will continue to be withheld from your Organon paycheck. Your AIP eligibility will not be impacted unless the paid leave is longer than six months. If you are not eligible for FVT, you will continue to accrue vacation time.

While on unpaid leave (UCCL) your benefits deductions will be delayed until you return to work (or to a paid leave status) at which point they will be automatically withheld from your pay. During this time, vacation time will not accrue, and your AIP eligibility will be prorated to account for the time you were on an unpaid leave.

For more detailed information about the impacts of leave on AIP, please refer to the AIP Terms and Conditions on Hera.

If I go out on leave before my due date and I deliver more than 2 weeks later, will I experience a disruption in my pay?

Founders are eligible for up to 10 weeks of full base pay under the STD plan. In the event a founder is out for longer than 10 weeks on STD, pay will be reduced to 70% for weeks 11-26. Pay under the PPTO policy will not be impacted.

Can I use Organon's Care Leave to supplement pay during my unpaid time off or to extend my leave?

Generally, no. Care Leave is separate and distinct from the time-off provided following the birth of a child and cannot be used immediately before, during or after PPTO or UCCL. As an exception, if the newborn requires a NICU stay that extends beyond the length of a birthing parent's own disability (generally 8-10 weeks), up to 10 days of Care Leave may be used after STD ends and before PPTO begins.

Disclaimer: The examples above are provided for demonstrative purposes only. To the extent that there is any conflict between the information in these examples and the Organon [U.S. Paid Time Off and Leaves of Absence Policy](#) ("Policy"), the terms of the Policy (as may be amended from time to time) will govern.

Do company holidays run concurrent with STD, PPTO and/or UCCL?

Yes. This means company holidays, including year-end shutdown, are counted as part of your leave. For example, if a founder is on PPTO during year-end shutdown, those paid days are included as part of the 12-week PPTO benefit. The founder would not be eligible for an additional week of PPTO.

I work in a state that offers statutory time off and/or pay for disability and/or bonding. How does this impact what I'm eligible for under Organon policy?

Organon STD and PPTO are intended to run concurrent with any state provided disability and paid parental leave respectively, and your Organon paid benefits will be reduced by any amount received directly from the state (unless prohibited by local law). New York Life, Organon's leave administrator, can help you determine if you are eligible for any additional time off through the state.

How do I report my leave?

Contact New York Life, Organon's leave administrator, up to 30 days prior to the expected start date of your leave to report it (mynylgbs.com or 800-238-2125).

