



## Parental Leave Update

### **Q1. What's new/changed to the Parental Leave Policy?**

Effective September 3, 2019, benefits eligible employees are now eligible for up to six weeks paid leave when taking Parental Leave within 12-months of the birth of a child, adoption or placement of a foster child. This enhancement is intended to align our approach across all locations.

### **Q2. Who is eligible for Parental Leave?**

All benefits eligible employees are eligible if you had a birth of a child, adoption or placement of a foster child on or after January 1, 2019 and were employed by Ancestry at the date of your baby's birth, adoption or placement of a foster child. You must also have been employed for at least 180 days as of the day you take the leave.

### **Q3. When is this new parental leave policy effective?**

The new policy is effective on September 3, 2019.

### **Q4. When does my baby have to be born to be eligible?**

Your baby must have been born, or your child adopted or placed for foster care on or after January 1, 2019 to qualify for additional paid leave under this policy enhancement.

### **Q5. I started at Ancestry after my baby was born, am I still eligible?**

No, you must have been an Ancestry benefits eligible employee on the day the baby was born, adopted or placed for foster care on or after January 1, 2019, to be eligible for this policy enhancement.

### **Q6. How long do I have to use my parental leave?**

If you are eligible for paid parental leave, you may take up to a total of six-weeks of paid leave within 12 months of the date your child was born, adopted or placed for foster care (including any parental leave you took in 2019 prior to the effective date of this policy). You must take the parental leave in two week increments.

### **Q7. I took parental leave earlier this year, can I still take additional time?**

If you have taken less than six-weeks of paid parental leave earlier in 2019 **and** your baby was born, adopted or placed for foster care on or after January 1, 2019, you may be eligible to take additional paid leave, up to six weeks of paid leave in total. You must take this leave within 12 months of the date your child was born, adopted or placed for foster care. You must take the parental leave in two week increments. **For example**, if your baby was born on February 1, 2019 and you took two weeks of paid leave from February 1 – 14<sup>th</sup>, you may be eligible to take (and complete) an additional four weeks of paid parental leave before February 1, 2020.

### **Q8. Will I be paid while on parental leave?**

Yes, you will be paid up to 100% of your salary for up to six-weeks while on parental leave. If you are on leave on a company-paid holiday, you will receive leave pay on that day, not holiday pay.

### **Q9. How do I find out more information about parental leave?**

There is more information on the Ancestry Benefits [website](#).



**Q10. Who do I contact if I want to apply for this leave?**

Talk to your manager and People Partner. After you receive approval from your manager, contact Ancestry's leave of absence administrator, The Hartford (see flyer) to initiate this leave. You can call The Hartford to initiate a leave at 1-877-372-2927 from 6:00am – 6:00pm Mountain Time, Monday – Friday. Please indicate policy number 681096.

**Q11. What if I have more questions?**

The Hartford will be able to answer any questions about your leave process and our [Ancestry Benefits](#) site has additional information about our leave policy. Still have questions? Send an email to [totalrewards@ancestry.com](mailto:totalrewards@ancestry.com).