

U.S. Employee Handbook

New Parent Transition Program

Policy

This policy outlines benefits under the New Parent Transition Program.

An employee may request to work a reduced schedule for up to 6 consecutive weeks during the 12-month period immediately following the birth or adoption or foster care of a child of the employee, the employee's spouse or the employee's registered domestic partner in order to bond with the child. Employees requesting a temporary reduced work schedule under the New Parent Transition Program must work a minimum of 20 hours per week.

Policy number:

9.11

Effective date:

12/20/2017

Prior version dates:

10/09/2017, 09/26/2016,
06/01/2016, 12/12/2014

Applies To

Except as noted below, this policy applies to CDM Smith U.S. based employees and U.S. expatriates who wish to work a reduced schedule during the 12-month period immediately following the birth, adoption or foster care of a child of the employee, the employee's spouse or the employee's registered domestic partner in order to bond with the child.

Co-op students, interns, temporary and intermittent employees are not eligible for the New Parent Transition Program.

Guidelines

1. At least 21 days before the requested New Parent Transition, the employee must submit a written request to the employee's manager and HR leaves administrator outlining the hours and days per week the employee requests to work. All requests for the New Parent Transition Program are subject to management approval. The use of the New Parent's Transition Program is not guaranteed. Employee requests will be reviewed on a case by case basis and will be based on business unit demands, unique job requirements, client demands, etc.
2. A reduction in hours may impact the work authorization of employees on a temporary visa. These employees should consult with the HR leaves administrator to understand what, if any impact a reduced workweek will have on their visa status.
3. All New Parent Transition Program schedules are subject to ongoing review and may be terminated at any time. If a New Parent Transition Program schedule is terminated, management will endeavor to provide reasonable notice to the employee to prepare for the schedule change.

4. When establishing their new parent's transition reduced workweek schedule under this policy, employees are expected to be available to work their new parent's transition reduced workweek schedule. Employees may use PTO in accordance with the PTO policy. However, PTO should not be used as a way for an employee to regularly achieve their new parent's transition reduced workweek.
5. Once approved, the employee's standard workweek hours will be changed to reflect the employee's New Parent Transition Program work schedule.
6. Timesheets should be submitted accurately and completely and should reflect the hours worked or PTO charged under the New Parent Transition Program work schedule.
7. Service time will continue to accumulate during the employee's New Parent Transition Program work schedule.
8. At the end of the New Parent Transition Program period, the employee will return to his or her regular work schedule.

Impact on Benefits

If the employee is enrolled in medical, dental, vision, life, short-term disability, long-term disability and/or accidental death and dismemberment prior to the commencement of the New Parent Transition Program, the employee will be able to continue coverage during their New Parent Transition Program at net cost. However, coverage amounts for life, short-term disability, long-term disability and accidental death and dismemberment will be based on the employee's earnings during the new parent's transition program.

CDM Smith will continue to take payroll deductions to collect the employee's share of the premium.

PTO accruals will be based on the employee's New Parent Transition work schedule.

An employee will be paid for the holidays that fall on scheduled work days within the employee's New Parent Transition Program work schedule up to the hours normally scheduled to work on that day based on their New Parent Transition workweek schedule not to exceed 8 hours.

If you have any additional questions, please contact the benefits team at HR-Benefits-Questions@cdmsmith.com.

If you wish to review a summary of information related to this leave, please click on the following link: [Leave/New Parent Transition Program Matrix](#).