

## PURPOSE

The purpose of Paid Parental Leave Policy ("Policy") is to enable Mister Car Wash ("Mister") employees to care for and bond with their newborn or a newly adopted child. See also "Related Policies, Procedures, and Forms" below.

## SCOPE

This policy will be in effect for birth, adoptions or foster care placements occurring to eligible employees on or after January 1, 2021.

## POLICY STATEMENT

Mister offers eligible employees up to six continuous weeks of paid parental leave (PPL) to be taken within the first 12 weeks after the birth, adoption or foster care placement of a child. This benefit is intended to be administered in full compliance with all applicable laws. This benefit does not limit any protected or paid leaves or time-off provided for parental bonding, disability, family care, or health conditions under local, state or federal law.

## ELIGIBILITY

All employees who have been employed by Mister for at least 12 months and worked a minimum of 1,250 hours in the one-year period prior to the commencement of the requested PPL are eligible under this Policy. When both parents are employed by Mister and each meets the eligibility guidelines, each is eligible for up to six weeks of PPL.

## TERMS AND CONDITIONS

To support departmental planning, notification of PPL should be submitted to the employee's supervisor as far in advance as possible. To ensure PPL benefits and compensation continuation, a claim should be filed at least 30 days before the PPL is expected to begin. See "How to Claim Parental Leave" below.

Approved PPL may be taken at any time during the 12-week period immediately following the birth, adoption or foster placement of a child with an eligible employee ("12-week period"). PPL may not be used or extended beyond the 12-week period, absent extenuating circumstances as determined solely by Mister. Eligible employees will receive no more than 6 weeks of PPL in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month period. Multiple births or adoptions do not increase the length of any PPL.

Employees must take PPL in one continuous six-week period of leave and must use all PPL during the 12-week period. PPL is a "use it or lose it" benefit. Any unused PPL will be forfeited at the end of the 12-week period. Upon termination of employment with Mister, any unused PPL, including but not limited to any balance remaining of a current PPL, will be forfeited.

In the event of an employee who has given birth, or who otherwise is on short-term disability during the 12-week period, the first two weeks (or the STD elimination period) will be paid at 100% and the remaining four (4) weeks of PPL will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own disability.

**Benefit Calculation:** PPL will be paid through payroll on regular pay dates. Hourly employees will receive their average weekly base hours to a maximum of 40 hours at their current base rate. Average

hours paid will be based on the 12 full weeks immediately preceding the commencement of the PPL. Salaried employees will receive their normal weekly base rate.

**Benefits Continuation and Contributions:** Because the employee remains in full-pay status during approved PPL, the employee's portion of all health benefits premiums will be deducted as normal.

**Payback Provision:** Any employee who fails to return to work for a minimum of 30 days after conclusion of the PPL agrees to reimburse Mister for the salary and benefits paid to employee during the PPL. This reimbursement requirement will be excused if the employee's failure to return to work is related to the onset, recurrence, or continuation of a serious health condition of the employee or the child, subject to reasonable documentation requirements, in accordance with applicable law.

### COORDINATION WITH OTHER BENEFITS

**General:** The PPL benefit will be provided before any local, state or federal mandated paid parental leave or wage-replacement benefits for parental bonding. Employees are responsible for applying for any local, state or federal provided paid parental leave or wage-replacement benefits for parental bonding.

**Family and Medical Leave:** The Mister Car Wash *Family and Medical Leave Policy* ("FMLA Policy") provides for 12 weeks of unpaid leave for the birth or adoption of a child to employees who have been employed for 12 months and have worked at least 1,250 hours in the one-year period prior to requesting leave ("FMLA LOA"). PPL is designed to run concurrently with FMLA LOA, or local or state laws that provide time-off for parental bonding time. It is not designed to extend the 12-week FMLA LOA, or protected time under such other laws.

**Short-Term Disability Insurance:** Employees who are eligible for short-term disability benefits may receive payments from their insurance provider after the birth of a child. Disability insurance coverage will not affect PPL eligibility. The first two weeks of PPL will be used during the short-term disability elimination period.

**Paid Time Off (PTO):** Any available PPL benefit will be provided before application of any PTO under the Mister Car Wash *Paid Time-Off Policy*.

- **Tier 1 & 2:** Any accrued, unused PTO may be used to supplement short-term disability payments for the birth mother and will be automatically applied before going unpaid after PPL benefits expire.
- **Tier 3:** Any unused Tier 3 Sick Time will be automatically applied to supplement short-term disability payments for the birth mother. Otherwise, PPL may not be used in conjunction with the Tier 3 PTO program.

### HOW TO REQUEST PARENTAL LEAVE

#### NOTIFY YOUR SUPERVISOR

To receive PPL, you must notify your supervisor. In addition, you must also file a claim with Lincoln Financial, our third-party administrator who handles FMLA LOA approval and administration, short-term disability and other leaves required by law for family and medical time-off and leave.

#### FILE A CLAIM

You may file a claim with Lincoln Financial up to 30 days before a planned absence of 14 or more calendar days. This claim will address eligibility for short-term disability, approval for time-off or leave

# PAID PARENTAL LEAVE POLICY



under the Family Medical Leave Act, as well as similar time-off or leaves under local or state law. After filing your claim with Lincoln Financial, you can check on the status of your claim by calling 1-800-320-7585.

### File Online:

Follow these steps to file a claim online:

1. Log in to MyLincolnPortal.com. If you are a first-time user, you will need to register using the company code **Mister**.
2. Select "Report a New Leave or Claim" and provide information as requested.

### File by Phone:

You can call 1-800-713-7384 and file a claim with a Lincoln Financial Intake Specialist.

## GENERAL

For questions regarding this or any other Mister benefits program, contact the HR Helpline at 844-529-7392 or HRHelp@mistercarwash.com.

## RELATED POLICIES, PROCEDURES, AND FORMS

- Paid Time Off Policy (HR.3004-MCW-POL)
- Leave of Absence Policy (HR.3005-MCW-POL)

## REVIEW

This procedure will be reviewed annually and updated as necessary.

Name and Title	Date (YYYY-MM)
Anna Zappia, Vice President, Human Resources	2021-02

## APPROVAL

Name, Title, and Signature	Date (YYYY-MM)
<i>Anna Zappia</i> Anna Zappia, Vice President of Human Resources	2021-02

## HISTORY

Version	Issue Date	Updated by	Revisions
V.1	2021-01	Anna Zappia	Document created.
V.2	2021-02	Anna Zappia	Converted to template and cross-references added.