

PAID PARENTAL LEAVE POLICY



PURPOSE

The purpose of paid parental leave is to enable Eligible Employees (as defined below) to care for and bond with their newborn or newly adopted or placed child. This policy will be in effect for births, adoptions, or placements of foster care children occurring to Eligible Employees on or after November 1, 2022.

SCOPE

This policy applies to any employee of Mister Car Wash, Inc. or its subsidiaries ("Mister") who meets the following criteria (each an "Eligible Employee"):

- Have been employed with Mister for at least 12 months (the 12 months do not need to be consecutive);
- Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the paid parental leave would begin; and
- Be a full- or part-time regular employee (temporary employees and interns are not eligible for this benefit).

In addition, Eligible Employees must meet one of the following criteria:

- Have given birth to a child;
- Be a spouse or committed partner of a person who has given birth to a child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger).

The adoption a new spouse's child is excluded from this policy. If both parents are employed by Mister and each satisfies the above criteria, each is an Eligible Employee.

POLICY STATEMENT

Benefit Provided

Eligible Employees will receive a maximum of 6 weeks of paid parental leave per birth, adoption, or placement of a child/children 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. A multiple birth, adoption, or placement event (e.g., the birth of twins or adoption of siblings) does not increase the 6-week total amount of paid parental leave granted for that event. The 12-month period is measured from the date of birth, adoption, or placement (referred to as the "12-Month Period"). Approved paid parental leave may be taken at any time during the 12-Month Period. Paid parental leave may not be used or extended beyond the 12-Month Period.

Paid parental leave may be taken intermittently or in one continuous 6-week period of leave during the 12-Month Period provided that paid parental leave must be taken in at least full

1-day increments. At the end of the 12-Month Period, any unused paid parental leave will be forfeited. Upon termination of employment with Mister, no employee will be paid for any unused paid parental leave.

Benefit Calculation

Paid parental leave will be paid through payroll on regular pay dates, subject to regular payroll taxes and deductions. For hourly employees, the number of hours of paid parental leave available will equal their average weekly hours (to a maximum of 40 hours based on the 12 full weeks immediately preceding the 12-Month Period) multiplied by 6. For hourly employees, each hour of paid parental leave will be paid at their current hourly base rate. For salaried employees, the number of hours of paid parental leave available will equal 240 hours. For salaried employees, each hour of paid parental leave will be paid at 1/40th of their normal weekly base rate in effect at the beginning of the 12-Month Period. If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave benefit.

Benefits Continuation and Contributions

Mister will maintain all benefits for Eligible Employees during the paid parental leave period just as if they were taking any other company paid leave such as paid time off. Because the employee remains in full-pay status during approved paid parental leave, the employee's portion of all health benefits premiums (along with other employee contributions and deferrals) will be deducted as normal.

Payback Provision

Any employee who fails to return to work for a minimum of 30 days after taking any paid parental leave agrees to reimburse Mister for the paid parental leave benefits paid to employee, in accordance with applicable law. 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

This paid parental leave 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 age-replacement benefits for parental bonding.

Family and Medical Leave

Paid parental leave under this policy will run concurrently with any leave under the Family and Medical Leave Act (“FMLA”), and similar local or state laws. Any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA or similar local or state law will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA or similar local or state laws exceed 12 weeks during the 12-month FMLA period. Please refer to the *Leave of Absence Policy* [HR.3005-MCW-POL] for further guidance.

Short-Term Disability Insurance (“STD”)

For an Eligible Employee who has given birth and is eligible for an STD benefit provided for their own medical recovery following childbirth, the paid parental leave can be used to cover the first two weeks (or the STD elimination period) and the remaining 4 weeks of paid parental leave be used after the conclusion of any such short-term disability benefit during the 12-Month Period. STD coverage will not affect paid parental leave eligibility.

Paid Time Off (“PTO”)

Any accrued, unused PTO may be used in conjunction with available paid parental leave time.

- **Tier 1 and 2:** Any accrued, unused PTO may be used to supplement short-term disability payments for the birth parent as well as in conjunction with paid parental leave. No more than 8 hours of combined paid parental leave and PTO time may be requested in any given day. PTO time must be recorded through Dayforce to be paid.
- **Tier 3:** Any unused Tier 3 Sick Time will be automatically applied to supplement short-term disability payments for the birth parent. Further, Eligible Employees may use any unused Tier 3 Sick Time in conjunction with paid parental leave; however, no more than 8 hours of combined paid parental leave and Sick Time may be requested in any given day. Other than using Sick Time, paid parental leave may not be used in conjunction with other benefits of the Tier 3 PTO program.

How to Request Parental Leave

Notify Your Supervisor and File a Claim

The employee will provide their supervisor with notice of the request for paid parental leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). If an Eligible Employee desires to take paid parental leave on an intermittent basis, the Eligible Employee should provide their manager at least 7 days advance notice of any day that the Eligible Employee intends to take off for paid parental

leave purposes that is foreseeable, and if unforeseeable, as soon as possible. In addition, the employee must also file a claim with Lincoln Financial, our third-party administrator who handles FMLA leave approval and administration, short-term disability, and other leaves required by law for family and medical time-off and leave.

How to 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 under the FMLA, 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.

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.

To file by phone, call 1-800-713-7384 and provide information requested by the Lincoln Financial Intake Specialist.

Enter the Time in Dayforce

Once your eligibility for paid parental leave is approved, Human Resources will create a paid parental leave bank in your Dayforce account with the total number of hours of paid parental leave available (as calculated above). You must submit a request for paid parental leave in Dayforce each time that you desire to use it (either intermittently in 1-day increments or consecutively). Paid parental leave may only be used by an Eligible Employee to care for and bond with their newborn or newly adopted or placed child—paid parental leave may not be used in place of PTO, including safe or sick time leave, or other purposes. Any unused time remaining in the paid parental leave bank will expire at the end of the 12-Month Period.

GENERAL

As is the case with all company policies, Mister has the exclusive right to interpret this policy. For questions regarding this or any other Mister benefits program, contact the HR Helpline at 844-529-7392 or HRHelp@mistercarwash.com.

RELATED DOCUMENTS

- *Paid Time Off Policy* [HR.3004-MCW-POL]
- *Leave of Absence Policy* [HR.3005-MCW-POL]

REVIEW AND APPROVAL

This policy will be reviewed **annually** and updated as necessary.

Name, Title, and Signature	Date (YYYY-MM)
<i>Anna Zappia</i> Anna Zappia, Vice President of Human Resources	2022-10

HISTORY

Version	Issue Date	Updated by	Revisions
V.3	2022-10	Anna Zappia	Modified to include intermittent option.
V.2	2021-02	Anna Zappia	Converted to template and cross-references added.
V.1	2021-01	Anna Zappia	Document created.