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U.S. Paid Parental Leave Policy

SCOPE

This policy applies to all U.S. employees working at least 20 hours per week, including those employed by its subsidiaries, unless a collective bargaining agreement or applicable state or local law dictates otherwise. Union employees are eligible under the same terms, subject to union agreement.

PURPOSE

The purpose of this Paid Parental Leave Policy is to provide meaningful support to employees during the arrival of a new child. This policy offers paid time off following the birth, adoption, or foster placement of a child, recognizing the importance of bonding, caregiving, and family well-being.

By offering paid parental leave, we affirm our commitment to creating a supportive and inclusive workplace that values work-life balance, promotes gender equity, and enhances employee retention and satisfaction.

POLICY

Definitions

Active employee: An employee currently working and not on leave or inactive status.

Family and Medical Leave Act (FMLA): FMLA provides 12 weeks of unpaid job-protected 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 year prior to requesting leave (refer to the Family and Medical Leave policy under "Additional Resource Links").

Parent: An individual who is a birth mother, birth father, spouse, or domestic partner (regardless of gender), or a person who has become a parent through adoption or foster care placement.

Domestic Partner: A legally recognized relationship between two individuals who live together and share a domestic life but are not married (i.e. To qualify, partners may need to meet state-specific requirements such as cohabiting for a certain period, sharing financial responsibilities, or registering with a government agency).

Paid Parental Leave: A defined, consecutive period of paid time off provided by the company to eligible employees for bonding with and caring for a newborn, newly adopted, or newly placed foster child under the age of 18. This leave does not reduce other accrued balances paid time off balances, such as vacation, sick, or personal leave.

Primary Caregiver: The parent who assumes the primary responsibility for the daily care, nurturing, and well-being of a child following birth, adoption, or foster placement. Only one parent can be a primary caregiver, regardless of whether one or both work for Cummins.

Secondary Caregiver: An individual, other than the primary caregiver, who shares responsibility for caring for a child following birth, adoption placement, or foster care arrangement. Either parent may serve as the secondary caregiver, regardless of gender.

State Paid Family and Medical Leave: Generally, it is a state or local government-mandated insurance program that is required in some U.S. states. The programs provide partial wage replacement and job protection for employees

needing to take time off for specific reasons, including the birth of or to bond with a new child. Employees can find any state specific policies regarding paid family and medical leave a [here](#).

1. Eligibility and Leave Limits

All US employees who work a minimum of 20 hours a week are eligible for Paid Parental leave unless a collective bargaining agreement or applicable state or local law dictates otherwise. Eligible employees must be in active status when Paid Parental Leave begins and upon termination of employment, Paid Parental Leave ends.

A primary caregiver may receive up to a maximum of 12 weeks of Paid Parental Leave per birth, adoption, or foster placement if designated.

A secondary caregiver may receive up to a maximum of 6 weeks of Paid Parental Leave per birth, adoption, or foster placement if designated

Multiple births or placements (e.g., twins or sibling adoptions) do not increase the total leave entitlement for that event. Employees may not exceed the 12- or 6-weeks total of Paid Parental Leave, as noted above, within any rolling 12-month period.

2. Ineligibility for Paid Parental Leave.

The following individuals are not eligible for Paid Parental Leave:

- Employees working less than 20 hours per week
- Temporary employees
- Surrogate mothers and sperm donors
- Individuals adopting a spouse's or domestic partner's child

3. Eligible Paid Parental Leave life events.

Paid Parental Leave may be used for:

- The birth of a child to the employee, their spouse, or domestic partner
- The adoption or foster placement of a child under age 18 with the employee and/or their spouse or domestic partner

Unless otherwise required by a state equivalent paid family and medical leave law, Paid Parental Leave must be used within 12 months of the child's birth, adoption, or placement. Leave must be taken in one continuous block and cannot be used intermittently unless a state or local law dictates otherwise.

4. Leave duration and Pay Details.

Leave may not exceed the time the child is in the caregiver's care. For example, if a foster child is placed for two weeks, the maximum leave available is two weeks.

Each week of Paid Parental Leave is paid at 100% of the employee's current base salary or hourly rate. Payment in lieu of leave is not permitted. Employees that do not take or use Paid Parental Leave will not receive any payment upon termination of employment.

5. How Paid Parental Leave Works with Other Benefits

Family and Medical Leave (FMLA)

Paid Parental Leave must be used concurrently with FMLA, where applicable. It cannot extend beyond the primary caregivers' 12-week FMLA entitlement. If an employee is eligible for FMLA leave, FMLA and Cummins Paid Parental Leave end dates may vary due to the exclusion of holidays by Unum.

Disability Benefits

Parents who have given birth and need to medically recover may qualify for STD benefits for 6–8 weeks post-delivery. Paid Parental Leave begins only after STD benefits are exhausted. Refer to your Disability Plan document for details.

State and Local Paid Leaves

Paid Parental Leave runs concurrently with any applicable state or local paid leave, including any State Paid Family and Medical Leave. Paid Parental Leave offsets any payments received from those sources in accordance with the applicable state or local law. If there are any conflicts between this policy and state or local paid leave law, the state or local paid leave law will apply, unless this policy is more advantageous to employees.

Holiday Pay

Employees on Paid Parental Leave are compensated 100% of their base salary. This includes holidays that may fall during an employee's Paid Parental Leave. In addition, holidays will not extend the length of the leave.

Benefits Continuation

Employees remain in full pay status during Paid Parental Leave. Cummins continues to cover the employer portion of elected benefits, while employees remain responsible for their share. Service credit and retirement contributions continue during the leave.

Returning from Paid Parental Leave

Employees returning from Paid Parental Leave generally will be reinstated to the position they held as of the date leave began, or to an equivalent position with equivalent status, pay and benefits. However, an employee who would not have otherwise continued to be employed (such as due to layoff, reduction in force, project completion or other reason) had Paid Parental Leave not been taken is not entitled to reinstatement.

6. How to Request Paid Parental Leave**1. Notify Your Manager**

- Notify your manager of your intent to take parental leave at least 30 days prior to taking paid parental leave or as soon as practical.
- Submit the Paid Parental Leave Request form here for your manager and CBS Disability Team approval. This includes providing the appropriate documentation:
 - a. Birth: Birth certificate or hospital record.
 - b. Adoption: Letter from adoption agency or attorney.
 - c. Foster care: Letter from placement agency.
 - d. Fathers: Marriage certificate or domestic partner affidavit if applicable

2. File for FMLA

- Contact UNUM by phone or online (see below) 30 days before your leave begins. If emergency prevents 30-day notice, contact UNUM within 3 days of starting leave.
 - Phone: 866-229-4885
 - Website: www.unum.com
 - UNUM app.

3. Complete FMLA Packet

- UNUM will send you an FMLA Information Packet.
 - Fill it out promptly and include your FMLA Leave number.
4. **Take Leave in a Continuous Block**
- Paid Parental Leave must be completed within 12 months of birth/adoption.
 - Notify UNUM and Cummins Services at 1-877-377-4357 on the first day of your actual leave.

7. For More Information

For more information or questions about Paid Parental Leaves, please reach out to one of the following the contacts:

1. [My Total Rewards](#)
2. People Support
 - [Answers](#) – *Receive support on IT and HR topics, as well as open tickets*
 - [Ticket](#): Create a General HR Inquiry
 - Phone: 1-877-377-4357 (*option 1, then option 8*)
 - [Answers Chat](#)
 - [Teams Chat](#)

Contact EthicsPoint to report ethics and compliance concerns/misconduct or violations of this company policy as needed.

Additional Resource Links

[Family and Medical Leave Policy](#)
[US Paid Parental Leave FAQs](#)