

## **Maternity/Parental Leave Enhancement Policy – US**

All exempt full-time, active employees who are scheduled to work 30 or more hours per week are eligible to receive the Enhanced Maternity/Parental Leave Transition Benefit.

### **Benefit Overview**

Iron Mountain recognizes the challenges that confront parents returning from leave due to the birth or adoption of a child. For many of our employees, it can be difficult to return to full-time status on the first day back, so in response, we have implemented a Transition policy. This policy allows employees, in mutual agreement with their people managers, to work a modified, part-time schedule for a period of time to help with the transition back to work and balancing parenting needs. This period ideally should be two to three (2-3) weeks.

The Enhanced Maternity/Parental Leave benefit aims to help with employee engagement and feeling of being supported as a result of being out on an extended leave. Upon the return from either Maternity or Parental leave, employees will have the option to transition back to work in their Full-Time status while working a modified schedule for a period to be mutually agreed upon with their manager (recommended for approximately 2-3 weeks). Should the employee wish to continue working a modified schedule past 3 weeks, he/she should have a discussion with their manager about moving into Part-Time Status.

During this Transition period, the employee will be accorded the full-time benefits they would have received if they returned at full-time. This will simplify administration and reduce Manager work load to accommodate the returning employee. This will also ensure that employees currently covered under Iron Mountain medical plans do not temporarily lose coverage due to a change in status.

## **Changing to Part-Time Status**

Prior to going out on Maternity/Parental Leave, employees and their managers should set up time to discuss preparing for the leave and outline an anticipated return to work plan that is both flexible and reasonably accommodating. Please refer to the *Manager Maternity and Parental Benefit Enhancement FAQ* on HRConnect.

If the employee desires to continue to work a reduced schedule past the 2-3 week timeframe, the following steps will apply:

- Manager and employee will have a discussion regarding the move to Part-Time status.
- Managers will log into Workday and use the Job Change/Status change reason to update the employee to Part Time status.

