Your guide to knowing what to expect—when you're expecting.

Parental Leave: Birth Parent

Growing your family? Congratulations! To help you on your parenting journey, Sunrun provides eligible employees with Pregnancy Recuperation and Paid Parental Leave.

Fast Facts

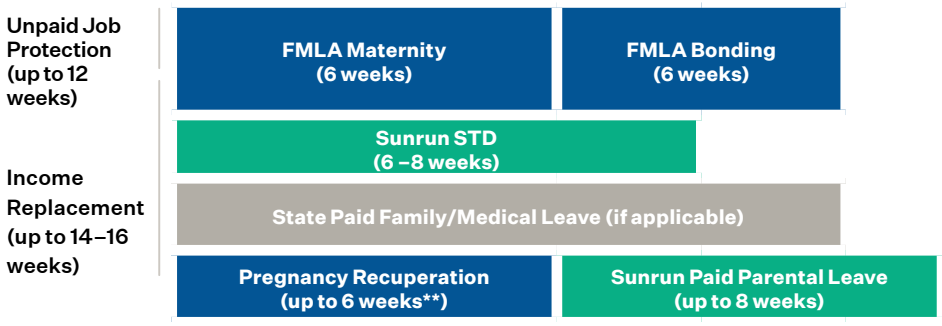
- To be eligible, you must be a full-time, regular employee working 30 hours or more per week and have completed one year of consecutive service with Sunrun at the time of birth
- 8 weeks of Paid Parental Leave time
- 6-8 weeks of Pregnancy Recuperation
- Coordinates with other applicable programs (e.g., STD, FMLA, Paid Family/Medical Leave, state leave)
- Paid at your regular rate of pay (pay is consistent with the definition of eligible pay in the STD policy)
- Paid Parental Leave is payable after the baby is born and following STD and Pregnancy Recuperation
- Paid Parental Leave must be taken in weeklong increments

To Do Checklist – Quick View

- ☐ Notify your manager of your intended leave dates and confirm preferred communication methods (email, phone, text, etc.).
- ☐ Contact Broadspire at (888) 398-0079 or **broadspiredisability@choosebroadspire.com** or log on to **www.myleavetech.com** to request your leave. Broadspire will administer your STD and/or FMLA leave.
- ☐ If you work in California, Connecticut, DC, Hawaii, Massachusetts, New Jersey, New York, Rhode Island or Washington, be sure to file for statutory disability and Paid Family Leave benefits.
- ☐ Enroll your newborn in coverage by logging on to **OKTA Single Sign-On** and clicking on the "Workday" link within 30 days after the baby is born. For instructions on how to add your baby to your health plan, **click here**.
- ☐ One week prior to returning to work, coordinate your return to work with your manager and **broadspiredisability@choosebroadspire.com**.
- ☐ Check out our detailed, supplemental To Do Checklist on **sunrun.gobenefits.net**.

How Does Paid Parental Leave Work?

Below is a graphic and brief explanation of your leave options and how they work together.
Note: For definitions of the terms used below, please refer to the next page.



*For illustrative purposes only; your personal circumstances may vary
**Or up to eight weeks for Cesarean delivery (C-section)

Important Notes

- If you go on leave before your delivery date, Pregnancy Recuperation and Paid Parental Leave will not apply until you give birth. You may be eligible for STD or state disability and Paid Family Leave benefits.
- During the STD waiting period, you will be required to use any available PTO (hourly employees) or FTO (salaried employees). This applies only if you go on leave before your delivery date.
- If you work in California, Connecticut, DC, Hawaii, Massachusetts, New Jersey, New York, Rhode Island or Washington, be sure to file for state disability and Paid Family Leave benefits.

To request a leave of absence, contact Broadspire at (888) 398-0079 or **broadspiredisability@choosebroadspire.com**. For additional questions, email **leaves@sunrun.com**.

The Support You Need

Keep the following list of contacts handy both during and after your pregnancy to ensure you and your newborn receive the benefits and care you need.

Topic	Contact	Phone & Email	Website & Network
General Benefits/ Enrollment	Benefits Advocate Center	(844) 632-2197 Monday–Friday, 7 a.m. to 5:30 p.m. PT **champion@hubinternational.com**	**sunrun.gobenefits.net**
General Paid Parental Leave Questions & Leave Administration	Broadspire	(888) 398-0079 **broadspiredisability@ choosebroadspire.com**	**www.myleavetech.com**

Definitions

FMLA*: provides unpaid job protection to eligible employees. Administered by Broadspire. Eligibility: minimum 12 months of service, and at least 1,250 hours worked in last 12 months.

Short-Term Disability (STD): provides income replacement while you are recuperating from child birth. Administered by Broadspire.

Regular Rate of Pay: your gross weekly income in effect just prior to your date of disability/leave start. It does not include income received from commissions, bonuses, overtime pay, or any other extra compensation or income received from sources other than Sunrun.

State Paid Family/Medical Leave (PFML): depending on which state you work in, you may be eligible to receive state Paid Family Leave and medical leave benefits.

Paid Parental Leave: provides supplemental pay to eligible employees and may be use to supplement Paid Family Leave. Administered by Broadspire, paid by Sunrun.

Pregnancy Recuperation: provides eligible birth parents on approved short-term disability (STD) with "top off" pay to provide 100% income replacement for the duration of their approved STD, not to exceed a period of eight weeks.

*there may be other state leave entitlements for which you are eligible.

To request a leave of absence, contact Broadspire at (888) 398-0079. For additional questions, email leaves@sunrun.com.