

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

# PARENTAL LEAVE: NON-BIRTH PARENT

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



## Fast Facts

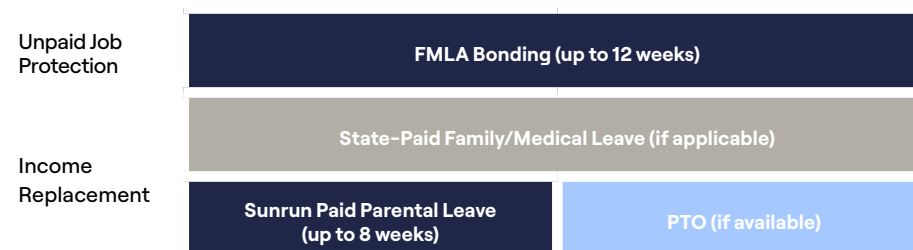
- To be eligible, you must be a full-time, regular employee working 30 hours or more per week and have completed one year of consecutive service with Sunrun at the time of birth or adoption
- If eligible, you can take up to eight weeks of Paid Parental Leave
- Coordinates with other applicable programs (e.g., 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)
- Qualifying reasons include birth or adoption
- Paid Parental Leave is payable on or after the birth or adoption date
- Paid Parental Leave must be taken in increments no less than one week long

## 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 log on to [www.myleave.tech.com](http://www.myleave.tech.com) to request your leave. Broadspire will administer your Paid Parental Leave 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 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.
- Check out our detailed, supplemental To Do Checklist on [sunrun.gobenefits.net](http://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.

## Important Notes

- Paid Parental Leave is intended for continuous leaves of absence related to the birth or adoption of a child and cannot be taken intermittently and must be taken in increments no less than one week long.
- If you work in California, Connecticut, DC, Hawaii, Massachusetts, New Jersey, New York, Rhode Island or Washington, be sure to file for Paid Family Leave benefits. Sunrun's paid leaves will be automatically offset by any state benefits you receive.
- You must use Paid Parental Leave within 12 months of the birth or adoption of the child.

## 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
<b>General Benefits/ Enrollment</b>	Benefits Advocate Center	(844) 632-2197 Monday–Friday, 7 a.m. to 5:30 p.m. PT <a href="mailto:champion@hubinternational.com">champion@hubinternational.com</a>	<a href="https://sunrun.gobenefits.net">sunrun.gobenefits.net</a>
<b>General Paid Parental Leave Questions &amp; Leave Administration</b>	Broadspire	(888) 398-0079	<a href="https://www.myleavetech.com">www.myleavetech.com</a>

## 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.

**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.

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