

# FREQUENTLY ASKED QUESTIONS

## Paid Parental Leave



### Who is eligible to participate in Paid Parental Leave?

Full-time, regular employees (30+ hours per week), who are the birth parent, a spouse or domestic partner of a birth parent or adoptive parent with at least 12 months of continuous service at the time of the qualifying event, will be eligible for Paid Parental Leave.

### Who administers the Paid Parental Leave?

Broadspire administers the Paid Parental Leave program, but the pay comes from Sunrun. Broadspire also administers any short-term disability (STD) and/or FMLA/leave. You can contact Broadspire at (888) 398-0079.

### How much Paid Parental Leave time do I get?

Employees are provided eight weeks of Paid Parental Leave per qualifying event. For example, if you become a parent to twins, you do not get eight weeks of Paid Parental Leave per child—you get a total of eight weeks. Paid Parental Leave must be used in at least one-week increments.

### How quickly do I have to use my Paid Parental Leave benefit after the birth or adoption of a child? Do I have to use it right away?

You must use Paid Parental Leave within 12 months of the birth or adoption of the child.

### Does Paid Parental Leave need to be taken all at once?

Paid Parental leave does NOT need to be taken all at once, but must be taken in increments no less than one week long. You will need to report each leave period to Broadspire to ensure that the time is applied and paid.

### Do you have to be an active employee on the day of the child's birth or adoption to be eligible for Paid Parental Leave?

Yes, employees must be in either active status, or on an approved Leave of Absence the day the child is born or adopted.

### What if both parents work for Sunrun?

Each eligible parent will have up to eight weeks of Paid Parental Leave to use.

### Are Paid Parental Leave benefits available before the baby is born or adopted?

No, Paid Parental Leave benefits are available on/after the baby is born or adopted. If a birth mother requires leave for complications related to the pregnancy before the baby is born, she may be entitled to short-term disability benefits.

### I have PTO/FTO. Can I use both my PTO/FTO and Paid Parental Leave?

PTO (for hourly employees) or FTO (for salaried employees) cannot be applied at the same time as Paid Parental Leave.

### I work in a state that already provides statutorily required Paid Family/Medical Leave (PFML). How does PFML impact my Paid Parental Leave benefit?

Paid Parental Leave will coordinate and run concurrently with any state requirements, not to exceed 100% of regular rate of pay.

### What if a holiday falls during my Paid Parental Leave?

If a holiday falls during your Paid Parental Leave, the holiday is part of your leave. The holiday will not extend your leave and you will not be paid holiday pay for the holiday observed during your leave.

### How will my Paid Parental Leave be calculated?

Your Paid Parental Leave will be calculated using your regular rate of pay consistent with the definition of eligible pay in the short-term disability (STD) policy.

## Questions?

Please contact Broadspire at (888) 398-0079

For additional information, email [leaves@sunrun.com](mailto:leaves@sunrun.com)