

U.S. Paid Parental Leave | Frequently Asked Questions

1. What is Paid Parental Leave (PPL)?

PPL provides eligible employees with up to 12 weeks of paid leave in connection with the birth of a child, adoption or placement for legal custody.

2. Who is eligible for PPL?

This benefit is available for active, full-time, non-union Xerox employees who welcome a child after October 1, 2024. The benefit is retroactive for those employees whose child was born, adopted, or placed in an employee's custody on or after July 1, 2024. Individuals who experienced one of the listed events are eligible for the full benefit and can use it for up to 12 months from the date of the birth, adoption, or custody placement. However, any other benefit payments or time off already received may offset it.

3. If both parents work at Xerox, are they both eligible for PPL? Does PPL need to be taken at the same time?

Yes, both parents are eligible for PPL. PPL can be used at any time during the 12-month period following the birth or placement of a child; both parents do not have to use PPL at the same time.

4. I am new to Xerox; am I eligible for PPL?

Yes. If you are an active, non-union, full-time Xerox employee, you are eligible for PPL on your start date.

5. I am a contractor with Xerox; am I eligible for Xerox Paid Parental Leave?

No. You must be an active, full-time employee to be eligible for PPL.

6. I work part-time for Xerox; am I eligible for Xerox Paid Parental Leave?

No. You must be an active, full-time employee to be eligible for PPL. Working more than 30 hours per week is considered to be full-time.

7. How many weeks of paid leave are included with Xerox Paid Parental Leave?

Eligible employees are entitled to up to 12 weeks of PPL.

8. Do I have to take Parental Leave within a certain time frame?

The 12 weeks of PPL must be taken within 12 months of the child's birth, adoption or placement.

9. Can PPL be used intermittently?

As long as both the employee and the employee's manager agree, PPL can be used in increments as small as two weeks at a time.

10. Is paid parental leave available upon adoption of a child, regardless of the age of the adopted child?

Yes, as long as they are under the age of 18.

11. Does PPL run consecutively or concurrently with Short-Term Disability?

It can run consecutively for a birthing mother. PPL can commence immediately after Short-Term Disability expires.

- 12. How do I know if I am eligible for Short-Term Disability?**
If you are giving birth, you will be eligible to receive Short Term Disability Benefits. Review our [Short-Term Disability policy](#).
- 13. Does PPL run consecutively or concurrently with Family Medical Leave Act (FMLA)?**
PPL will run concurrently with FMLA, where applicable.
- 14. How do I know if I am eligible for FMLA?**
Family and medical leave is available to all full-time and part-time employees who have been employed by Xerox for at least 12 months and have worked at least 1250 hours during the 12-month period immediately preceding the start of the leave. More information on FMLA can be found [here](#).
- 15. Do I have to invoke FMLA in order to use PPL?**
Yes; PPL is a substitution of paid leave for FMLA unpaid leave granted in connection with the birth of a child or adoption/foster care placement.
- 16. If I use PPL, is FMLA still available to use for other qualifying FMLA events?**
FMLA may be used for a separate medical emergency. However, the amount of FMLA time available will be reduced by the amount of PPL time taken for birth or placement purposes.
- 17. Will I receive my full salary while I'm on PPL?**
Yes.
- 18. Will my benefits coverage continue while I'm on PPL?**
Yes. Since this is a paid leave, all benefits will remain in place and payroll deductions will continue.
- 19. Will all benefit deductions and 401(k) contributions continue during leave?**
Yes.
- 20. If I'm eligible for a bonus such as the Management Incentive Plan (MIP) or Profit Share Plan (PSP), will being on PPL impact my bonus?**
No.
- 21. If I'm in a commissioned role, will being on PPL impact my commissions?**
Employees who receive sales incentive pay will have their Paid Parental Leave benefits based on the greater of their base salary or their Annual Base Benefits Rate (ABBR)/Frozen Salary. This includes total compensation from September 1 through August 31 of the previous year. This rate is designed to provide you with a benefit that considers the fact that you may not receive commissions during this time.
- 22. Will being on PPL impact my vacation?**
You will not use any vacation time while on Paid Parental Leave, but Vacation time will not accrue while you are on leave.
- 23. For any unused balance of PPL, am I able to receive it as a lump sum payout?**
No; an employee may not be paid for unused or expired PPL. Once the eligibility period for use has passed following the birth or placement of a child, any unused PPL is forfeited and not available for future use.

- 24. I am having multiples; am I eligible to receive PPL for each child?**
No; a multiple childbirth/placement event is considered to be a single event that initiates a single entitlement of up to 12 weeks of PPL.
- 25. Can I use my own Paid Time Off (PTO) and/or sick leave while using PPL intermittently?**
PPL can only be used in relation to the birth or placement of a child. However, an employee can request to use sick leave for sick leave purposes while using PPL intermittently. If the employee has documentation to support the request, sick leave generally cannot be denied. An employee can request to use PTO while using PPL intermittently, however, the approval of the use of PTO is at the discretion of the supervising manager.
- 26. Can employees use sick leave and subsequently PPL for birth and recovery purposes?**
Yes. If a medical necessity exists to remain out of work after childbirth, Short-Term Disability benefits can last up to a total of 26 weeks. Paid Parental Leave can be taken after Short Term Disability benefits are exhausted.
- 27. Am I required to use all of my own annual and sick leave before using PPL?**
No; there is no requirement to exhaust other paid leave types (e.g., annual, sick, etc.) before using PPL.
- 28. What process do I follow to initiate my PPL?**
Communicate and coordinate with your manager, then contact the Xerox Integrated Absence Program (XIAP) through Sedgwick at 1-800-753-5331.
- 29. What documentation do I need to provide to initiate my PPL?**
This will depend on your relationship with the child, and whether it is a birth, adoption or placement for legal guardianship. When you contact XIAP, they will provide guidance on the documents you will need to provide.
- 30. When do I need to inform my manager about my need for PPL?**
As soon as possible. You should communicate your intentions to take the leave and work with your manager to ensure operational needs can be met during your absence.
- 31. What steps must be taken to return to work from PPL?**
Communicate with your manager and Sedgwick to ensure that your return is expected and properly documented.
- 32. Does Long-Term Disability cover parental leave?**
No. Parental Leave is separate from Long-Term Disability.
- 33. How do I enter my time in E-Time/GEMS during PPL?**
As you will not be actively at work, you will not need to enter time. Sedgwick will send Payroll the appropriate codes to track your time and continue your pay. It is important to provide Sedgwick with requested documentation in a timely fashion to ensure that your codes are accurate.
- 34. How does Xerox's PPL compare to Fortune 500 companies?**
Xerox's Paid Parental Leave benefits are among the best of the Fortune 500 Companies.
- 35. Who can I contact if I have additional questions?**



Internal Use Only

The best resource for information about the Paid Parental Leave benefits and processes is the Xerox Integrated Absence Program (XIAP) through Sedgwick. They can be reached at 1-800-753-5331.