



Maternity Leave Policy

- I. **Scope.** Fairhaven Solutions, LLC (hereinafter referred to as “Fairhaven” or “the company”) is firmly committed to protecting the rights of expectant mothers and complying with Title VII of the 1964 Civil Rights Act as amended by the Pregnancy Discrimination Act of 1978. Fairhaven’s policy is to treat women affected by pregnancy, childbirth or related medical conditions in the same manner as other employees who may be unable to work.

- II. **Policy Statement.** Fairhaven provides paid maternity leave associated with the birth of an employee’s own child under this policy. Maternity leave is not charged against any other paid time off categorized under the Flexible Leave Policy. It is the intent of the company to create a supportive work environment that enables expectant mothers to nurture, care for, and bond with a newborn child without the burden of concerns regarding your income or pressure of work.

- III. **Policy.** Expectant employees are eligible to receive up to a maximum of 14 weeks of paid maternity leave, at a 100% rate according to their current salary, under this policy. Based upon certain circumstances, Fairhaven may approve a month-by-month extension as needed. Pregnant employees may continue to work until they are certified as unable to work by their physician. At which point, pregnant employees are entitled to receive benefits in accordance with Fairhaven’s Maternity Leave Policy. Once the employee’s maternity leave goes into effect, it will be used as a single period of leave, beginning on the first day of work missed following the birth of a child (or the first day a physician deems you unable to work) and ending no more than the 14 weeks from that date. The employee can request and may be granted additional leave based on their specific situation, but this is not guaranteed.

When the employee returns to work, she is entitled to return to the same or equivalent position with no loss of service or other rights or privileges.

Should the employee not immediately return to work when released by her physician and she has not requested and received approval for additional leave, she will be considered to have voluntarily terminated her employment with Fairhaven.

- IV. **Employee Obligation.** The employee must provide a 30-day notice (or as much notice as practical if the leave is not foreseeable) to request for maternity leave and complete or file any necessary forms with the Human Resources Department. After the maternity leave has concluded, subsequent leave shall be covered under the Flexible Leave Policy.