



Your Guide to UTC Birth & Adoption Leave and Parental Leave

UTC's birth & adoption leave and parental leave programs give you time away from work to care for new additions to your family.

Who Is Eligible

Birth & adoption leave and parental leave are available to you if you're eligible for UTC Choice benefit programs and you have worked at UTC for at least 30 days.

Program Highlights

See below for highlights of the two leaves we offer when adding a new child to your family. You can find more specifics in the Corporate Policy Manual sections 57 and 58.

Type of Leave

	Birth & Adoption Leave	Parental Leave
How much time you can take	<ul style="list-style-type: none"> Up to 8 weeks with full pay and benefits 	<ul style="list-style-type: none"> Up to 4 weeks with full pay and benefits
Who qualifies for benefits	<p>If you...</p> <ul style="list-style-type: none"> are a birth mother* legally adopt a child receive a surrogate child become the legal guardian of a child under 18 years of age 	<p>If you...</p> <ul style="list-style-type: none"> are a birth mother* are a birth father legally adopt a child are the spouse/partner of a birth mother receive a surrogate child become the legal guardian of a child under 18 years of age
When leave begins	<ul style="list-style-type: none"> On the event date** 	<ul style="list-style-type: none"> Can be taken anytime within 12 months of the event date**
Using your leave	<ul style="list-style-type: none"> Must be taken consecutively with no breaks 	<ul style="list-style-type: none"> Can be taken consecutively or weekly based on your regularly scheduled work week over a 12-month period from the date of the event**
How it works with other time-off benefits	<ul style="list-style-type: none"> Time off runs concurrent with Family and Medical Leave Act (FMLA) and any applicable state-specific leaves Payment while on leave may be supplemented with any state leave benefits, not to exceed 100% of base pay 	<ul style="list-style-type: none"> Time off runs concurrent with Family and Medical Leave Act (FMLA) and any applicable state-specific leaves Payment while on leave may be supplemented with any state leave benefits, not to exceed 100% of base pay
If you and your spouse/domestic partner both work for UTC	<ul style="list-style-type: none"> Only one parent is eligible for birth & adoption leave 	<ul style="list-style-type: none"> You are both eligible for parental leave

* Birth mothers of surrogate children are not eligible for birth & adoption or parental leave. However, they may be eligible for short-term disability (STD) benefits.

** Event date is the child's date of birth, adoption or legal guardianship, or the date the child is received from surrogate mother.

How the Two Leaves Work Together

As the examples below show, the amount of paid time off you can take when you add a new child to your family depends on the event and if one or both parents are eligible UTC employees.

When Only One Parent Is an Eligible UTC Employee

	Type of Leave		Maximum Paid Leave Available
	Birth & Adoption Leave	Parental Leave	
	<i>Up to 8 weeks of time off; must be taken with no breaks</i>	<i>Up to 4 weeks of time off; taken consecutively or minimum of 1 work-week increments</i>	
Cindy <ul style="list-style-type: none"> ▪ Married ▪ Having a baby 	✓	✓	12 weeks
David <ul style="list-style-type: none"> ▪ Married ▪ Wife having a baby 		✓	4 weeks
Mark (as primary caregiver) <ul style="list-style-type: none"> ▪ In a domestic partnership ▪ Adopting a child 	✓	✓	12 weeks
Susan <ul style="list-style-type: none"> ▪ Single ▪ Receiving a surrogate child 	✓	✓	12 weeks
Brad (as primary caregiver) <ul style="list-style-type: none"> ▪ Single ▪ Adopting a child 	✓	✓	12 weeks
Michael (not primary caregiver) <ul style="list-style-type: none"> ▪ Single ▪ Adopting a child 		✓	4 weeks
John <ul style="list-style-type: none"> ▪ Married ▪ Becoming the legal guardian of a child under 18 	✓	✓	12 weeks

When Both Parents Are Eligible UTC Employees

Type of Leave

	Birth & Adoption Leave		Parental Leave		Maximum Paid Leave Available
	<i>Up to 8 weeks of time off; must be taken with no breaks</i>		<i>Up to 4 weeks of time off; taken consecutively or minimum of 1 work-week increments</i>		
<p>Lisa and Matt</p> <ul style="list-style-type: none"> Married Lisa is having a baby 	<p>Lisa</p> <p>✓</p>	<p>Matt</p> <p>✓</p>	<p>Lisa</p> <p>✓</p>	<p>Matt</p> <p>✓</p>	<p>Lisa: 12 weeks</p> <p>Matt: 4 weeks</p>
<p>Karen and Joan</p> <ul style="list-style-type: none"> In a domestic partnership Karen is having a baby 	<p>Karen</p> <p>✓</p>	<p>Joan</p> <p>✓</p>	<p>Karen</p> <p>✓</p>	<p>Joan</p> <p>✓</p>	<p>Karen: 12 weeks</p> <p>Joan: 4 weeks</p>
<p>Steve and Gene</p> <ul style="list-style-type: none"> In a domestic partnership Adopting a child 	<p>Steve Gene</p> <p><i>Only primary caregiver can take birth & adoption leave</i></p>		<p>Steve</p> <p>✓</p>	<p>Gene</p> <p>✓</p>	<p>Steve: Either 12 or 4 weeks</p> <p>Gene: Either 12 or 4 weeks</p>
<p>Alice and Kevin</p> <ul style="list-style-type: none"> Married Receiving a surrogate child 	<p>Alice Kevin</p> <p><i>Only primary caregiver can take birth & adoption leave</i></p>		<p>Alice</p> <p>✓</p>	<p>Kevin</p> <p>✓</p>	<p>Alice: Either 12 or 4 weeks</p> <p>Kevin: Either 12 or 4 weeks</p>
<p>Kim and Bob</p> <ul style="list-style-type: none"> Married Becoming the legal guardian of a child under 18 	<p>Kim Bob</p> <p><i>Only primary caregiver can take birth & adoption leave</i></p>		<p>Kim</p> <p>✓</p>	<p>Bob</p> <p>✓</p>	<p>Kim: Either 12 or 4 weeks</p> <p>Bob: Either 12 or 4 weeks</p>

This communication provides an overview of UTC birth and adoption leave and parental leave benefits effective December 14, 2015, for employees who are eligible for UTC Choice benefit programs. If there is any discrepancy between this communication and the official policies and plan documents, the official policy documents will govern. While UTC intends to continue these benefits, UTC reserves the right to change or discontinue them at any time for any reason.