

## Magna International US Paid Parental Leave Policy

### FREQUENTLY ASKED QUESTIONS

#### **Does Paid Parental Leave apply to both mothers and fathers?**

- Yes, this benefit is open to any parent that has had a baby or child placed through adoption i.e., birth parent, biological parent, non-biological parent (same sex or opposite-sex couple) or adoptive parent including through surrogacy and when a foster parent adopts a child.

#### **My spouse also works for Magna, do we both get this benefit?**

- Yes, when both parents are Magna employees, each employee is provided with up to 5 weeks of Paid Parental Leave which can be used simultaneously, or separately. Separate requests will be required for each individual employee regardless of whether they share the same qualifying event (live birth or legal adoption).

#### **If I have a qualifying event, either birth or adoption, can I choose to cash out my Paid Parental Leave benefit in lieu of taking the time?**

- No. Paid Parental Leave benefits cannot be cashed out or rolled forward.

#### **My spouse also works for Magna, can I give my spouse my 5 weeks so they can be off a total of 10 weeks?**

- No, this leave was intended as 5 weeks per parent/employee. If both employees are spouses, they can each take their 5-week leave but cannot gift their 5 weeks to their spouse.

#### **I am the birth parent and am approved for leave under the Magna STD plan too. How does STD coordinate with this policy?**

- The 5 weeks of Paid Parental Leave will begin **after** any short-term disability (STD) leave/benefit provided to the employee for the employee's own medical recovery following childbirth. The maximum duration of combined STD and Paid Parental Leave cannot exceed 12 weeks. Therefore, if STD is paid for more than 7 weeks, the Paid Parental Leave benefit will be shortened so that the 12-week maximum will not be exceeded. If STD is paid for more than 12 weeks, the Paid Parental Leave will not be paid during that same 12-month rolling calendar year period.
  - Example 1: Employee is paid 6 weeks of STD; they would also be eligible for an additional 5 weeks of Paid Parental Leave after STD ends.
  - Example 2: Employee is paid 8 weeks of STD; they would also be eligible for an additional 4 weeks of Paid Parental Leave after STD ends. The maximum combined paid leave duration is 12 weeks.
  - Example 3: Employee's STD is approved for 12 weeks or longer. Paid Parental Leave is not available as the employee would have satisfied the maximum combined paid leave duration.

#### **Do employees need to provide advance notice to use Paid Parental Leave benefits?**

- Yes. An employee who wishes to take Paid Parental Leave must submit a request via Workday at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as practicable) to allow for adequate scheduling. Employees are encouraged to work with their supervisors to coordinate their Paid Parental Leave and determine their return-to-work date.

**I had my baby/adopted before the policy became effective on January 1, 2025 – can I still receive any Paid Parental Leave?**

- No, the Policy is effective for any births/adoptions occurring January 1, 2025, or later.

**I have not worked a full 12-months for Magna when I have my baby. Can I receive partial Paid Leave?**

- No, the benefit will only be paid if you have worked with Magna for 12 months *and* 1,250 hours prior to the date of the birth/adoption. For example, if your date of hire was 11/1/2024 and you had your baby on 10/29/2025 – you are not eligible for Paid Parental Leave as you have not satisfied the 12-month eligibility period.

**If I have my baby before I reach 12 months of service with Magna, can I still take the paid leave after I reach 12 months of service?**

- No, to be eligible for Paid Parental Leave pay you must have worked for Magna for 12 continuous months as a full-time employee at the date of your child's birth to be eligible to take the leave.

**What if I work in a state where family and medical leave laws are already in place?**

- Eligible employees who work in states with family and medical leave laws receive wages for qualifying reasons, as defined by each state. Employees should contact their HR team with any questions regarding state specific family leave benefits. You are required to disclose any payments you receive from the state for your qualified family and medical leave to HR. Magna Paid Parental Leave benefits will offset any state payment up to a maximum of 66 2/3% of wages for up to 5 weeks.

**Can I take this Paid Parental Leave intermittently?**

- No, the 5-week leave must be consecutive. Should an employee return to work prior to the end of the 5-week period he/she forfeits any remaining available time.

**I am a part-time worker, intern, or temporary employee– can I take this Paid Parental Leave?**

- No, this leave is available only for full-time, regular non-union employees.

**How does it work if my baby was born via surrogacy?**

- If you are the spouse of the biological parent in a surrogacy situation or you have a surrogate, your Paid Parental Leave eligibility will be triggered by the birth of the child. If you then later adopt the child, you will not receive another Paid Parental Leave benefit for the adoption of the same child.

**Why is this benefit not 100% of pay?**

- We wanted to be able to provide a benefit that is attractive and will help us remain competitive. We believe this Policy achieves these goals while aligning the payment to our short-term disability policy and manufacturing peers' benchmark. Please keep in mind that if you have available PTO (e.g., vacation, sick time, etc.), you have the option of using your available PTO to supplement the Company-paid portion of the leave to earn a higher % of your pay while off on leave. See chart in policy. For example, during the 5-week Paid Parental Leave if you would like to earn 96 2/3% of your pay you would need to use 60 hours (7.5 days) of PTO.

**Do I have to use up all my PTO (vacation/sick time) before I take the Paid Parental Leave?**

- No, you do not need to use any PTO before you take this Paid Parental Leave and you also do not have to supplement with PTO if you choose not to do so. However, please speak to your HR Department whether any other Group/Division policies require the use of PTO during unpaid portions of a leave of absence.

**Will I receive Holiday pay if one falls within my Paid Parental Leave?**

- Employees are eligible to receive holiday pay provided they meet the qualifications in the policy contained in the Employee Handbook. Where an employee fails to meet the qualification criteria, employees will have that day(s) paid at the normal PPL rate.

**I have other questions, who do I reach out to?**

- Please reach out directly to your division's HR team for any questions or clarification.