

Paid Parental Leave Policy

Last revised: 8/1/2023

This policy applies to: all non-bargained regular full-time office hourly and salaried team members companywide.

Purpose

- I. Hormel Foods Corporation and its family of wholly owned companies (the “company”) believes having time to bond with a new child/children is an important part of parenting. Eligible team members who have a qualifying family event (birth, adoption, foster placement or legal guardianship arrangement) on Aug. 1, 2023, or later while working for the company may receive Paid Parental Leave (PPL) for bonding with their child/children.

Eligibility

- I. Eligible team members must meet the following criteria:
 - a. Currently a non-bargained regular full-time (RFT) office hourly or salaried team member at any of our locations;
 - b. Completed 12 months of continuous service (at least 1,250 hours); and
 - c. Team member:
 - is a biological parent of a newborn, or
 - is a spouse/domestic partner of someone who has given birth to a child/children, or
 - has a newly adopted child/children (17 or younger), or
 - has a foster child/children placement (17 or younger), or
 - has a court-ordered permanent custody/guardianship arrangement (17 or younger)
- II. Team members adopting, fostering or having a legal guardianship arrangement of a spouse/domestic partner’s natural child/children are not eligible.

Leave entitlement

- I. The company will provide 100% of the eligible team member’s regular base pay for up to six weeks (30 days/240 hours maximum) during a rolling 12-month period.
- II. PPL must be taken in full-day increments during the first six months following the birth, adoption, foster placement, court-ordered permanent custody/guardianship arrangement or guardianship arrangement of a child/children.
- III. PPL may only be used on regular scheduled workdays.

- IV. Fixed holidays occurring during PPL will be paid as PPL and do not extend the length of PPL.
- V. PPL hours do not count as hours worked for overtime/premium pay.
- VI. PPL must be used prior to any unpaid leave, including FMLA, once eligible.
- VII. Multiple births, and/or adoptions, foster placements or guardianship arrangements of more than one child (e.g., the birth of twins, and/or adoption, foster placement or guardianship arrangement of more than one child at the same time) do not increase the six weeks (30 days/240 hours maximum) allotment of PPL in a rolling 12-month period.
- VIII. PPL can only be used once for the foster placement, court-ordered permanent custody/guardianship arrangement, guardianship arrangement or adoption of the same child/children.
- IX. Pay in lieu of PPL is not allowed, and any unused PPL will not be paid out at termination.
- X. If both parents are team members and meet the eligibility requirements of this policy, each parent is eligible to take PPL, up to six weeks (30 days/240 hours maximum) each. If both parents work in the same department, scheduling may be required to ensure operational coverage.

Process for requesting paid parental leave

- I. Team members must initiate a leave with Alight (formerly ReedGroup) at 1-855-249-6318 or <https://hormel.myleaveproservice.com>, notify their supervisor, and follow their location's absence reporting requirements as leave days are taken.

Coordination of parental leave with other leaves

- I. PPL will run concurrently with FMLA leave and any applicable state or municipal equivalent leave for the birth, adoption, foster placement, court-ordered permanent custody/guardianship arrangement or guardianship arrangement of a child/children.
- II. If a team member is on a leave (other than vacation, holiday, or short-term disability), eligibility for PPL will begin when the team member returns to work full time.

Supplemental pay / Coordination with other paid family leave benefits

- I. If you reside in a state that provides statutory paid family/maternity/bonding benefits, you are responsible to apply for your state's benefits. This policy will only pay the difference between what you are eligible for under this policy and what you may be eligible for under your state's family/maternity/bonding leave benefit, not to exceed 100% of your regular base pay for a maximum of six weeks (30 days/240 hours). Benefits you receive under this policy are reduced dollar for dollar for any Social Security disability benefits, state-mandated sick pay and/or wage-loss benefits received from an insurance company. Under no circumstance will this policy entitle you to any benefit if your income from all other sources is greater than what you would have received from this policy alone.

Maintenance of benefits

- I. During maternity leave, the company will maintain all enrolled benefits on the same basis as coverage would have been provided had the team member been working during that time, up to a maximum of 26 weeks of benefits coverage within a 52-week period. The normal team member contributions for these benefits will continue.