



U.S PAID PARENTAL
LEAVE
GUIDE
—

Introduction



Cision offers paid Parental Leave benefits to eligible employees in conjunction with certain types of Family Medical Leave Act- and/or applicable state leave law-qualifying time off (collectively referred to as FMLA). The Parental Leave benefits are intended to allow employees paid time off to bond with their child before returning to work.

If a conflict exists between a statement in this summary and the provisions in the Plan documents, master contracts, the Evidence of Coverage (EOC), the benefit Plan document will govern how benefits are administered and paid.

Cision reserves the right to change or modify the terms of any program at any time.

Questions? Please reach out to the Cision Employee Benefits Team at employeebenefits@cision.com.

Family Medical Leave Act

Cision offers leave time to all employees in compliance with the federal Family and Medical Leave Act (FMLA) and any other state and local leave laws as applicable. FMLA is a federal law that provides eligible employees with time to take unpaid leaves for specified family and medical situations, including for their own serious health condition, and simultaneously provides certain job and benefits protections during that leave. If the law of a state provides greater or different leave rights than are stated here, Cision will comply with applicable state law requirements for employees in that state and provide supplemental information outlining state-specific rights and responsibilities.

Cision's leave provisions apply to both FMLA or other state leave laws. In the instances where another state's leave laws differs from FMLA, and employees have different options, the different provisions will be noted. Other state-protected leaves will run concurrently with FMLA-protected leaves, unless otherwise required by law. Employees can contact Prudential, Cision's Leave Administrator, at 877-FOR-PRU1 (877-367-7781) 8:00AM-11:00PM EST Monday-Friday for specific information regarding their state's leave laws.

You are eligible to request an FMLA protected leave if you:

- Are a regular full-time or part-time employee;
- have been employed by Cision for at least 12 months (not necessarily consecutive months);
- have completed at least 1,250 hours of work within the 12 consecutive months immediately before the first day of the requested leave



Eligibility

Full-time employees actively employed at Cision are entitled to Paid Parental Leave from the date of their hire. If you require time off to bond with a new child added to your household, whether through birth or placement (adoption, foster care, or other custody), you are eligible to utilize this benefit.

For parents who qualify for FMLA (Family and Medical Leave Act) leave and still have remaining FMLA entitlement at the time of their child's birth or placement, their FMLA leave will be concurrently synchronized with their Short-term disability leave (in the case of birth mothers) and Paid Parental Leave.

Guidelines

Qualifying Paid Parental Leave: Cision employees who meet the eligibility requirements above will receive 8 weeks of Paid Parental Leave separate from, and in addition to, any physician-certified FMLA and the 8 weeks of Medical Leave for birth mothers for pregnancy and childbirth-related recovery.

The entire 8-week period of qualifying Paid Parental Leave **must be taken continuously** and completed within six (6) months of the birth or placement of the child. This leave will run concurrently with any other leave and/or benefits for which you are eligible and/or any state-mandated leave provisions.

Any additional days of leave after the 8 weeks that are granted under any other leave provisions related to the birth/placement of your child, such as FMLA or state leave will be unpaid leave.

Note: If you live in a state that has a paid family leave program (a program that offers wage replacement benefits but no right to leave) that exceeds the length of Cision's Paid Parental Leave, you may take additional days off without pay so that you can receive the remaining partial pay offered by your state's program.



Maternity Leave Details

Leave	Description	Time Off	Payment
Medical Leave for Birth Mothers (Short-term Disability):	<p>Birth mothers are eligible paid Medical Leave (Short-term disability) effective date of delivery protected under FMLA (and/or state pregnancy disability leave laws if eligible) regardless of delivery type.</p> <p>Medical leave must be taken continuously. Under Cision's Medical Leave (Short-term disability), birth mothers are eligible for Short-term Disability commission. For more details on Short-term Disability commission, please review our policy here.</p>	8 weeks regardless of delivery type	<p>Week 1 – Elimination Period (Use Sick Time to receive pay for this time)</p> <p>Weeks 2 -8 -100% of weekly earnings (Short-term disability commission applies for commission eligible employees.)</p>
Paid Parental Leave:	<p>Birth mothers are also eligible for an additional 8 weeks of Paid Parental Leave after your pregnancy-related short-term disability ends to bond with your child, for a combined total of 16 weeks.</p>	8 weeks of Paid Parental Leave	<p>Weeks 1 – 8 of weekly earnings (Short-term disability commission applies for commission eligible employees.)</p>
Gradual Return to Work	<p>Birth Mothers are eligible for the Gradual Return to Work program which assists with the transition back to work.</p>	<p>This allows you to work four days per week for 4 weeks after returning from Maternity Leave.</p>	<p>Employees will receive 100% pay during this time.</p>
Baby Bonus Bucks	<p>Welcoming a child to the family is a beautiful time. However, it can also get a little expensive. To celebrate your new family member, Cision will pay \$1,000 to employees 30 days after their full time return to work from Parental or Maternity Leave.</p>		

Immediately following the medical portion (short-term disability) of your maternity benefit, your Paid Parental Leave begins immediately after your Medical Leave (short-term disability). The intent is to count all the time off you take for this purpose (or any other FMLA-qualifying purpose) towards your FMLA or other state leave allotment.

For questions regarding medical leave (short-term disability) and how to open a claim with Prudential, please refer to the U.S. Leave of Absence Guide.

***For non-commissioned employees, eligible pay for benefit purposes is defined as your normal pre-disability base pay. It does not include bonus payments, overtime, or other extra compensation. For commissioned employees, eligible pay is defined as your pre-disability base pay + the 12-month average paid commission. Please refer to [Cision's STD Commission Policy](#) for further details.

Paid Parental Leave Details

Leave	Description	Payment
Paid Parental Leave:	<p>Parental leave is intended to allow employees with paid time off to bond with their child due to birth, adoption, foster care, or other custody. You are eligible for 8 weeks of Paid Parental Leave that must be taken continuously.</p> <p>Paid Parental leave runs concurrently with FMLA and other local state leave requirements.</p>	<p>Weeks 1 – 8 100% of weekly earnings (Short-term disability commission applies for commission eligible employees.)</p>
Paid Parental Leave and FMLA/State Leaves	<p>Paid Parental Leave runs concurrently with FMLA and any state local leave that you are eligible for. After the Paid Parental Leave of 8 weeks, any additional days of leave that are granted will be unpaid leave under Cision’s FMLA policy, assuming eligibility requirements are met.</p> <p>However, employees in some states may be also eligible for benefits under a state program. Such programs provide partial wage replacement but do not necessarily provide job protection nor entitlement to leave. Prudential can assist you with any questions about state PFL benefits. Please check with Prudential as to whether you may qualify for state benefits and how to apply for them.</p>	
Baby Bonus Bucks	<p>Welcoming a child to the family is a beautiful time. However, it can also get a little expensive. To celebrate your new family member, Cision will pay \$1,000 to employees 30 days after their full time return to work from Parental or Maternity Leave.</p>	



Additional Notes

Benefits:

After the birth or placement, enroll your child or make any other changes to your benefits within 31 days (day one is date of birth) by visiting OKTA > UKG. Refer to [the U.S. Leave of Absence Guide](#). Information about the status of benefits and compensation while on a leave of absence is found in the document titled [Benefits Impact During A Leave of Absence](#). The charts in that document summarize the effect each type of leave has on your Cision benefits.

Notifying Your Manager

To help minimize business disruption, you should notify your manager of your leave plans in writing, at least 4 months in advance if intending to take Paid Parental Leave. If that amount of notice is impractical, you should provide as much notice as is practical under the circumstances.

Opening a Claim with Prudential

Report your upcoming or current absence for leave or disability to your Manager and the [Cision Benefits Team](#).

Refer to [the U.S. Leave of Absence Guide](#)
Visit benefitsatcision.com for more information

Returning to Work

It is important to update your manager as you are planning your return to work. For details on Returning to work from leave, please refer to the [U.S. Welcome Back Guide](#).



