



What is the Paid Parental Leave Policy?

Birth mothers can take 8 weeks of Paid Parental Leave, due to being physically unable to work after the birth of a child.

In addition, the following Hertz employees can take two weeks of Paid Parental Leave to spend time bonding with their children:

- Birth mothers
- An individual whose spouse or domestic partner gives birth to a child
- An individual who adopts a child or who has a child placed for foster care (the child must be age 17 or younger at the time of the adoption or foster care placement)
- An individual who has a child placed with him/her by surrogacy

The adoption of a stepchild is excluded under this policy.

To read the full policy, go to [HertzBenefits.com](https://www.hertzbenefits.com).

Who is eligible for Paid Parental Leave?

You can take Paid Parental Leave if you are an eligible full-time regular (non-casual and non-temporary) employee and have worked at Hertz for 12 continuous months.

When can I take Paid Parental Leave?

Paid Parental Leave must be taken and completed during the first 6-month period immediately following your child's birth, adoption, foster placement, or surrogacy placement.

Do I have to take all of my leave at once?

Yes. Paid parental leave must be taken as one continuous period of leave, except as provided by law.

How and when do I request Paid Parental Leave?

You must notify your manager and MetLife (Hertz's leave administrator) at least 30 days before your anticipated date of departure for leave. In the event of unforeseen circumstances, such as a premature birth, give notice as soon as you can.

I am a birth mother. How much Paid Parental Leave will I receive under the policy?

You will receive 10 weeks of paid leave. Eight weeks to recover from the birth of your child and an additional 2 weeks for bonding with your newborn.

I am the spouse or domestic partner of a woman who gave birth. How much Paid Parental Leave will I receive under the policy?

You will receive 2 weeks of paid leave for bonding with your newborn.

I am adopting or fostering a child. How much Paid Parental Leave will I receive under the policy?

You will receive 2 weeks of paid leave for bonding with your child. The child must be age 17 or younger at the time of the adoption or foster care placement.



A child will be placed with me by surrogacy. How much Paid Parental Leave will I receive under the policy?

You will receive 2 weeks of paid leave for bonding with your child.

My baby was stillborn. How much Paid Parental Leave will I receive under the policy?

You will receive 8 weeks of paid leave to recover from the birth of your child.

I gave birth and chose to give my child up for adoption. How much Paid Parental Leave will I receive under the policy?

You will receive 8 weeks of paid leave to recover from the birth of your child.

I got married and adopted my new spouse's children. Am I eligible for Paid Parental Leave?

No. Stepchildren are excluded from this policy.

My spouse/domestic partner also works at Hertz. If we have a child are we both able to take Paid Parental Leave?

Yes. Based on your eligibility, you may both take the full amount allowable under the policy.

If I give birth to or adopt more than one child, am I eligible for additional Paid Parental Leave?

No. Multiple births (twins, triplets, etc.) with a single pregnancy, adoption, foster placement, or surrogacy placement count as 1 event. You will not receive more than your allowable leave, regardless of whether more than one birth, adoption, foster care placement, or surrogacy placement, except as required by law.

I had to stop working due to complications and have been on Short-Term Disability (STD) and now I've given birth. Who do I need to notify that I'm now taking Paid Parental Leave?

Notify your manager and MetLife (Hertz's leave administrator) as soon as you can after the birth of your child.

How is Paid Parental Leave calculated?

Paid Parental Leave is paid at 100% of your regular base pay excluding incentive pay, bonuses, and any other form of special compensation.

If you are a commission salespersons paid a base salary plus commissions, base pay for determining benefits will be equal to 80% of your prior year's annualized Hertz W-2 earnings or current base pay, whichever is greater. To learn more about how the benefit is calculated read the policy on [HertzBenefits.com](https://www.hertz.com/benefits).

What documentation do I need to provide to take Paid Parental Leave?

You have to provide appropriate documentation, such as a copy of the child's birth certificate or adoption papers. The documentation must be provided before the leave begins or as soon as you can provide it.



How does the Family and Medical Leave Act (FMLA) work with Hertz's Paid Parental Leave Policy?

Under federal law, you may take FMLA leave for the birth of a child and to bond with the newborn child, or for the placement of a child for adoption or foster care and to bond with that child. You are able to take up to 12 weeks of unpaid time off from work. For more information about FMLA, [click here](#).

The paid time off that Hertz provides is concurrent with FMLA time. For example, if you are a birth mother, you will receive 10 total weeks of Hertz Paid Parental Leave (8 weeks to recover from the birth and 2 weeks bonding time). If you take 12 weeks of FMLA time, 2 weeks of that time will be unpaid.

Can I extend my FMLA time by using vacation or sick time?

No, Hertz's Paid Parental Leave runs concurrently with FMLA. If you want to extend your leave beyond the allotted 12-week FMLA time, you can request additional personal leave time and apply earned vacation or sick, in accordance with Hertz policies. Contact AskHR for more information.

Will my benefits or employment status be affected if I take Paid Parental Leave?

No. While you are out on leave, Hertz will maintain all your employee benefits under the same terms and conditions that would apply if you had remained at work. You will continue to pay the employee portion of your benefits premiums and Hertz will continue to pay the employer portion.

In addition, when you return from Paid Parental Leave, the Hertz will reinstate you at your former position, or one with equivalent status, pay, and benefits that you would have had if you had not taken leave.

How do my Hertz Short-Term Disability (STD) Benefits work with Paid Parental Leave?

If you receive STD benefits in connection with the birth of a child, your STD benefits offset Hertz's paid leave benefits. This means that STD benefits are not in addition to your Paid Parental Leave. You will receive no more than 100% of your regular base pay while on Paid Parental Leave.

My state offers paid parental leave benefits. How do those work with Hertz Paid Parental Leave?

It is your responsibility to apply for any state or local paid family leave benefits that you may be entitled to receive. If you receive state or local parental leave benefits, you must share your benefit calculation with Hertz once you've received your benefit.

State or local paid family care or parental leave benefits will be applied first. Then, your Hertz Paid Parental Leave will make up any remaining benefit to ensure that you receive 100% of your regular base pay while on parental leave. You will receive no more than 100% of your regular base pay while on parental leave.

Who do I contact if I have questions about the Paid Parental Leave Benefit?

You can contact MetLife with any questions you have about your claim before, during, and after your leave.



Where can I read the Paid Parental Leave policy?

You can access it on [HertzBenefits.com](https://www.hertzbenefits.com).

If I do not return to Hertz at the end of my Paid Parental Leave, what happens?

If you do not return to work after your Paid Parental Leave has ended, Hertz may seek to recover any benefit premiums paid for maintaining coverage for you and any dependents while you were on leave, unless you are unable to return to work, due to an unexpected circumstance (such as the onset, recurrence, or continuation of a serious health condition of you or your child).