



PAID PARENTAL LEAVE POLICY AND ADOPTION ASSISTANCE PROGRAM JOB AID

As of July 1, 2018, Hertz has a new Paid Parental Leave Policy and Adoption Assistance Program. We need your help communicating these benefits to current employees and to new hires. Here's what you need to do:

- Read the new policy and program pages in the *Benefits eGuide* on [HertzBenefits.com](https://www.hertzbenefits.com).
- Review the policy documents, also posted on [HertzBenefits.com](https://www.hertzbenefits.com).
- Read the FAQs posted on the HR Preview page on [HertzBenefits.com](https://www.hertzbenefits.com). The same FAQs are also posted on the site for employees.
- Share information about these programs when you are talking to employees about their benefits. Use this job aid to assist you.

Paid Parental Leave Policy

A Hertz employee is eligible for the Paid Parental Leave policy if she/he is an eligible full-time regular (non-casual and non-temporary) employee and has worked at Hertz for 12 continuous months.

Under the enhanced 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 2 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.

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

The paid time off that Hertz provides is concurrent with FMLA time. If an employee receives STD benefits and/or state or local parental leave benefits, these benefits offset Hertz's paid leave benefits. No employee will receive more than 100% of their regular base pay while on Paid Parental Leave.

For additional information about the Paid Parental Leave Policy, direct employees to the *Benefits eGuide* and FAQs on [HertzBenefits.com](https://www.hertzbenefits.com).

UPDATES TO HERTZBENEFITS.COM



The *Benefits eGuide* on [HertzBenefits.com](https://www.hertzbenefits.com) is has new pages on the Paid Parental Leave Policy and the Adoption Assistance Program. In addition, the FAQs on the site are updated too.



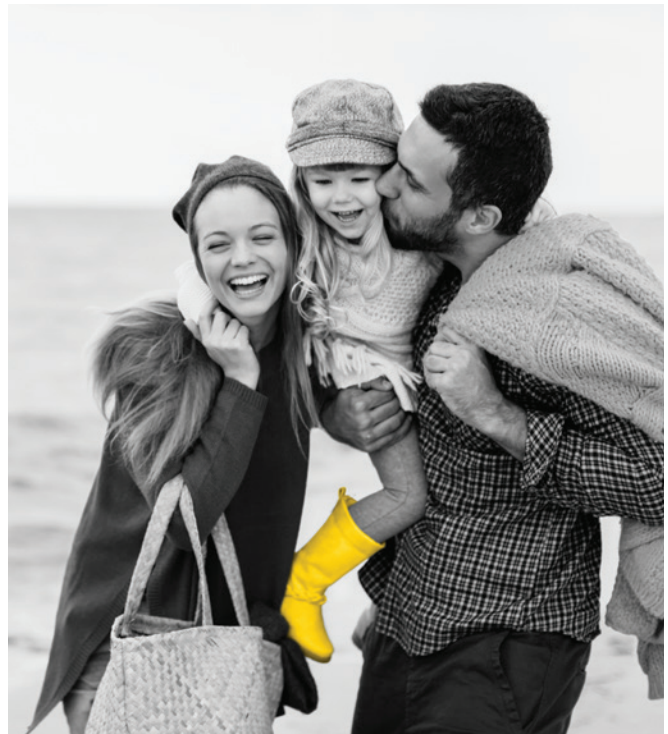
Adoption Assistance Program

A Hertz employee is eligible for the Adoption Assistance Program if she/he is an eligible full-time regular (non-casual and non-temporary) employee and has worked at Hertz for 12 continuous months.

The new Adoption Assistance Program offers assistance in paying qualified expenses associated with the adoption of a child, up to \$5,000 per child (up to a maximum of two eligible children per employee). Benefits are paid after the adoption is legally final.

Qualified expenses include adoption and attorney fees, court costs, travel expenses, and other reasonable and necessary expenses directly related to adopting a child.

For additional information about the Adoption Assistance Program, direct employees to the *Benefits eGuide* and *FAQs* on [HertzBenefits.com](https://www.hertzbenefits.com).



Questions?

If you have questions, reach out to the Hertz Benefits Department at hrbenefits@hertz.com.

If employees have questions, encourage them to call the Hertz Benefits Specialists. They are available from 7:00 a.m. to 7:00 p.m. CT, Monday through Friday. Call 1-800-654-3373 and press "3" to speak to a Benefits Specialist.

