



## What is Parental Leave and How Does it Work at Northrop Grumman?

Parental leave is available effective January 1, 2018 to eligible employees for bonding with a new child through birth or adoption. Learn more about this new benefit and how it will work at Northrop Grumman. If you have a question that isn't answered in this document or in the [Paid Parental Leave Policy \(USHR 3-57\)](#), please send it to [askbenefits@ngc.com](mailto:askbenefits@ngc.com). These FAQs will be updated periodically.

### 1. What is the parental leave policy?

Northrop Grumman's parental leave policy offers two weeks (up to 80 hours)<sup>1</sup> of paid leave (at the employee's base rate of pay) to a parent within one year of the birth or the finalization of a child's adoption (referred to as a "covered event") to provide bonding time. In the case of a mother who delivers a child, parental leave precedes or is subsequent to short-term disability paid leave.

### 2. Who is eligible for parental leave?

Parental leave is available to non-represented full- and part-time (20+ hours per week) employees who have welcomed a new child to their family through birth or adoption. This includes expatriated employees who are eligible for U.S. benefits and Family & Medical Leave, domestic partners and common law spouses (in states where recognized), and employees covered by the Service Contract Act. The parent must be an employee as of the date of the covered event.

**Represented employees may be eligible based on their union's collective bargaining agreement.** Employees not covered by United States law are not eligible.

### 3. Does this policy offer paid leave to employees who are grandparents of a new baby or adopted child?

If the grandparents adopt the child and are able to provide proof of adoption on or after January 1, 2018, then the employee(s) is eligible for paid parental leave.

### 4. Does parental leave extend any job-protected leave to which I may be entitled under the Family and Medical Leave Act of 1993?

No. Paid parental leave must be used concurrently with any unpaid family leave under federal FMLA and/or applicable state law for which you are eligible; provided that paid parental leave must be used before or after the period during which you receive state-required paid family leave.

### 5. Is the paid parental leave provided by Northrop Grumman in addition to any state-required paid family leave that my state provides?

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<sup>1</sup> Prorated for part-time employees

Yes, and must be used before or after the period during which you receive the state-required paid family leave.

**6. If both parents of the child work for Northrop Grumman, does each employee receive two weeks (up to 80 hours)<sup>2</sup> of paid leave?**

Yes.

**7. Can the leave be taken intermittently anytime during the one year following the birth or adoption?**

Yes.

**8. Will I be considered an active employee during parental leave?**

Yes, just as you would with any other paid leave, such as Paid Time Off.

**9. Do I need to enter anything on my timecard for parental leave in order to get paid?**

Yes. Please visit [Employee Services LOA](#) for a list of LOA time codes. If you have additional questions, please work with your manager or contact Timekeeping at 855-SERVE-NG.

**10. Are the typical payroll deductions, such as Northrop Grumman Savings Plan employee contributions, taken from my paycheck during parental leave?**

Yes.

**11. What do I need to do to request parental leave?**

First, as with any paid leave, discuss your schedule with your manager. Contact a Zurich Customer Care Advocate at (800) 244-8017 from 8:00 a.m. to 11:00 p.m. Eastern time, Monday - Friday, or submit a request through the [Zurich Employee Portal](#). You must register online prior to submitting a request. You will need to provide Zurich with the dates, timing and details of when/how you plan to use the parental leave. You also will need to provide the birth certificate, proof of birth from the hospital or proof of adoption to Zurich as soon as practicable, in order for the leave to be approved.

**12. Are there any restrictions about using Parental Leave more than once?**

No. Parental leave is available for each covered event.

**13. May I donate my Parental Leave to my spouse or to another employee so they have four weeks of Parental Leave?**

No. This new benefit is specifically designed for parental bonding, and cannot be transferred.

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<sup>2</sup> Prorated for part-time employees.