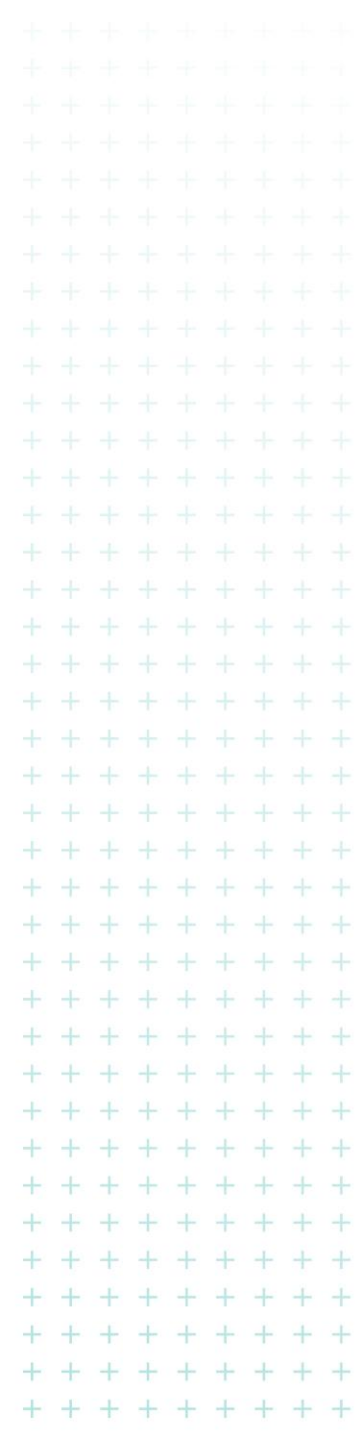


ENDEAVOR

ENDEAVOR PARENTAL LEAVE TOOLKIT (US)

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01	SUMMARY OF ENDEAVOR PARENTAL LEAVE
02	PARENTAL LEAVE PROCESS
03	AETNA BENEFITS
04	HOW TO ENROLL YOUR NEWBORN
05	IN-OFFICE SUPPORT & BENEFITS
06	EMPLOYEE ASSISTANCE PROGRAM (TELUS Health)
07	CONTACTS



01

SUMMARY OF PARENTAL LEAVE

+ SUMMARY + ELIGIBILITY

PARENTAL LEAVE SUMMARY

+ US EMPLOYEES

To support your family, Endeavor offers benefits that allow you the flexibility to bond with your new child without the stress of lost pay. For this reason, eligible employees are offered generous leave benefits when a child is born or adopted into their family.

Who is eligible and what is offered?

U.S. employees, who have worked for the company for a minimum of 12 months (and 1,250 hours) from their date of hire, regardless of gender. For employees who have worked for less than 12 months, and less than 1,250 hours please refer to the parental leave policy.

Time Away From Work

- Birthing Parent – 18 weeks
- Non-Birthing Parent – 12 weeks

Compensation

- Birthing Parent – 18 weeks offset by state mandated wage benefits (CA & NY)
- Non-Birthing Parent – 12 weeks offset by state mandated wage benefits (CA & NY)

There are several examples of compensation for NY and CA-based employees on the next slides. For other locations please reach out to US_Benefits@endeavorco.com

EXAMPLE OF COMPENSATION FOR CA

+ UPON APPROVED FMLA AND STATE MANDATED BENEFIT

Birthing Parent*		Non-Birthing Parent	
Week 1	<ul style="list-style-type: none">• 100% gross pay by Endeavor• 0% pay from state of CA		
Weeks 2-6	<ul style="list-style-type: none">• 100% gross pay by Endeavor minus state disability insurance (SDI) benefit (which is generally 60-70% of your wages, up to \$1,620/wk) for pregnancy disability		
Weeks 7- 18	<ul style="list-style-type: none">• 100% gross pay Endeavor minus state paid family leave (PFL) benefit (which is generally 60-70% of your wages up to week 14) to bond with your child.• Week 15 -18 the company pays 100% of weekly salary.	Weeks 1 -12	<ul style="list-style-type: none">• 100% gross pay by Endeavor minus state paid family leave (PFL) benefit (which is generally 60-70% of weekly pay up to \$1,620/wk)

**This example assumes that the birthing parent is disabled by pregnancy for 6 weeks postpartum and takes bonding leave immediately after. SDI benefits can cover up to 4 weeks before birth and up to 8 weeks post partum, depending on the condition of pregnancy and delivery. PFL benefits can extend up to 8 weeks. SDI and PFL eligibility is determined by the state.*

Upon an approved FMLA (Family Medical Leave Act) event, Endeavor will pay your regular wages, but with an offset for any separately-approved SDI or PFL benefits you receive from the state, so that you will not receive more than 100% of your base pay. Compensation from the company will continue to be deposited on a semi-monthly basis into employee's direct deposit set up. Any eligible state benefits will be paid to you directly by the state.

EXAMPLE OF COMPENSATION FOR NY

+ UPON APPROVED FMLA AND STATE MANDATED BENEFIT

Birthing Parent		Non-Birthing Parent	
Week 1	<ul style="list-style-type: none">• 100% gross pay by Endeavor• 0% from state of NY	Weeks 1 -12	<ul style="list-style-type: none">• 100% gross pay by Endeavor minus 67% of your weekly salary up to \$1,131.08 weekly paid family leave benefit
Weeks 2-6	<ul style="list-style-type: none">• 100% gross pay by Endeavor minus state disability weekly benefit of \$170.00		
Weeks 7- 18	<ul style="list-style-type: none">• 100% gross pay by Endeavor minus 67% of your weekly salary up to \$1,131.08 weekly paid family leave benefit		

Upon an approved FMLA (Family Medical Leave Act) event, such as childbirth, where there is an approved state mandated disability and approved state paid family leave benefit, the company will compensate employees on an “offset basis”. Any compensation from the company will continue to be deposited on a semi-monthly basis into employee's direct deposit set up.



02

PARENTAL LEAVE PROCESS

+ NEXT STEPS AND HOW TO INITIATE THE LEAVE PROCESS

THE PROCESS

+ NEXT STEPS – CA EMPLOYEES

Birth Parents:

Eligible Endeavor employees are entitled to **18 weeks of Leave and full pay**, offset by any wage replacement provided by the state of California's state disability insurance benefit (SDI) and paid family leave benefit (PFL).

- **Step 1:** Notify your manager and benefits in writing of your anticipated departure date and expected date of return as soon as possible, generally at least two months prior to the leave period, whenever possible.
- **Step 2:** Contact New York Life at 1-888-842-4462 (30 to 60 days prior to birth of your child) to initiate your **FMLA leave (*)**.
- **Step 3:** Once the baby has arrived, call New York Life back at 1-888-842-4462 to inform New York Life of the birth of your child to finalize the FMLA process.
- **Step 4:** Register as a new user on the CA EDD website www.edd.ca.gov/ to initiate your disability with the state of California. This must be done no earlier than nine days after the first day of your baby's birth and no later than 49 days after your disability begins, or you may lose benefits. Once you have started your disability leave with the state of California, your additional Paid Family Leave will continue with the state. Reminder to send all copies of state disability payments to your benefits contact in order to offset your company pay.

(*) **The FMLA** allows eligible employees to take up to 12 work weeks of unpaid leave during any 12-month period to care for a new child, care for a seriously ill family member, or recover from a serious illness. The FMLA covers both public- and private-sector employees, but certain categories of employees, including elected officials and highly compensated employees, are excluded from the law or face certain limitations. In order to be eligible for FMLA leave, an employee must have worked for the employer for at least 12 months, have worked at least 1,250 hours over the past 12 months, and work for an employer with at least 50 employees within a 75-mile radius. Several states have passed laws providing additional family and medical leave protections for workers.

Non-Birthing Parents:

Eligible Endeavor employees are entitled to **12 weeks of Leave and full pay**, offset by the state of California's paid family leave benefit (PFL).

- **Step 1:** Notify your manager and benefits in writing of your anticipated departure date and expected date of return as soon as possible, generally at least two months prior to the leave period, whenever possible.
- **Step 2:** Contact New York Life at 1-888-842-4462 (30 to 60 days prior to birth of your child) initiate your **FMLA leave (*)**.
- **Step 3 :** Once the baby has arrived, call New York Life back at 1-888-842-4462 to inform them of the birth of your child to can finalize the FMLA process for you.
- **Step 4:** Register as a new user on the CA EDD website <http://www.edd.ca.gov/> to initiate your paid family leave with the state of California. Reminder to send all copies of state paid family leave payments to your benefits contact in order to offset your company pay.

THE PROCESS

+ NEXT STEPS – NY EMPLOYEES

Birthing Parents:

Eligible Endeavor employees are entitled to **18 weeks of Leave and full pay**, offset by the state of New York mandated disability and paid family leave benefits (NYPFL).

- **Step 1:** Notify your manager and benefits in writing of your anticipated departure date and expected date of return as soon as possible, generally at least two months prior to the leave period, whenever possible.
- **Step 2:** Contact New York Life at 1-888-842-4462 30 to 60 days prior to birth of your child to initiate your **FMLA leave (*)**.
- **Step 3:** Once the baby has arrived call New York Life back at 1-888-842-4462 to inform New York Life of the birth of your child to finalize the FMLA, New York weekly disability, and the New York Paid Family Leave benefit for you.

(*) **The FMLA** allows eligible employees to take up to 12 work weeks of unpaid leave during any 12-month period to care for a new child, care for a seriously ill family member, or recover from a serious illness. The FMLA covers both public- and private-sector employees, but certain categories of employees, including elected officials and highly compensated employees, are excluded from the law or face certain limitations. In order to be eligible for FMLA leave, an employee must have worked for the employer for at least 12 months, have worked at least 1,250 hours over the past 12 months, and work for an employer with at least 50 employees within a 75-mile radius. Several states have passed laws providing additional family and medical leave protections for workers.

Non-Birthing Parents:

Eligible Endeavor employees are entitled to **12 weeks of Leave and Full pay**, offset by the state of New York mandated paid family leave benefit (NYPFL).

- **Step 1:** Notify your manager and benefits in writing of your anticipated departure date and expected date of return as soon as possible, generally at least two months prior to the leave period, whenever possible.
- **Step 2:** Contact New York Life at 1-888-842-4462 30 to 60 days prior to the birth of your child to initiate your **FMLA leave (*)**.
- **Step 3:** Once the baby has arrived, call New York Life back at 1-888-842-4462 to inform them of the birth of your child so they can finalize the FMLA, and the New York Paid Family Leave benefit for you.

THE PROCESS

+ NEXT STEPS – ALL OTHER LOCATION

Birthing Parents:

Eligible Endeavor employees must follow the below steps to start the process for Parental Leave. The policy entitles qualified employees to **18 weeks of Leave and Full pay** upon an approved FMLA event.

- **Step 1:** Notify your manager and benefits in writing of your anticipated departure date and expected date of return as soon as possible, generally at least two months prior to the leave period, whenever possible.
- **Step 2:** Contact New York Life at 1-888-842-4462 (30 to 60 days prior to birth of your child) to initiate your **FMLA leave (*)**.
- **Step 3:** Once the baby has arrived, call New York Life back at 1-888-842-4462 to inform them of the birth of your child so they can finalize the FMLA process and the voluntary disability benefit if you are enrolled.

(*) **The FMLA** allows eligible employees to take up to 12 work weeks of unpaid leave during any 12-month period to care for a new child, care for a seriously ill family member, or recover from a serious illness. The FMLA covers both public- and private-sector employees, but certain categories of employees, including elected officials and highly compensated employees, are excluded from the law or face certain limitations. In order to be eligible for FMLA leave, an employee must have worked for the employer for at least 12 months, have worked at least 1,250 hours over the past 12 months, and work for an employer with at least 50 employees within a 75-mile radius. Several states have passed laws providing additional family and medical leave protections for workers.

Non-Birthing Parents:

Eligible Endeavor employees must follow the below steps to start the process for Parental Leave. The policy entitles qualified employees to **12 weeks of Leave and Full pay** upon an approved FMLA event.

- **Step 1:** Notify your manager and benefits in writing of your anticipated departure date and expected date of return as soon as possible, generally at least two months prior to the leave period, whenever possible.
- **Step 2:** Contact New York Life at 1-888-842-4462 (30 to 60 days prior to the birth of your child) to initiate your **FMLA leave (*)**.
- **Step 3:** Once the baby has arrived, call New York Life back at 1-888-842-4462 to inform them of the birth of your child so they can finalize the FMLA process and the voluntary disability benefit if you are enrolled.



03

AETNA BENEFITS

+FOR THOSE ENROLLED IN ONE OF THE FOUR MEDICAL PLANS

♥ aetna® ENHANCED MATERNITY PROGRAM

+ GET THE INFORMATION AND SPECIAL SUPPORT YOU NEED

For additional information about these benefits please log onto myendeavorbenefits.com

With the [Aetna Enhanced Maternity Program](#), you will have guidance and informational support throughout your entire pregnancy journey. The program is included in your Aetna plan, so you'll be getting support and resources at no extra cost to you.



Getting started is easy:

- Text **BABY** to 66902*
- Enroll on your Aetna member website
- Call 1-800-272-3531 (TTY: 711) weekdays from 8 AM to 7 PM ET

You'll learn about what to expect before and after delivery, early labor symptoms, newborn care and more.

The Program can also:

- Offer you phone-based genetic counseling and screening, as well as convenient, confidential and cost-effective genetic testing.
- Help you make informed decisions throughout your pregnancy.
- Give you advice on lowering your risk for early labor.
- Help you cope with postpartum depression.

ENHANCED MATERNITY PROGRAM

+ EXTRA HELP FOR AT-RISK PREGNANCIES

For additional information about these benefits please log onto myendeavorbenefits.com

Personalized Nurse Support

If you have a health condition or other risk that could affect your pregnancy, [Aetna's Enhanced Maternity Program](#) can help. Their nurse case managers will work with you to manage or maybe even lower those risks.

Helping You Deliver at the Right Time

In most cases, full-term babies have fewer health problems than preterm babies. So if you're at risk for early labor, nurse case managers will explain the signs and symptoms and help you lower those risks. They will also talk about treatment options.

Visit the Maternity Support Center

This no-extra-cost resource is available through your member website and offers information about the maternity journey. Whether you're planning for baby, already pregnant or post-delivery, it's personalized for you and where you can find:



Pre-pregnancy
checklists



Coverage details,
like ultrasound costs



Breastfeeding and
postpartum support



Baby-care
tips



Ready to get started? Text **BABY to **66902** today.***

ENHANCED MATERNITY PROGRAM

HEALTHY PREGNANCY HANDBOOK

For additional information about these benefits log onto myendeavorbenefits.com

The [Aetna Healthy Pregnancy Handbook](#) is a helpful 28- page booklet to guide you through many of the changes and challenges coming your way.

Within the guide you will find:

- Detailed Maternity Program Features
- Your Care Team
- Pregnancy Basics
- Taking Care of Your Health
- ABC's of Healthy Eating
- Healthy Dental Care During Pregnancy
- Additional Tips for Staying Healthy
- What to Expect in Each Trimester
- Health Conditions
- Feeding and Bonding with Your Baby
- Depression During and After Pregnancy
- Preparing Your Family
- Preparing Your Home
- Warning Signs During Pregnancy
- Important Contacts + Helpful Cut-Out Cards

ENHANCED MATERNITY PROGRAM

+ BREAST PUMP INFORMATION

For additional information about these benefits log onto myendeavorbenefits.com

How to request a breast pump and what's covered

All breast pumps from participating providers are covered at 100%, and your deductible is waived. Members will need to make sure they are choosing a provider that is in-network to have full coverage.

Members can log into their account at www.aetna.com and enroll in the “Maternity Support Center” under the “Health and Wellness” tab. You will be directed to the list of providers in which you can choose your preferred breast pump. Please note that some providers may not be apart of your plan’s network. Please confirm the provider is participating in your plan before obtaining service. The specific provider will let you know how the supplies will be delivered.



Help logging on or getting started:

Members can call the Aetna One Advocate Line – 1(833) 948-3539 for assistance at any time.

Step-by-step website navigation:

1. Log into your www.aetna.com account
2. Click “Health and Wellness”
3. Click “Enroll Now” under “Maternity Support Center”
4. Click “Baby’s Arrival”
5. Click “Breast Pumps and Supplies”
6. Click “Learn More” under “Breast Pumps Coverage and Breastfeeding”
7. Choose a provider from the provider list

VIRTUAL BABY AND BREASTFEEDING CARE

+ SimpliFed

Start Your Care

1. Check out the SimpliFed website <https://simplifed.com> and click on “Start getting care” or text BABY to 888-458-1364
2. Meet your baby feeding experts. At the beginning of your care journey, we introduce you to your virtual care team including your lactation consultant to help you reach your feeding goals
3. Schedule your prenatal education appointment. Access our virtual care during pregnancy to plan for feeding your baby
4. Text us when your baby is born – After your baby is born, text us and we will get you started with postpartum care services to help you reach your goals and overcome any challenges

SimpliFed

Text BABY to 888-458-1364

or

Scan QR Code
to get started





04

HOW TO ENROLL YOUR NEWBORN

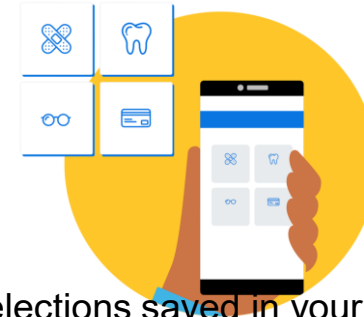
+WORKDAY



+ HOW TO ENROLL YOUR NEWBORN/ADOPTED CHILD ONTO INSURANCE

First, you'll need a verification letter such as a birth certificate, certificate from the hospital showing date of birth, or adoption certificate. You will have 30 days from the date of birth or date of adoption to add your dependent and make any changes to your plan. Log into [Workday](#) and follow the below instructions:

1. Click on the Benefits Dashboard App, then Change Benefits
2. Choose "Birth/Adoption"
 - Benefit Event Date = the date of birth.
 - The "Submit Elections by" date will prepopulate once you add the event date in.
3. Attach the document (birth certificate, adoption certificate, etc.) Click "Submit."
4. Click "Open" once the screen refreshes, then "Lets Get Started." You can also find the elections saved in your Workday inbox for you to complete.
5. You are now able to make your benefit elections. Once you have made your elections, click "Confirm" and "Continue."
6. Click "Add New Dependent" to create new dependent.





+ OPTION TO ENROLL/INCREASE FSA FOR TAX SAVINGS

Upon adding your child to benefits you will also have an opportunity to enroll in or increase your health care flexible spending election which can be used for eligible health expenses for you and your family. For more information, please view the digital [Benefits Guide](#).

If your child will be enrolled in childcare and you make less than \$130,000 per year, you will also have an opportunity to enroll in dependent care which allows you to pay for eligible childcare expenses using pre-tax dollars up to \$5,000 per calendar year. Please view the digital [Benefits Guide](#) for more information.



05

IN-OFFICE SUPPORT & BENEFITS

+LACTATION ROOMS +MILK STORK



+ BREAST MILK DELIVERY

Endeavor is proud to partner with Milk Stork, the first-ever breast milk shipping company for breastfeeding parents or their surrogates. Fresh or frozen, domestic or international, Milk Stork transports breast milk in an effort to relieve stress for parents. Endeavor is now offering **Milk Stork as a global benefit at no cost to our breastfeeding employees, their partners, or surrogates.** To learn more about how Milk Stork works, please see the attached flyer and this short [video](#).

Milk Stork Employee Portal

To get started, log in to the Endeavor Access Portal: portal.milkstork.com/endeavor
Orders may be placed by creating an account using your company email address

Insurance Covered Breast Pumps

Milk Stork can help parents learn which breast pump will be best for them and enables them to order their free, insurance covered pumps. Once their breast pump is delivered, parents can benefit from "unboxing support" where they can learn how to assemble and use their pump. This benefit is available to Endeavor employees and their spouses who carry insurance.

HOW IT WORKS



PUMP

Pump according to your regular nursing schedule and refrigerate or freeze your breast milk.



PACK

Pack your milk into the cooler provided. If shipping, your cooler will be pre-labeled with a FedEx Priority Overnight shipping label.



SHIP

Ship your milk from an authorized FedEx shipping location or schedule a FedEx pick-up with your hotel or destination office.



or

TOTE/CHECK

Tote your cooler or check it as luggage using the Milk Stork travel bags provided.

Let Milk Stork Do the Heavy Lifting



Simple Order Process
& Travel Logistics



Pre-Labeled Ready-To-Go
Refrigerated & Frozen Kits



Expedited Shipping
on All Deliveries



Proactive Shipment
Monitoring

portal.milkstork.com/endeavor

ENDEAVOR



SURROGACY MADE EASY

Transport frozen breast milk from surrogate to your baby with the **Milk Stork Stash**

The Stash SHIPPER



Best when your surrogate will be shipping frozen breast milk to you and your baby. Pre-addressed FedEx Priority Overnight shipping label included.

The Stash MOVER



Best when you are located near your surrogate and can transport frozen breast milk by vehicle, no shipping required.

The Stash SURROGACY BUNDLE



Best for families who receive recurring batches of frozen breast milk from their gestational surrogate. Includes 5 shipments of 180 oz. of frozen breast milk (900 oz. total).

Following the birth, some gestational surrogates will provide pumped breast milk for the baby. Milk Stork makes the process of shipping expressed breast milk easy for both surrogates and the family. The Milk Stork Stash™ hold up to 180 ounces* of frozen breast milk and keep breast milk frozen for up to 96 hours with no dry ice.

portal.milkstork.com/endeavor



06

EMPLOYEE ASSISTANCE PROGRAM

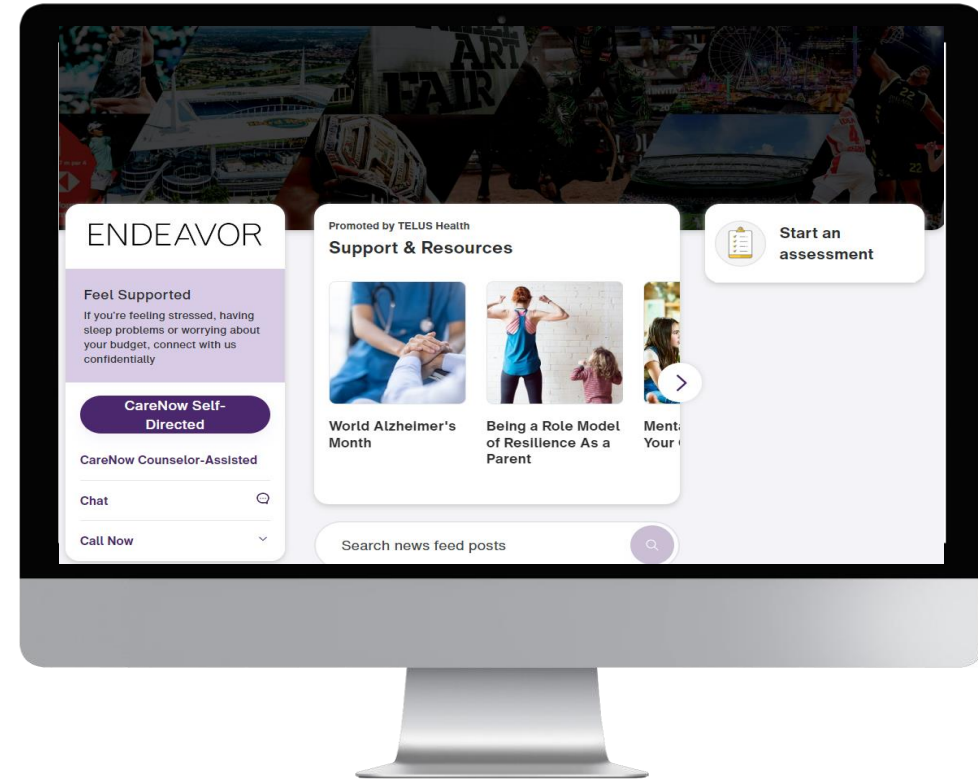
+EAP (EMPLOYEE ASSISTANCE PROGRAM) SUPPORT FOR NEW PARENTS



+ ENDEAVOR'S EAP PARTNER

TELUS Health is Endeavor's Employee Assistance Program (EAP) partner. Our dedicated, confidential hotline **1-844-886-8509** is available 24 hours a day, 365 days a year for you and your loved ones, which can be an especially helpful resource for expecting and new parents.

The TELUS Health website offers articles and information on a wide range of topics and connects you to exclusive resources and tools. To access click <https://one.telushealth.com> under LOGIN then enter **Username:** endeavorUSA and **Password:** endeavor





07

CONTACTS

CONTACTS

AETNA:

Phone | (833) 948-3539

Website | www.aetna.com

New York Life (Leave Management):

Phone | (888)842-4462

Website | myNYLGBS.com

TELUS Helath (EAP):

Phone | 1-844-886-8509

Website | <https://one.telushealth.com/> **Username:**
endeavorUSA and **Password:** endeavor

Endeavor Digital Benefits Guide:

myendeavorbenefits.com

US Benefits Team:

US_Benefits@endeavorco.com

Endeavor HR Team:

endeavorhr@endeavorco.com