

Paid Parental Leave (PPL)

Cyient provides Paid Parental Leave ("PPL") to ensure associates, regardless of gender, have the flexibility, time, and financial support to adjust and bond with their newborn child, newly adopted child, or with a child newly placed in their care through legal custody. To give new parents the opportunity to provide their new child with the best start in their life together, this program grants up to 12 weeks of wage continuation and may be used any time within one year of the child's birth or placement.

Eligibility

PPL is available to associates who are classified as Full-Time, Part-Time or Unit Pay, have worked for Cyient for at least 12 months, have worked at least 1,250 hours in the 12-month period immediately preceding the leave, and plan to have a continuing parental role with the newborn or newly placed child.

Leave Entitlement

This policy provides eligible associates with up to a maximum 12 weeks of paid job-protected leave for care and/or bonding with their child following birth, qualifying adoption, or legal guardianship and must be used within 12 months following the birth or placement event.

PPL availability is calculated on a "rolling" 12-month period, measured backward from the date the leave begins, regardless of whether more than one birth or placement through adoption or legal guardianship occurs within that 12-month period.

PPL must be taken on a continuous basis and cannot be taken intermittently (in separate blocks of time) or on a reduced schedule (reducing the usual number of hours per workweek or workday). PPL is not an accrued benefit and any unused paid parental leave will be forfeited at the end of the 12-month period from the date of birth or placement, or upon separation from employment.

A qualifying adoption is generally defined as the placement of a child who is under the age of 18 at the time of placement. An associate who adopts a spouse's existing child(ren) (not newly born to or recently adopted by an associate's spouse) generally does not qualify for this benefit.

To qualify as a legal guardian under this policy, the associate must provide a documented court order showing legal guardianship and the child must be under the age of 18 at the time of guardianship.

If both parents are employed by Cyient and meet eligibility requirements, paid leave under this policy is limited to a combined total of up to 12 weeks in a 12-month period. Eligibility and time available will be reviewed at the time of the respective leave request.

Under certain conditions and, at the sole discretion of Cyient, an associate approved for PPL may extend their leave for a period of up to four (4) weeks. Leave extension under this policy is unpaid, however, to the extent allowed by state or local law, the associate will be required to substitute any accrued and unused Paid Time Off (“PTO”) and/or statutory Paid Sick Leave prior to unpaid status. If enrolled in Cyient group health insurance coverage, please refer to the section titled, Medical and Other Benefits under the Family and Medical Leave Act (“FMLA”) policy for additional details.

Pay

PPL ensures 100% wage continuation, less all relevant taxes, withholdings, and authorized deductions, less any state or local leave and disability pay, paid family leave benefits, or alternative forms of wage replacement the associate may qualify to receive. Wage continuation is determined prior to the commencement of leave as the associate’s regular, pro-rated biweekly base pay and does not include amounts received as bonus, commissions, overtime pay or other extra compensation.

Where applicable, PPL will supplement the difference between the associate’s base pay amount and pay received from Cyient’s Short-Term Disability (“STD”) benefit and/or related statutory paid leave. In no event, will an associate receive a combined total of more than 100% of their base pay, nor will paid leave provided under this policy extend for a period longer than 12 weeks from the start of the leave or 12 months from the birth or placement event.

Coordination with other Benefits

PPL runs concurrently and integrates with all available leave options, provisions and/or benefits in connection with the birth or placement of the associate’s child, whether paid or unpaid, including but not limited to statutory paid family leave, statutory parental leave, statutory maternity leave, the Federal FMLA (or state equivalent), and the Cyient STD benefit. PPL does not provide additional leave, job protection, or reinstatement rights beyond those provided by our policies or by applicable state or federal law. In case of conflict between this policy and applicable law, Cyient will comply with applicable law.

In the event of a closure or scheduled holiday while an associate is out on PPL, the closure or scheduled holiday will not extend the total PPL entitlement.

Procedure

To apply for PPL, at least 30 days in advance of the intended leave period (or as soon as practicable), eligible associates are to:

1. Coordinate the leave with their supervisor
2. Provide written notice to HROperations.NAM@cyient.com
3. File for FMLA by applying online at myCigna.com → Coverage → Disability → Leave of Absence, or by calling 888.842.4462 between 7 am - 7 pm CST. Permission will need to be provided to contact the health care provider.

- 4. If eligible for statutory paid leave, the associate must apply for the statutory benefit and provide Cyient with a copy of their statutory paid leave benefit determination for the purposes of calculating the supplemental pay amount

The associate will be required to provide documentation that supports the birth or placement event and parental relationship, including but not limited to the child's birth certificate, hospital discharge papers, consular report of birth abroad, certificate of adoption, placement agreement, or order of custody.

Failure to provide appropriate notice and applicable supporting documentation may delay the consideration or approval of the request.

Future Changes to this Policy

Cyient reserves the right to modify, amend, suspend, or terminate this benefit program at any time, and for any reason without prior notification.