

Cradlepoint is pleased to offer Paid Family Leave to support you and your family. Employees who are eligible for this benefit can receive six weeks of 100% paid leave to use within 12 months after the birth or adoption of a child. If you are a birthing mother, you are entitled to an additional six to eight weeks of additional paid leave under our Short-Term Disability program.

How Paid Family Leave Works:

- Decide how to take your Paid Family Leave:
 - We've designed the program to be flexible to meet your needs. You can take all six weeks in a block leave, or you can use the time incrementally.
 - Incremental leave must be used in a minimum of five consecutive business days.
 - Cradlepoint Holidays or Well-Being days will not extend your Paid Family Leave.
 - Use your leave within 12 months following a qualifying event – the birth of a child or placement of a child through adoption.
 - Contact UNUM (our third-party leave administrator):
 - Initiate your claim for Paid Family Leave (and ADA/FLMA) with UNUM online or by phone using the contact information in the attached flyer.
 - If you're a birthing mother, be sure to initiate your short-term disability claim, too.
 - Start your claim ASAP to have everything in order, especially if baby comes early!
 - Reporting your Leave:
 - Keep your supervisor, and your UNUM claim representative informed when you go out on leave and when you plan to return.
 - Be sure to also inform our Cradlepoint Leave Administrator* on your plans.
 - **IMPORTANT:** This will avoid any delay in your claims processing and payroll.
 - Provide Dependent Verification:
 - Send the dependent verification information (such as a birth announcement, hospital bill verifying your child's birthday, or other documents verifying the date of adoption) to UNUM so they can approve your claim.
 - Keep this documentation handy to upload into Workday if you plan to add your child to Cradlepoint's benefits.
 - During your Leave:
 - Your access to Cradlepoint systems will be suspended – this is not only for security purposes, but to also ensure you are using this time to bond with your family.
 - When you are scheduled to return to work, let our Cradlepoint Leave Administrator* know to reinstate your network access.
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* Contact our Cradlepoint Leave Administrator at: leaves@cradlepoint.com.