



Leave of Absence – Paid Parental Leave

Entergy system policy
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Our values

- safety
- teamwork
- always learning
- integrity
- respect



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Why do we need this policy?

1.1 What is the purpose of the Leave of Absence – Paid Parental Leave Policy?

- This Policy sets forth details regarding the availability of Paid Parental Leave for Eligible Employees.

1.2 What are our responsibilities?

- **1.2.1 The Director, Leave & Other Programs** is responsible for administering, maintaining, and interpreting this Policy.
- **1.2.2 The senior-most System Officer with responsibility for Human Resources** or his/her delegate has the ultimate authority and discretion to determine eligibility and to otherwise interpret all terms of this Policy.
- **1.2.3 The Manager, Leave Management** is responsible for:
 - Overseeing appropriate leave and time entries for approved Paid Parental Leave in the Company's time entry and human resource information systems; and
 - Overseeing the Leave Administrator including customer service levels and compliance.
- **1.2.4 The Claims Management Administrator ("Leave Administrator")** is responsible for:
 - Processing and administering requests for leave under this Policy, including making a determination in their discretion as to the sufficiency of both the leave request and any supporting documentation;
 - Working with, and providing guidance or information to, supervisors and employees regarding Paid Parental Leave;
 - Making a determination, in accordance with this policy, as to whether an Eligible Employee's Paid Parental Leave will run concurrently with any other form(s) of leave available and/or granted to the employee; and
 - At the conclusion of a specific Paid Parental Leave ensuring that the related correspondence and other documentation are maintained, regardless of whether the requested leave is granted, denied, or withdrawn.
- **1.2.5 Supervisors** are responsible for:
 - Supporting the Leave Administrator in the administration of Paid Parental Leave and providing the Leave Administrator with any information or concerns about the leave administration and/or return-to-work of any employee on Paid Parental Leave who reports directly to the supervisor;



- Approving and ensuring that requested start and end dates of Paid Parental Leave are appropriate in connection with work requirements, business needs and other important factors or considerations;
 - Notifying the Leave Administrator when a direct-report employee has been or will be absent for Paid Parental Leave and timely notifying the Leave Administrator of any developments or changes regarding an employee's status;
 - Monitoring accuracy of time entries, and making any adjustments and approving entries in the Company's time entry reporting systems; and
 - Notifying the Leave Administrator if the supervisor receives or has information that may reasonably cast doubt on the validity of the employee's request for Paid Parental Leave.
- **1.2.6 Eligible Employees** are responsible for:
 - Reviewing, understanding, and complying with this Policy and all of its terms and provisions;
 - Notifying their supervisor and Leave Administrator of any changes to the employee's contact information (mailing and physical home address, personal email address, and phone number) so that the employee can be contacted, if or as needed, during Paid Parental Leave; and
 - Providing all completed forms and responding to all requests for additional information in a timely manner.
 - **1.2.7 Employee Support Center** is responsible for questions related to this Policy, time entry, and pay.

What do we need to know?

2.1 Eligibility Requirements for Paid Parental Leave

- **2.1.1** To be eligible for Paid Parental Leave, the employee must be an Eligible Employee as of the date of the Qualifying Event and must satisfy all of the requirements under this Policy, including submitting both a timely request for leave under this Policy and providing appropriate supporting documentation as determined by the Leave Administrator.

2.2 Paid Parental Leave — Limits, Duration, Manner, Pay and Benefits

- **2.2.1 Limits, Duration, and Manner.** Eligible Employees may take no more than one Paid Parental Leave per calendar year. Likewise, eligible employees may take no more than a single Paid Parental Leave per Qualifying Event. The maximum period or duration of Paid Parental Leave is six weeks, and the entire leave (whether it is as short as one day or as long as six weeks) must be completed within 12 months of the Qualifying Event



with which the leave is associated. Paid Parental Leave must be taken continuously (intermittent use of other forms of leave outside this Policy may be available in specific or certain circumstances and should be coordinated with Paid Parental Leave when possible).

- **2.2.2 Pay.** An Eligible Employee’s pay during Paid Parental Leave is based on his/her Base Pay as of the date on which the Paid Parental Leave begins.
- **2.2.3 Benefits.**
 - Terms of Benefit Plans. During Paid Parental Leave, an Eligible Employee’s eligibility for, participation in, or coverage under, Company-sponsored benefit plans, the Group Health and Welfare Plans and any applicable Entergy Corporation-sponsored retirement or Savings Plan will be governed by the terms and conditions of each benefit plan.
 - Holidays. Eligible Employees on Paid Parental Leave will not receive holiday pay when a Company-observed holiday occurs during the Paid Parental Leave. The holiday will be treated as a day on Paid Parental Leave and must be coded as Paid Parental Leave in the time entry system. A make-up day for a lost holiday will not be granted, nor will Paid Parental Leave be extended by the number of holidays occurring during the leave.

2.3 Starting and Ending Dates of Paid Parental Leave

- **2.3.1 Subject to Management Approval.** The starting date of Paid Parental Leave must be approved by management. Due to work requirements, business needs and other important factors or considerations, an Eligible Employee may not be able to take Paid Parental Leave during the precise or approximate time period that s/he has requested, and failure to provide sufficient notice of the desire to take Paid Parental Leave may result either in a denial of the request or a delay in the start of approved Paid Parental Leave. If there is a dispute over the approval of the Paid Parental Leave or the length of approved Paid Parental Leave, the matter should escalate to the next level of management.
- **2.3.2 Coordination with Other Leave(s) of Absence.** Entergy may require an Eligible Employee to time or coordinate his/her Paid Parental Leave so that it runs concurrently with other related leaves of absence. When an Eligible Employee is granted both Paid Parental Leave and leave under the Leave of Absence – Family and Medical Leave Policy (“FMLA Leave”), the Paid Parental Leave shall run concurrently with the FMLA Leave (or with leave under any similar state or local law). If an Eligible Employee takes FMLA Leave for a Qualifying Event, does not take Paid Parental Leave concurrently for the same Qualifying Event, and later requests Paid Parental Leave for that Qualifying Event, the request for Paid Parental Leave may be denied in Entergy’s discretion due to the employee’s failure to time or coordinate his/her Paid Parental Leave with the FMLA Leave.
- **2.3.3 Earliest Starting Date, Subject to Approval.** Eligible employees who are birth mothers can begin Paid Parental Leave before or after their STD leave is exhausted.



However, if a birth mother takes Paid Parental Leave prior to STD leave being exhausted, the STD leave and Paid Parental Leave will run concurrently, and STD benefits will be offset by Paid Parental Leave benefits such that the combined benefit will not exceed 100% of Base Pay for the time period at issue. Eligible Employees who are not birth mothers can begin Paid Parental Leave upon the birth of the child or placement of the child with the employee for adoption or foster care.

2.4 Mandatory Conditions During Paid Parental Leave

- **2.4.1 Employee Obligation to Provide and Update Contact Information.** The Eligible Employee shall ensure that management, supervision, and the Leave Administrator have, at the commencement of the leave, his/her current mailing and physical home address, personal email address, and phone number so that the employee can be reasonably contacted, if or as needed, during Paid Parental Leave. The Eligible Employee is responsible for immediately notifying his/her direct supervisor and the Leave Administrator of any changes to his/her mailing and/or physical address or contact information while on leave.
- **2.4.2 Secondary Employment/School During Paid Parental Leave.**
 - If an employee seeking Paid Parental Leave has been engaged in any type of paid work or employment outside Entergy prior to the occurrence of the Qualifying Event and/or has been enrolled in an ongoing academic program prior to the occurrence of the Qualifying Event, and if the employee desires to continue to pursue such an activity while receiving Paid Parental Leave, the employee must notify the Leave Administrator of such desire in advance of using any Paid Parental Leave. While on Paid Parental Leave, the hours spent by the employee performing non-Entergy work or participating in an academic program may not exceed the number of hours previously and routinely spent on such activities by the employee prior to the occurrence of the Qualifying Event.
 - If an employee was not engaged in any type of work or employment outside Entergy prior to the occurrence of a Qualifying Event or had not enrolled in an ongoing academic program prior to the occurrence of a Qualifying Event, the employee may not begin such activity while on Paid Parental Leave.
 - Employees who violate this provision lose any eligibility for Paid Parental Leave and are subject to disciplinary action, up to and including termination from employment. In the event of such violation and to the greatest extent permitted by law, Entergy will seek reimbursement, through a paycheck deduction or otherwise, of any pay received by the employee under this Policy.
- **2.4.3 Not Job Protected Leave.** An employee on Paid Parental Leave has no greater right, benefit, or entitlement to a job than what the employee would have had if s/he had not taken Paid Parental Leave.



2.5 Requesting Paid Parental Leave and Approval/Denial.

- **2.5.1 Leave Request.** Eligible Employees must request Paid Parental Leave by discussing the matter with their supervisor and timely requesting the leave from the Leave Administrator.
- **2.5.2 Timing of Request.** The Eligible Employee shall submit the leave request to the Leave Administrator at least 30 days in advance of the beginning of the requested start date of the leave unless such notice is not practicable. If the Eligible Employee is not able to provide advance notice of at least 30 days, s/he shall provide an explanation regarding why such advance notice was not practicable and shall provide as much advance notice as possible.
- **2.5.3 Consequences of Failure to Timely Request Paid Parental Leave.** Initial request for Paid Parental Leave - If an Eligible Employee fails to timely request Paid Parental Leave, the Company may deny the request for Paid Parental Leave, deny any untimely part of the request for Paid Parental Leave, or delay the Paid Parental Leave, if appropriate.
- **2.5.4 Documentation to Support Request.** Eligible Employees must submit appropriate documentation, which may include:
 - Birth mothers may use their STD claim as documentation when taking Paid Parental Leave in coordination with STD; if taking Paid Parental Leave separately, proof of birth documentation should be provided to the Leave Administrator.
 - Eligible employees who are not birth mothers but seek leave due to the birth of a child will need to provide proof of birth to the Leave Administrator.
 - Adoption and foster parents will need to provide formal orders, rulings, judgments, or other appropriate supporting documentation to the Leave Administrator.
 - The Leave Administrator may request additional information as necessary, in its discretion, to evaluate a request for Paid Parental Leave.
- **2.5.5 Approval or Denial of Paid Parental Leave.** After request for leave has been submitted, the employee will receive a communication from the Leave Administrator either approving or denying the leave or seeking additional information or documentation to support the request. If the Paid Parental Leave is approved, the communication will include the starting and ending dates of the leave.

2.6 End of Approved Paid Parental Leave and Returning to Work

- **2.6.1 Returning to Work.** The employee shall confirm anticipated return to work date with the Leave Administrator and return to work at the start of his/her first scheduled workday immediately following the last day of Paid Parental Leave unless s/he has been approved for another type of leave or absence.



- **2.6.2 Failure to Properly Return to Work.** If the employee fails to return to work upon the expiration of his/her Paid Parental Leave , then s/he will be subject to the provisions of the Attendance and Absenteeism Policy and will be subject to discipline, up to and including termination from employment, unless s/he has been approved for another type of leave or absence.
- **2.6.3 No Intention to Return to Work.** If an Eligible Employee gives clear notice of his/her intent not to return to work, Paid Parental Leave will no longer be available or provided.

2.7 Miscellaneous

- **2.7.1 No Payout Upon Termination from Employment.** Employees who separate from employment, either voluntarily or involuntarily, will not be compensated for any available but unused Paid Parental Leave, even if any such leave has been previously requested and approved and even if the employee is on Paid Parental Leave at the time of separation.
- **2.7.2 Misrepresentations and/or Actions Inconsistent with Policy.** Entergy reserves all rights to take appropriate disciplinary action, up to and including termination from employment, if an employee makes a misrepresentation with respect to Paid Parental Leave or engages in conduct or behavior inconsistent with this Paid Parental Leave policy.

2.8 Contact the Entergy Ethics Line

All Employees, agents and contractors of Entergy shall immediately report known, suspected, or potential violations of this policy by following the procedures described in the Reporting Violations Policy. That includes reporting the matter to the online Entergy Ethics Line or by calling **1-888-257-ETHIC (3844)**.



If you are unsure of whether to contact the Ethics Line, use the [Should I call the Ethics Line decision tool](#) to guide you in finding the best company resources to discuss and report issues.



Helpful information

Terms to know

- **Base Pay** – The employee’s base salary, if the employee is paid on a salary basis, or, if paid hourly, the employee’s straight-time hourly rate of pay (excluding any premium pay, shift differential, bonus, overtime pay or any other type of premium or special pay).
- **Eligible Employee** – An individual who, as defined in applicable Company policies, is a regular, active, full-time employee and who has worked as a full-time Company employee for at least six consecutive months from his/her hire or latest rehire date, as applicable.
- **Entergy, Entergy System Company, System Company, or Company** – Entergy Corporation and all its regulated and non-regulated subsidiaries and affiliates in which Entergy Corporation has a direct or indirect majority ownership interest.
- **Family and Medical Leave Act (“FMLA”)** – A federal law that provides eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons, including the birth of a child or the placement of a child with an eligible employee for adoption or foster care.
- **Group Health and Welfare Plans** - Collectively, the Entergy Corporation Companies’ Benefits Plus Medical Plan (the “Medical Plan”), the Entergy Corporation Companies’ Benefits Plus Dental Plan (the “Dental Plan”), the Entergy Corporation Companies’ Benefits Plus Vision Plan (the “Vision Plan”), the Entergy Corporation Companies’ Benefits Plus Reimbursement Plan (the “Reimbursement Plan”), the Entergy Corporation Companies’ Benefits Plus Life Insurance Plan (the “Life Insurance Plan”), and the Entergy Corporation Companies’ Benefits Plus Long Term Disability Plan (the “LTD Plan”).
- **Paid Parental Leave** - Paid leave associated with a Qualifying Event.
- **Policy** – This Paid Parental Leave Policy.
- **Qualifying Event** – The birth of an Eligible Employee’s own child or the placement of a minor child with the Eligible Employee for adoption or foster care within the previous 12 months. The birth of multiple children (twins or triplets, for example) or the adoption or foster care placement of multiple children around the same time constitutes a single Qualifying Event.
- **Short Term Disability (“STD”) Benefits** – Certain benefits are available under the Entergy Leave of Absence – Short Term Disability Policy to eligible employees who are unable to work due to a qualifying medical condition, including pregnancy.



Other useful documents

Energy System Policies & Procedures

- [Attendance and Absenteeism](#)
- [Break in Service](#)
- [Discipline](#)
- [Discrimination & Harassment Prevention](#)
- [Employment and Benefits Management](#)
- [Employment at Will](#)
- [Employment Categories and Requirements](#)
- [Holidays](#)
- [Leave of Absence – Family and Medical Leave](#)
- [Leave of Absence - Short-Term Disability](#)
- [Reporting Violations](#)
- [Time Entry and Pay](#)
- [Vacation](#)

For other applicable state/municipality policies contact Sedgwick through [EnergyTotalRewards.com](#), [mySedgwick.com/energy](#), or by phone at 844-601-7474.

[Code of Integrity](#)

Need more information?

If you have questions related to claims (leave requests) such as initiating, processing, and administering a claim, please contact the Leave Administrator at [mySedgwick.com/Entergy](#) or 844-601-7474.

If you have questions related to time entry, pay, or this Policy, please contact the Employee Support Center at 844-ETR-Work.

If you have questions related to your benefits, please contact the Entergy Total Reward Center at [www.entergytotalrewards.com](#) or **1-888-259-3463**.

To see the revision details of prior versions of this Policy, view the [System Policy Revision Log](#). For prior versions of the Policy, contact the ethics and compliance department (ethics@entergy.com).



Approvals

Title: Leave of Absence – Paid Parental Leave	Last Revision: 2/3/2025	Rev. 3.3
Subject Matter Expert: Teresa Gray	Responsible Officer: Kathryn Collins, Chief Human Resources Officer	Approved By: Kathryn Collins

This Policy applies to any and all regular, full-time Employees of any Entergy System Company, unless otherwise expressly excluded. This Policy does not apply to part-time, temporary, or seasonal Employees. This Policy also does not apply to Employees who are represented by a union unless a collective bargaining agreement provides otherwise.

Employees at certain worksites may have leave rights or other entitlements under state or local law that are more generous than those provided pursuant to this Policy. If you believe these more generous laws apply to you, please review the applicable leave supplement for your worksite or contact the Leave Administrator to request more information. Nothing in this Policy is intended to violate any employee leave rights under state or local laws. If a leave of absence qualifies as leave under this Policy and state or local laws, the leave will run concurrently under both to the maximum possible extent, but the Employee will have the benefit of the most generous leave, subject to eligibility and any other legal requirements.

Nothing contained in this Policy should be construed to suggest that employees of a particular subsidiary or affiliate of Entergy Corporation are also Employees of Entergy Corporation or any other affiliate or subsidiary of Entergy Corporation. Moreover, this Policy does not create any employment relationship between any person and any Entergy System Company, nor does this Policy confer any contractual right to any person to become or remain an Employee of an Entergy System Company for any definite term or time period.