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U.S. Parental Leave Program Description

Purpose

The firm recognizes the importance of supporting new parents and is committed to aligning our programs with the realities of the modern family. This program is designed to provide paid leave to new parents following the birth or adoption of a child.

Eligibility

Associates who work full-time (defined as associates having a formal status of full-time with the firm who work on average a minimum of 35 hours per week), who have completed at least 12 months of service with Edward Jones, AND who have worked at least 1,250 hours in the past 12 months are eligible for paid parental leave.

This policy does not apply to part-time associates.

Definitions

Primary Caregiver: Natural or adoptive parent who has the **primary** responsibility in terms of time and commitment for the active care, custody and welfare of his/her child(ren) immediately following the birth or adoption of his/her child(ren).

Secondary Caregiver: Natural or adoptive parent who has back-up or **secondary** responsibility for the care of his/her child(ren), and who is not considered the primary caregiver, at any time in the first 12 months following the birth or adoption of his/her child(ren).

Eligible children include newborns and child(ren) placed for adoption. It does not include stepchildren formally adopted by an associate or foster children.

Benefit

Home Office and Branch Office Administrators:

If you are the **Primary Caregiver**, the firm will provide up to 16 **continuous** weeks of Parental Leave Pay at 100% of your base earnings from the date of the birth or adoption of the child.

If you are the **Secondary Caregiver**, the firm will provide up to 2 **continuous** weeks of Parental Leave Pay at 100% of your base earnings from the date the leave begins.

Base earnings are equal to an associate's regular salary or regular hourly wages. Base earnings do not include bonuses, overtime compensation or other compensation. Deductions for benefits will continue during the Parental Leave period via payroll deductions.

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Financial Advisors:

Parental Leave Pay is a minimum payment. Financial advisors receive this pay only when the amount is greater than the financial advisors' actual commissions earned for the month. If a financial advisor's commissions are greater than the Parental Leave amount (as described below), the financial advisor will not receive Parental Leave Pay, rather the financial advisor will continue to receive his or her commissions.

Minimum guaranteed salary (MGS), Supplemental Salary and Service Partner Based Payments, if applicable, will continue to be paid during this continuous parental leave. Bonuses that the financial advisor is otherwise eligible to receive will be paid as scheduled.

Financial Advisor Trainees & Financial Advisor Interns:

Primary Caregiver will be entitled to 16 **continuous** weeks of 100% of their weekly training pay (as of the date of the birth or adoption).

Secondary Caregiver, will be entitled to 2 **continuous** weeks at 100% of their weekly training pay (as of the date the leave begins).

All Other Financial Advisors:

Primary Caregiver will be entitled to 16 **continuous** weeks of 100% of their average monthly earnings for the prior 6 selling months less the highest and lowest months prior to the birth or adoption, except when their commissions earned are greater than that amount, in which case the higher commissions amount will be paid.

Secondary Caregiver will be entitled to 2 **continuous** weeks at 100% of their average monthly earnings for the prior 6 selling months less the highest and lowest months prior to the date the leave begins, except when their commissions earned are greater than that amount, in which case the higher commissions amount will be paid.

Average monthly earnings include income guarantee, commissions, and fees earned. Average monthly earnings excludes all bonuses. Deductions for benefits will continue during the Parental Leave period via payroll deductions.

When financial advisors are on a leave for part of a selling month the financial advisors' Parental Leave Pay calculation will be prorated based on the number of eligible paid leave days for that month. For example, the month of September has 20 business days. A financial advisor was on paid leave for the first 12 of these 20 business days or 60% of the selling month. The Parental Leave Pay will be multiplied by 60% to determine the Parental Leave Pay for that first selling month.

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Coordination of Benefits

State or Municipal Bonding Benefits

Associates who are receiving or eligible to receive paid bonding benefits from state or municipal jurisdictions will have their Parental Leave Pay reduced by the amount of the other benefits. The firm will offset Parental Leave Pay by these other paid bonding benefits, so that at no time will an associate receive more than 100% of his or her base earnings or income guarantee.

FMLA and Other Leaves

To the extent permitted by law, Parental Leave will run concurrently with any other leaves provided by law or the firm's policies, including, but not limited to, leave under the Family and Medical Leave Act, state, family and medical leave laws and/or state

pregnancy leave laws. Parental Leave Pay does not extend the amount of leave available under the FMLA or applicable state or local law.

Holiday Pay

If a firm holiday falls during your approved Parental Leave period, you will be paid for the holiday and it will count toward your 16 or 2 weeks of Parental Leave Pay. The holiday will not extend your parental leave beyond 16 or 2 weeks.

Vacation, Personal Days, Sick Days, or Other Paid Time Off

Associates will not be paid for vacation, personal days, sick days, or other paid leave (jury duty, bereavement, etc.) during the period they are on Parental Leave.

The Leaves of Absence Team will coordinate the payment directly with Payroll. If you are an associate who uses the timecard system, you should not enter any time for the days you are approved for Parental Leave on your timecard.

How Parental Leave May be Taken

Start Date

If elected by an eligible associate, Parental Leave for Primary Caregiver will start on the date of birth or adoption of the child. Parental Leave for Secondary Caregiver starts at any time in the first 12 months following the date of birth or adoption of the child. If the event took place on a weekend or a firm recognized holiday, the benefit will begin on that date.

Consecutive Weeks

The Parental Leave must be taken as consecutive weeks of full-time off work. The parental leave benefit cannot be taken on an intermittent basis.

Both Parents are Associates

If both the Primary and Secondary Caregiver are eligible, full-time associates the maximum amount of Parental Leave for both parents is a combined total of 18 weeks for a child. One parent can take leave as the Primary Caregiver for 16 weeks and at the same time, the other parent can take leave as a Secondary Caregiver for 2 weeks.

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Multiple Births

Parental Leave provides up to 16 weeks (or 2 weeks for Secondary Caregivers) per birth event or adoption event, regardless of multiple births (twins, triplets, etc.) or adopting more than one child. However, associates may take advantage of the benefit again for a subsequent birth or adoption event.

Requesting the Parental Leave

Requesting Edward Jones Parental Leave is voluntary, and associates are not required to take Parental Leave. Associates should request the use of Parental Leave at least 30 days in advance of the birth or adoption of their child. If circumstances prevent the associate from providing 30 days advance notice, the associate should provide as much notice as possible. Associates should request the parental leave time off by:

1. Navigate to the Time and Attendance system and select My Time Off under the Time off Requests & Scheduling tab.
2. Create a New Request and navigate to the following screen where you can either select a time of request due using paid time off, or by selecting Leave of Absence Request.
3. Select Leave of Absence Request.
4. Create a New Leave Request and select "I need time to bond with a new child" as the Reason.
5. Complete the rest of the workflow and submit your request.

You will have a dedicated Case Manager on the Leave of Absence team that will review and approve your request if eligibility has been confirmed and all the required information has been provided in the Leave Request. In the request, provide an email address that your Case Manager will use throughout the duration of your leave to provide updates on the status of your request. Contact information for your Case Manager will be provided to you once your leave is opened.

When your child arrives, please ensure that you or a family member updates your Case Manager within 24 hours of the birth or adoption.

Financial Information

Parental Leave Pay is funded by Edward Jones. Financial advisors are not required to enroll in or to have paid a monthly premium in order to access it.

Financial Advisors on unpaid continuous leave will not receive MGS.

Financial Advisors on unpaid continuous leave will not receive Supplemental Salary.

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Financial Advisor Service Partners on unpaid continuous leave for the entirety of a month will not receive Service Partner Base Pay (SPBP). SPBP may be prorated in the month going on or returning from unpaid leave. FAs on paid continuous leave or intermittent leave will continue to receive SPBP.

If applicable, financial advisors on leave (continuous or intermittent) will continue their participation in the business expense plan.

If applicable, Financial Advisors on continuous leave will receive a reallocation credit towards their business expense plan commission adjustment based on the number of days on leave.

Parental Leave paid to the financial advisor will be charged against the branch P&L and will be considered as compensation for the purpose of the profitability bonus calculation.

Other Resources

Parental Leave FAQs

Parental Leave Guide Overview

FMLA Guidelines

If you have questions about the parental leave program, please contact:

Contact Email: HRHELP@edwardjones.com

Contact Phone: 1-800-440-3060 or 314-515-1006 or ext 5-1006