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Parental Leave Program Frequently Asked Questions

For FAQs specific to financial advisor's taking parental leave [click here](#) or scroll to the end of the document.

1. What if I don't want to take all of the parental time provided?

If eligible, you are able to take up to 16 weeks of paid primary parental leave or two (2) weeks of secondary parental leave. You are not required to take the maximum amount of leave.

2. Does parental leave run concurrently with leaves provided under the 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 (FMLA), 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, firm policies, or applicable state or local law.

3. Can I take leave as both a primary and secondary caregiver for the birth or adoption of the same child?

No, you can only be designated as either primary OR secondary caregiver.

4. Is there a cap on how much parental leave I can take?

For a primary caregiver, the maximum amount of parental leave is 16 weeks, per qualifying event. For a secondary caregiver, the maximum amount of parental leave is two (2) weeks. A secondary caregiver may extend their leave up to a maximum of 12 weeks under FMLA and firm policies, but the extension will be unpaid unless paid time off, such as vacation or personal time, is allocated for those days (home office associates and branch office administrators).

5. I'm a secondary caregiver and would like to use two (2) weeks of vacation after parental leave. Is that allowed?

Yes, you may choose to use paid or unpaid time off following the firm provided secondary caregiver parental leave in accordance with firm policies.

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6. Can I return to work intermittently while on parental leave?

No, parental leave is to be taken as a continuous, full time leave only.

7. If I am marrying someone else and adopting my new spouse's child, am I eligible for parental leave?

No, parental leave does not include stepchildren that are formally adopted.

8. If I have multiples (twins, triplets, etc.), am I eligible for more than 16 weeks of parental leave as the primary caregiver or two (2) weeks of parental leave as the secondary caregiver?

No, you are eligible for 16 weeks of primary parental leave or two (2) weeks of secondary parental leave per event, regardless of multiple births.

9. Is the parental leave payment available for foster children?

No, the parental leave program only applies for the adoption or birth of a child(ren). Unpaid leave will continue to be available for 12 weeks under FMLA and firm policies.

10. Can the primary caregiver status change during the leave for a total of 16 weeks paid if both parents are Edward Jones associates?

No, the selection of primary or secondary caregiver will be noted at the time of leave request and will not be permitted to change during the parental leave.

11. I'm a secondary caregiver and would like to use my two (2) weeks of continuous leave at a later time and not directly after birth. Is that allowed?

Yes, secondary caregivers may take two (2) continuous weeks of leave at any time in the first 12 months after birth.

12. Can parental leave pay be used to cover time off for elder care or sick children?

No, it only applies to the birth or adoption of a child(ren).

13. FMLA provides 12 weeks- will my position be held beyond the 12 weeks of FMLA protection?

Parental leave for primary caregivers will automatically extend the associate's job protection up to an additional four (4) weeks following the exhaustion of the 12-week leave period under FMLA or corresponding firm policy.

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14. What happens to my vacation and personal day when my leave of absence continues into a new year?

All accrued vacation must be used within the calendar year in which it is accrued. Your personal day and accrued unused vacation may not be carried over into the next calendar year due to a parental leave of absence and will not be paid to an associate unless applicable law or regulation require otherwise.

15. Will my benefits continue while on the parental leave?

Yes, benefits you were enrolled in prior to a parental leave will continue for the duration of your leave. Regular benefit deductions will be taken from compensation you received while on parental leave.

16. Can I add my new child to my benefits during a parental leave?

Having a new child, either through delivery or adoption, is a qualified life event and permits an associate to change their benefit elections. You should contact HRHELP within 31 days of the child's birth or adoption to change your benefit elections.

17. Will my direct deposit continue while on leave?

If you participate in direct deposit, your parental leave payment will be direct deposited. A copy of your payroll summary will be mailed to your home during your leave.

18. What is needed to return to work and when?

The Leave of Absence team will need to receive a confirmation email from you at least two weeks before your return to work date. Please notify your Case Manager confirming the date on which you intend to return to work.

19. Will I accrue PTO benefits while on leave?

Associates on an approved FMLA leave or corresponding leave for Service Partners or General Partners under firm policy as of January 1 will be eligible for and accrue vacation according to the vacation schedule for existing associates. Associates on a non-FMLA leave as of January 1 will not be credited with any accrued vacation until they return to work from leave.

Associates will however continue to accrue vacation, when applicable, while on an

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approved leave of absence taken during the calendar year.

20. Will there be any delay in how I am paid during the time that I am off?

Depending on the notification of your child's birth or adoption, you may see a small delay in the parental leave payment. Typically, notification by the Thursday of the week prior to a paycheck is the cutoff to receive parental leave pay on the paycheck. Timely notification of your child's birth or adoption to the Leave of Absence team will help reduce this delay.

21. If a BOA is out for 16 weeks, are they still eligible to be paid a BOA Firm Bonus/Branch Profitability Bonus?

BOAs are still eligible for the bonuses, at the financial advisor's discretion.

22. My physician required me to stop working eight (8) weeks prior to my due date, what will happen when the baby is born? Do I still get all 16 weeks paid at 100%?

If your health care provider requires you to stop working prior to the delivery of your child, you should apply for FMLA and open a short-term disability claim with MetLife, if eligible. If approved, you will receive short-term disability payments for the period of time prior to the birth of the child. Once the child is born, the leave will transition to a parental leave of absence (if elected) and you are the primary caregiver, you will be eligible for 16 weeks of paid leave.

23. Is there a form required for me to take parental leave?

Yes, if eligible, you should request the parental leave through the Time, Absence and Leave Management system:

1. Navigate to the Time, Absence and Leave Management 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

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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.

For associates who do not have access to the system, leave requests can be taken via phone by contacting HRHELP at 1-800-440-3060, or 314-515-1006 or ext. 5-1006.

24. I have been with the firm for 11 months, am I eligible for this parental leave payment?

No, the eligibility for parental leave is limited to 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 at least 12 months of service with Edward Jones AND who have worked at least 1,250 hours in the past 12 months as determined at the time of the birth event.

25. I will meet the 12 month requirement while I am off for the birth or adoption of my child, does that mean I qualify?

No, you must meet the eligibility requirements at the time of your child's birth or adoption to receive paid parental leave.

26. If I don't meet the requirements for parental leave, what kind of leave is available to me?

If you do not meet the eligibility requirements for the parental leave program, you may be eligible for short-term disability benefits following the birth of your child. If you have less than six (6) months of service with Edward Jones, you may be eligible for an unpaid personal leave of absence. For details regarding the different types of leave of absence offered by the firm, please see the Investing in You website—Leave of Absence page.

27. Where can I find additional information regarding the parental leave program?

A Parental Leave Guide with detailed information is available on the Investing in You website, under the Leave of Absence page.

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28. Who do I contact if I have additional questions about parental leave?

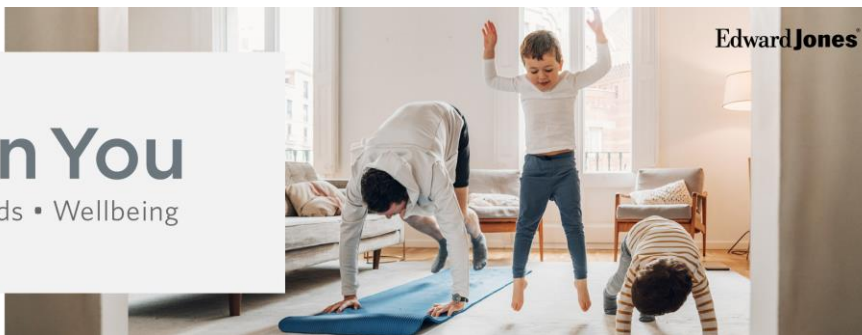
For general information/questions, *related to leave of absence options, payment or processes*, please contact HRHELP at: HRHELP@edwardjones.com, 1-800-440-3060, or 314-515-1006 or ext. 5-1006.

If you are on an approved leave of absence from Edward Jones and have specific questions related to your leave of absence, please contact your Case Manager.

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FAQs specific to Financial Advisor Parental Leave

30. What resources and guidance are available to BOAs before and during the financial advisor's leave?

While a financial advisor is on leave, a list of resources is available to help the BOA understand their roles and responsibilities, in the FA's absence. These resources can be found on the Financial Advisor Leave of Absence JonesLink page, WEB6000214.

31. How are the financial advisor's performance measures impacted during parental leave?

All financial advisor primary caregivers out on a continuous, full-time leave are exempted from performance measures until they return from an approved leave of absence. Financial advisors returning from parental leave will have their performance standards adjusted based on the amount of leave time reported via the leave of absence reporting system. Additional information can be found on the Financial Advisor Leave of Absence JonesLink page, WEB6000214.

32. How is compensation determined when a financial advisor is out on parental leave?

Financial advisors will be given 100% of their prior 6-month pay for the applicable parental leave period, except when their actual commissions earned are greater than that amount, in which case the higher commission's amount will be paid. 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.

Minimum guaranteed salary (MGS) and supplemental salary (if applicable) will not be paid during continuous parental leave.

33. Will my new asset bonus be paid out while on parental leave?

Yes, bonuses will still pay while on a Leave of Absence. Please note that typically, financial advisors have a date in field reset after they return from leave. In those instances where they have the ability to re-earn a bonus for the same month in field due to the reset, financial advisors will be paid the difference of what they earn the second time through (if it is higher than the original), and what they were previously paid.

34. As a financial advisor, will I still have system access and the ability to work during my leave period?

For convenience, financial advisors on a parental leave of absence will be allowed to retain their full system access throughout their entire approved parental leave. While

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on parental leave, we encourage our associates to focus on their new family member. We do not expect or require any work to be done during the approved parental leave period. If they choose to log onto their system, they do so voluntarily.

35. Can a financial advisor out on parental leave attend regional meetings and/or firm conferences?

All financial advisor primary and secondary caregivers out on a continuous, full-time parental leave and who are eligible to attend regional meetings (summer and/or fall) and/or firm conferences (Women's Conference, Managing Partner's Conference, Drucker, FA Leaders), have the option to attend these meetings/conferences if they choose to do so.

Note: Financial advisors on parental leave are not required or expected to attend these meetings or conferences. Attendance and participation is completely voluntary and will not have an impact on your job or compensation.