

PARENTAL LEAVE GUIDE

This guide is presented in summary form. Please refer to the references provided and official plan documents for specific terms, conditions, and exclusions. If any conflict ever arises between this guide and official documents, the official rules and documents will apply in all cases. This guide is not a contract for the purpose of payment of benefits. Contact the People Team (HR) for assistance.

Myriad Genetics People Team

Phone: 1-888-224-0678

Email: HumanResources@Myriad.com

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Purpose of the Guide

Myriad Genetics believes in supporting teammates when they welcome new children into their families. We provide this Parental Leave Guide for helpful advice and resources to support you when planning to add a newborn, a newly adopted child, or a child newly placed for foster care to your family.

Myriad Genetics provides multiple programs to support your health and financial wellbeing, along with complying with applicable leave laws that can protect your employment while you are away from work. It is valuable information for you to know and we encourage you to review this guide to learn more.

This guide is not a replacement for the Myriad Genetics parental leave policy provided in the employee handbook but is offered as a helpful supplement. All final decisions for parental leave should be discussed with your manager and human resources (HR).

Prepare for Parental Leave

Planning for parental leave is a crucial step to ensure a smooth transition from working to taking time off to care for and bond with your new child. Remember that parental leave planning is a personal process, and your specific circumstances may require additional considerations. Open communication with your manager, co-workers, and your co-parent (if applicable) can help make your transition into and out of parental leave as smooth as possible.

When you need time off for the birth or placement of a child, there are laws and benefits that work together to support you while you are away from work.

Know Your Rights

Federal Family & Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law in the United States that provides eligible teammates with certain job-protected leave for specified family or medical reasons. FMLA is designed to help Teammates balance the demands of work and family life. It offers up to 12 weeks of unpaid leave during a 12-month period for specific qualifying reasons. Here are some key aspects of FMLA:

- **Eligibility:** To be eligible for FMLA, a teammate must work for a covered employer, have worked for that employer for at least 12 months, and have worked at least 1,250 hours during the 12 months immediately preceding the leave.
- **Qualifying Reasons:** FMLA provides leave for several reasons, including the birth or adoption of a child, caring for a spouse, child, or parent with a serious health condition, or dealing with a serious health condition of one's own.
- **Job Protection:** During FMLA leave, employers must maintain a teammate's health benefits and guarantee job reinstatement when the leave ends, subject to certain exceptions.

State Laws

State parental leave laws may provide additional benefits and protections beyond what FMLA offers. These laws can vary significantly from state to state, and some states have implemented paid family and medical leave programs. Here are a few examples:

- **California:** California has the California Family Rights Act (CFRA), which is similar to FMLA but applies to smaller employers and has some differences in the scope of coverage. California also has a [Paid Family Leave \(PFL\) program](#), which provides partial wage replacement for eligible employees who take time off to bond with a new child or care for a seriously ill family member.
- **New York:** New York has the [Paid Family Leave program](#), which provides eligible employees with partial wage replacement when taking time off for various family-related reasons, including bonding with a new child or caring for a family member with a serious health condition.
- **New Jersey:** New Jersey offers the [Family Leave Insurance \(FLI\) program](#), which provides wage replacement benefits for eligible employees who take time off to bond with a new child or care for a family member.
- **Washington:** Washington has the [Paid Family and Medical Leave program](#), which provides paid leave benefits for various family and medical reasons, including parental leave.

- Oregon: Oregon has a [paid family and medical leave program](#) and earned sick time laws that provide job protection and wage replacement for eligible employees.
- Massachusetts: Massachusetts has [paid family and medical leave laws](#) and earned sick leave laws, which offer job protection and wage replacement.
- Connecticut: Connecticut has [family and medical leave laws](#), as well as paid family and medical leave laws, providing job protection and wage replacement.
- Vermont: Vermont has [family and medical leave laws](#) and paid family and medical leave laws, which offer job protection and wage replacement.
- Rhode Island: Rhode Island has [temporary caregiver insurance \(TCI\)](#) and earned sick leave laws that provide job protection and wage replacement.
- District of Columbia: D.C. has [paid family leave and sick leave laws](#), offering job protection and wage replacement for eligible employees.

These are just a few examples, and there are other states that have enacted various leave of absence laws. The specific provisions and requirements of these laws can differ significantly from one state to another. It's important for you to be aware of the leave of absence laws in your state and any local regulations that may apply to your situation. Additionally, it's important to stay updated on changes in these laws, as they may evolve over time. It's also worth noting that not all states have their own parental leave laws, and in such cases, FMLA does still apply.

[Get the Most from Your Benefits](#)

When you are planning to have a child or need time off for the birth or placement of a child, Myriad Genetics provides benefits that support you before and while you are away from work.

Family Forming Benefits

Carrot Fertility brings our teammates comprehensive, inclusive fertility health and family-forming benefits. You and your eligible dependent must be enrolled in one of Myriad Genetics' medical plans to be eligible for Carrot. Through Carrot, you have access to exclusive resources designed to make fertility care more accessible and affordable to everyone — regardless of age, sex, sexual orientation, gender identity, or location.

Carrot offers virtual access to doctors, doulas, midwives, and emotional well-being experts to help you stay healthy throughout pregnancy and prepare for labor and delivery. Doula services are often not covered under traditional insurance. Carrot members currently have unlimited access to chats with doulas for labor, birth plans, and postpartum questions. Members can use their Carrot funds to pay for eligible doula services. To ensure members receive high-quality support that promotes healthy birth outcomes, doulas must meet specific criteria — like obtaining accreditation from an approved organization, participating in an adequate training curriculum, and having an appropriate breadth of experience.

[CLICK HERE](#) to create your account and explore the resources available to you, including the \$10,000 per lifetime in funds we've provided to help pay for your care.

Myriad Genetics' Tests

All teammates and eligible dependents* are qualified to receive any testing service provided by Myriad Genetics and its subsidiaries at no personal out-of-pocket cost provided they meet the eligibility criteria for such testing.

- Foresight carrier screening can help determine whether you carry inherited health conditions that you might pass on to a child. Knowing this information before you get pregnant, or early in your pregnancy, can make a difference in your family's well-being.
- Prequel is a noninvasive screen to learn about your baby's chance of having a chromosome abnormality. Patients must be pregnant and >10 weeks gestation.
 - Foresight and Prequel tests must be ordered by a healthcare provider, who must also receive and review the results with the patient. Myriad will not bill insurance and will provide testing at no cost to the teammate or eligible dependent*.
- SneakPeek tells you the sex of your baby starting at 6 weeks with clinically proven 99.9% accuracy.

*Eligible Dependents: Teammate's spouse, domestic partner, and dependent children (up to age 26).

[CLICK HERE](#) for detailed information about covered test services and their eligibility criteria.

IMPORTANT NOTE: You do not have to disclose your or your partner's pregnancy to anyone else in the organization, including your manager, to receive Myriad Genetics' testing services.

Short Term Disability

Short-Term Disability (STD) is an insurance type that provides income replacement to expectant or new parents unable to work due to pregnancy and childbirth-related medical conditions. This benefit is designed to help offset the loss of income during the period when the birth parent is medically unable to work.

- Eligibility: All regular full-time teammates are eligible for STD benefits at no cost.
- Waiting Period: STD has a 1-week waiting period before benefits begin. This will be the first week of the maternity leave. During this week, we will code your timecard using accrued Paid Time Off (PTO) or Paid Sick Time (PST). If you do not have enough PTO or PST for this week, you may go unpaid during part or all of the waiting period.
- Coverage Duration: STD covers up to 90-days. STD can be used prior to the baby's delivery if determined medically necessary. Post-partem, STD covers about 6-8 weeks following the birth. The exact duration can vary as it is based on medical needs of the birth parent.
- Percent of Pay: 60% of the birth parent's base salary on a tax-free basis.
- Medical Certification: The birth parent will need to provide medical certification from a healthcare provider to Myriad's leave administrator which will verify their inability to work due to pregnancy, childbirth, or related complications.

Paid Parental Leave

Myriad believes in supporting teammates when they welcome new children into their families. Therefore, Myriad offers a Paid Parental Leave ("PPL") benefit for teammates taking leave as a parent and caregiver of a newborn, a newly adopted child, or a child newly placed for foster care.

- Eligibility: All regular full-time teammates are eligible for PPL to care for, and bond with, their new child following the birth, adoption, or placement at no cost.
- Coverage Duration: PPL covers up to 12 weeks. This can be taken all at one time or divided up. There are 2 provisions. (1) PPL time must be used in increments of at least 1 full week at a time. (2) PPL time must be used within 1 year of the birth or placement.
- Percent of Pay: Based upon employment with Myriad.
 - Employment <1 year = 70% pay
 - Employment >1 year = 100% pay
 - Any time not used will be forfeited on:
 - the first anniversary of the baby's birth in the case of a biological child's birth
 - 1 year from the date of placement in the case of foster care
 - 1 year from the date the adoption was finalized in the case of an adoption.

PPL benefits are subject to regular payroll tax withholdings and will run concurrent with all applicable federal and state paid and unpaid leave laws.

- Source of Payment:
 - New non-birth parents may use up to 12-weeks of PPL to be paid through Myriad payroll.
 - New birth parents may choose to use up to 12-weeks of PPL in one of two ways:
 - Collect STD benefits (60% of salary) for the first 6-8 weeks paid via Myriad's Disability Insurance, then collect PPL (100% of salary) for up to an additional 12 weeks paid through Myriad payroll.
 - Collect STD benefits along with PPL (100% of salary) for up to 12 weeks of pay via Myriad payroll.

Apply for Leave Benefits

Paid Parental Leave (PPL) will be administered through Unum along with FMLA, State leave & Disability Programs. You may apply for Family Medical Leave Act (FMLA), Short Term Disability (STD), and Paid Parental Leave (PPL) through UNUM. To initiate a request call Unum directly at 866-779-1054 or visit their website at www.unum.com. UNUM will ask for substantiating documentation from you. If applicable, when you call Unum, they will give you information about how to apply for disability pay through the state. UNUM will notify Myriad's Human Resources department about the status of your leave.

Spring Health Mental Health Support

Pregnancy, childbirth and adoption are often beautiful, life-altering experiences. But many new parents are nurturing new life while managing their own fatigue and mental health conditions. Spring Health mental health support can help:

- Unlimited mental and emotional wellness assessments
- A licensed Spring Health Care Navigator, unlimited and at no cost
- 6 Fully covered therapy sessions per calendar year: virtual or in-person of which two visits can be with a psychiatrist for medication management.
- On-demand, self-help exercises ~ Moments

[CLICK HERE](#) to login to Spring Health and learn more about the support available to you.

Additional Benefits

Your PTO accrual will be suspended for the duration of your leave. Your benefit premiums will be suspended but your coverage will remain effective. Any missed premiums will be deducted from your paycheck upon completion of your leave.

Plan Your Leave

Creating a parental leave plan can help to ensure a smooth transition for you, your manager and colleagues. To help your team, you can start by creating a document that outlines your current responsibilities. Consider listing both projects you plan to complete prior to your leave and ongoing tasks that will need coverage while you are gone. If you have suggestions for colleagues to cover your responsibilities, note that as well. Also, if you have direct reports, you will need to plan for their management while you are out.

After you plan for your work responsibilities while you are away, next consider planning for your return from leave. Consider what you would like the transition back to look like. Here are just a few questions to consider when planning for your transition back:

- How long do you plan to be on leave?
- Do you want to return to full-time immediately or part-time at first?
- Would you like to be on-site five days a week or would you like more flexibility to work from home?
- Would you like your hours be the same as now or will you like to have more flexibility in your work hours?
- How do you want to transition your duties back?

Communicate with Your Manager

Once you have created your parental leave plan, schedule a time to discuss your plan with your manager. Consider talking with your manager 1-2 months prior to your baby's due date or placement date. This will allow time for you and your manager to understand responsibilities and discuss those plans with covering colleagues and direct reports as needed.

Notify the People Team

Contact Human Resources 1 month prior to your baby's due date or placement date. Human Resources can help you understand leave laws, your benefits and how to apply. Please reach out to:

Catie McGee | Manager Leaves and Retirement | Myriad Genetics, Inc.

320 Wakara Way, Salt Lake City, Utah 84108

Office: 801.834.6051 | Fax: 801.584.3741 | cmcgee@myriad.com | www.myriad.com

Arrange Childcare

Consider your childcare options for when you return to work. Research and select a daycare, nanny, or family member to care for your child, and make any necessary arrangements. Enrollment at childcare

facilities can fluctuate throughout the year. Plan to get everything lined up as soon as possible — ideally at least six months prior to your return-to-work date.

Myriad Genetics provides Care.com memberships to teammates to assist in finding safe, reliable child-care.

[CLICK HERE](#) to search for caregivers that match your needs in your area or post a job for candidates to apply to.

During Parental Leave

Communication

Shortly after your leave begins, there are several parties that will need to be notified that your leave has started.

- Call Unum at 866-779-1054 to confirm the start of your leave.
 - <<call or apply for state leave>>
- Email Human Resources.
- Email your manager.
- Email all covering colleagues.
- If applicable, email your direct reports.
- Additionally, set up an email out-of-office message that notifies everyone attempting to contact you of the duration of your leave and provides an alternative contact.
- 1. Review and Update Benefits: During your leave, review your health insurance, retirement contributions, and other benefits.
 - If you wish to add your new child to your Myriad benefits, within 30 days of the baby's birth, please send an email to mybenefits@myriad.com with the following information:
 - Full Name of Baby
 - Date of Birth
 - Copy of Birth Record (hospital birth record or birth certificate)
 - Social Security number is not required and can be added later.
 - If you need to elect or change your Flexible Spending or Dependent Care Account(s), please send an email to mybenefits@myriad.com within 30 days of the birth.

Carrot New Parent and Lactation Support

Carrot offers exclusive resources to support your infant parenting journey. You can schedule free, unlimited virtual chats with:

- Pediatric nurses
- Certified new parent educators (CNPEs)
- Infant sleep experts
- Return-to-work coaches
- Midwives or obstetrician/gynecologists about pregnancy, childbirth, and the postpartum period
- Lactation consultants about breast/chest feeding, milk expression, and storage.
- Emotional health experts who specialize in family forming
- Registered dietitians about vitamins, food, and nutrition

[CLICK HERE](#) to create your account and explore the resources available to you, including the \$10,000 per lifetime in funds we've provided to help pay for your care.

Insurance Coverage of Breast Pumps

Contact your insurance company (via phone, email, or live chat) to verify coverage and details for obtaining covered breast pump.

Insurance may allow utilization of medical device supplier sites (e.g., Edgepark, Aeroflow) to qualify and coordinate, or they may allow you to purchase and submit for reimbursement. Of note, insurance typically has a price limit for pumps and only covers the pump and necessary parts. (Additional parts/accessories are not usually covered).

Prepare for Your Return

A few weeks prior to the end of your leave, take some time to evaluate the plan you discussed with your manager. Consider whether these plans still work for you or whether you would like to revisit them with your manager. Next, reach out to your manager to either confirm the date of your return or to set up a time to discuss the concerns you may have about returning from leave.

Post Parental Leave

Transitioning Back to Work

As soon as you return to work from leave, be sure to let UNUM, your manager and Human Resources know that you have returned. Additionally, schedule one-on-one syncs with your manager, your covering colleagues, and, if applicable, your direct reports, to catch up on everything you missed while you were out. Also, make sure that everyone is aware of any changes in when or where you will work during your transition period. Most importantly, continue to communicate throughout your transition. It is impossible to anticipate everything, so if something isn't working, discuss it with your manager.

Nursing Parents

The federal Break Time for Nursing Mothers law requires employers covered by the Fair Labor Standards Act (FLSA) to provide basic accommodations for breastfeeding mothers at work. These accommodations include time for women to express milk and a private space that is not a bathroom each time they need to pump.

Personal Care Rooms are available at the following locations:

Myriad SSF	Myriad SLC (Salt Lake City)	Myriad Mason
Kimball	Campus West	Cintas
Room Number	Room Numbers	Room Number
1-031	B-154	159
Amenities	A-284	Amenities
Chair	Amenities	Soft chair
Mini fridge	Door access control	Mini Fridge
Countertop	Soft chair	Heating Pad
Nexus	Hand washing sink	Lotions

Room Number	Microwave	Low-light options
N-521	Mini fridge	Government Center
Amenities	Research Park	Room Number
Door access control	Room Numbers	024
Soft chair	2-363	Amenities
Hand washing sink	1-127	Soft chair
Microwave	Amenities	Mini Fridge
Mini fridge	Door access control	Heating Pad
	Soft chair	Lotions
	Table	Low-light options

Breast Milk Shipping Services

If a nursing parent will be traveling for required Myriad business, they are eligible for reimbursement of milk shipping supplies and services through Carrot Milk Shipping Service.

Carrot will cover the following expenses for shipping human milk:

- Shipping fees
- Shipping services and kits
- Packaging materials (plastic bags, Styrofoam cooler, dry ice, etc.)
- Shipping materials (boxes and containers, tape, labels, etc.)
- Gloves to handle dry ice.

[CLICK HERE](#) to create your account and explore the resources available to you, including the \$10,000 per lifetime in funds we've provided to help pay for your care.

Travel Tips

- Pack pump, pump power cord and/or battery pack (extra batteries), necessary pump parts (plus extra replacements), pump wipes, nursing cover (if desired), and hand sanitizer for pumping on the go.
- Air travel: Per TSA, breast pumps and breast milk are allowed in carry-on bags. You do not need to travel with your child to bring breast milk.
- Inform the TSA officer you have breast milk with you at the beginning of the screening process and remove the items from your carry-on bag to be screened separately from the rest of your belongings.
- Breast milk is typically screened by X-ray and then manually inspected. Though rare, TSA officers may ask you to open the container and/or transfer a small quantity of the liquid to a separate empty container or dispose of a small quantity, if feasible. Inform the officer if you do not want the breast milk X-rayed or opened. Additional steps will be taken to clear the liquid and you will undergo additional screening procedures, which include a pat-down and screening of other carry-on property.
- Ice packs, freezer packs, frozen gel packs, and other accessories required to cool breast milk are also allowed in carry-on. TSA often requires these accessories to be completely frozen at the time of screening. If they are partially frozen or slushy, they are subject to the same screening as

described above and you may not be permitted to travel with them. To avoid potential issues, you may consider traveling with foam refrigerant packs. Some airports have lactation/nursing mothers' rooms available for feeding or pumping. Often this information can be found on the airport's website. If available, check with an airport representative for directions to the assigned room.

Parental Leave Checklist

PREPARE FOR YOUR LEAVE
<input type="checkbox"/> Review Policy, Understand Your Benefits and Apply
<input type="checkbox"/> Apply for Family Medical Leave Act (FMLA), Short Term Disability (STD), and Paid Parental Leave (PPL) through Unum.
<input type="checkbox"/> Review eligibility for any state or local paid leave benefits to understand application requirements and important deadlines.
<input type="checkbox"/> Review important benefits continuation information.
<input type="checkbox"/> Communicate with Human Resources and Your Manager
<input type="checkbox"/> Contact Human Resources if you have questions about paid time off or leave.
<input type="checkbox"/> Notify your manager of your upcoming leave.
<input type="checkbox"/> Arrange for childcare (if applicable).
DURING YOUR LEAVE
<input type="checkbox"/> Notify Unum to begin your leave by calling 866-779-1054 and provide proof of birth, adoption or placement to Unum so that they can process your pending claims.
<input type="checkbox"/> Notify your manager that your leave has begun.
<input type="checkbox"/> Notify Human Resources that your leave has begun.
<input type="checkbox"/> Notify your direct reports and covering colleagues that your leave has begun (if applicable).
<input type="checkbox"/> Apply for any state or local paid leave benefits you are eligible for.
<input type="checkbox"/> Update your benefits in the benefits enrollment system and provide supporting proof of birth to Human Resources within 30 calendar days of the birth.
POST PARENTAL LEAVE
<input type="checkbox"/> Confirm your return-to-work date with your manager and Benefits.
<input type="checkbox"/> Review the Benefits website on returning to work, including benefits re-enrollment.

Parental Leave Contact Information

Myriad Genetics People Team - Benefits
 Phone: 888-224-0678
 Email: human.resources@myriad.com

Care.com
 Website: www.care.com

The Hartford
 Phone: 888-301-5615
 Website: www.thehartford.com

Carrot.com
 Website: www.get-carrot.com/signup