



EQUIFAX®

Paid parental leave

for adoptive parents,
foster parents,
and legal guardians



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Paid Parental Leave for Adoptive Parents, Foster Parents, and Legal Guardians

To bond with a child as a result of adoption, foster care, or guardianship, moms, dads, spouses, partners, foster parents, and legal guardians get six weeks of paid time off.

Additional leave is provided when more than one child is adopted or placed with you at the same time.

Here's how it works:

6 to 9 Weeks of Paid Parental Leave — You are eligible for a total of six weeks of paid time off following the adoption or placement of one child, or a total of nine weeks of paid time off following the adoption or placement of more than one child at the same time.



Additional Forms of Leave

In addition to your Paid Parental Leave, adoptive parents, foster parents, and legal guardians may have access to additional forms of leave through these policies.

Vacation or PTO

Refer to the [policy](#) on People Link for details.

Unpaid Family Medical Leave

You may be eligible for up to 12 weeks of concurrent coverage according to the terms of the Equifax Family Medical Leave Policy. [Refer to the policy on People Link for details.](#)



When You Can Take the Leave

You can choose to use your paid time off all at once, or intermittently in increments of at least two weeks at a time, but you must take your leave within the first 12 months of:

- The adoption or placement for adoption of a child¹
- Appointment or commencement of a legal guardianship of a child¹
- Placement of a foster child into the eligible employee's care¹

¹ An adoption (or placement for adoption), foster status, or guardianship occurs when an eligible employee receives into his or her physical care the child. A child is a minor under the age of 18.



Eligibility

To be eligible for Paid Parental Leave, you must satisfy all of the following as of the first day that the Paid Parental Leave begins, or is expected to begin.

- You must be actively employed as a U.S. employee.
- You must be regularly scheduled to work at least 25 hours per week.
- You must have satisfied the waiting period requirement (the first of the month following date of hire or rehire).
- You must have incurred a Qualifying Family Event while actively employed by Equifax and after satisfying the waiting period requirement.



Does Your Spouse or Domestic Partner Work for Equifax, Too?

If you and your spouse or domestic partner want to take Paid Parental Leave, you each have six weeks of paid leave time.

If you adopt, become the foster parent of, or become the legal guardian of more than one child at the same time, you each have nine weeks of paid leave time.



Your Pay

You will receive your pay from Equifax on the normal bi-weekly payroll schedule. If you do not receive your pay, email AskHR@equifax.com. Use "Paid Parental Leave – Missing Pay" as your email subject line.

Amount of Your Pay

Your Paid Parental Leave will be compensated at 100% of your eligible base pay.

What Is Eligible Base Pay?

Your eligible base pay is your annualized bi-weekly base rate of pay in effect immediately prior to the date that your Paid Parental Leave begins or is expected to begin.



Adoption Reimbursement Program

Equifax offers new parents a reimbursement of up to \$5,000 for qualified expenses resulting from the adoption of an eligible child. To learn more, review the [policy](#) and [claim form](#).



Planning and Support Checklists

Use the checklists on the following pages to ensure everything goes smoothly as you prepare for, take, and return from your Paid Parental Leave.

When You Find Out



Understand your healthcare coverage. Visit People Link or efxhealthywealthywise.com.

Review the [Adoption Reimbursement Program policy](#).

Review the [vacation policy](#) and log on to [Workday](#) to see your available time off, if you are non-exempt.

When you are ready to share the news, meet with your manager to discuss your leave plans.

Think about your potential childcare needs. Even though it sounds early, many places have long wait lists. Our Employee Assistance Program, administered by [LifeWorks](#), (Username: Equifax; Password: lifeworks) can help you identify options.

Click the box to mark complete.

Scheduling Your Leave



Initiate your leave claim at least four weeks before the anticipated date of birth, adoption, placement, or commencement of a legal guardianship by calling Lincoln Financial Group at **888-398-6338** or visiting mylincolnportal.com. (Click “Register for an account” and enter Equifax01 as your Company Code.)

As part of your leave request, Lincoln Financial Group will ask you for the following:

- Dates of the requested leave
- Your child’s name
- Your relationship to the child
- The date of the child’s birth
- Date of adoption or placement for adoption, commencement date of foster care status, or commencement date of guardianship
- A copy of the child’s birth certificate or other proof of birth
- Documentation from a state agency or other legal authority that shows:
 - the full name of the child
 - the date of guardianship or placement with you
 - your authorization to provide foster care services (if applicable)
 - your appointment as the child’s legal guardian (if applicable)

Preparing for Your Family Addition

Find a pediatrician. If you are enrolled in health insurance through Equifax, log on to myCigna.com to find a doctor.

Take advantage of resources through the Equifax Employee Assistance Program, administered by [LifeWorks](#) (Username: Equifax; Password: lifeworks).

Consider if increasing contributions to your [Health Savings Account \(HSA\)](#) or [Healthcare Flexible Spending Account \(FSA\)](#) could be right for you.

Learn about the [Dependent Care FSA](#) and determine whether to participate or increase your existing election rate, as appropriate.

Before Going on Leave



Reset your password to prevent it from expiring while you're away.

Visit Access Manager to make sure you have security questions and answers in the event that a password reset is needed upon returning to work.

While on Leave

While you are on leave, we want you focus on your family, not work. Your computer access will be turned off until your scheduled return.

Visit www.efxhealthywealthywise.com to review the available benefits coverage options and determine which are ideal for you based on your and your new family's needs.

Change your Equifax company benefits coverage to include your new family member(s) within 31 days of birth or acquisition.

You will not have access to any Equifax systems while you are on leave. To make any changes to your benefits, send an email to AskHR@equifax.com. Use "Benefit Change Request – Child Birth/Adoption" as your email subject line.

Consider making your child a beneficiary for your [401\(k\)](#) and [life insurance](#) benefits.

Review and update your [tax withholdings](#).

For a smooth transition back, stay in contact with [Lincoln Financial Group](#) and make them aware of your anticipated return to work.

Preparing to Return to Work



Contact [Lincoln Financial Group](#) and confirm your return to work so that computer access and additional accounts can be reactivated on a timely basis.

Email AskHR@equifax.com a week before you return to work to let them know of your plans. Use “Returning from Leave of Absence” as your email subject line. Copy your manager on this email to ensure he or she is aware of your plans. With this notice, HR will update your leave status in Workday. The Workday update is fed to Active Directory / Access Manager within two hours after which systems access is restored.



Due to recent security updates, some employees may have problems with logging in even after their status has been updated in Workday. If your leave status has been updated in Workday, you and your manager will need to connect with Access Manager and the Help Desk (444-4357) for further assistance.

Contact your manager to discuss how and when you will return to work. If you foresee issues with your previous work schedule, be sure you make your manager aware.

Life as a Working Parent

Find valuable employee discounts on baby supplies and children’s educational services at [Equifax Extras](#).

Make use of your financial wellness resources to prepare for increased expenses and save for college with the help of [Fidelity](#).

Contacts

Paid Parental Leave Administration

Schedule your leave and your return

Lincoln Financial Group

888-398-6338

www.mylincolnportal.com

Create a username and password;
for your Company Code use Equifax01

Tools and Resources for New Parents

Find child care options and more

LifeWorks Employee Assistance Program

888-267-8126

equifax.lifeworks.com/life/employee-assistance

Username: Equifax; Password: lifeworks

Financial Resources

Learn about your HSA, update your 401(k) beneficiaries, see ways to save for college

Fidelity

800-354-3419

nb.fidelity.com/public/nb/401k/home

Benefits Information and Changes

Enroll new dependents; make HSA, FSA, or tax elections changes; enroll your child in life insurance or update your beneficiaries

Before Leave: Workday

<https://sso.eis.equifax.com/workday>

During Leave: www.efxhealthywealthywise.com

To request changes, send an email to AskHR@equifax.com. Use "Benefit Change Request - Child Birth/Adoption" as your email subject line.

Health Care

Find a doctor for you and your child

Cigna

800-244-6224

my.cigna.com/web/public/guest

Employee Discounts

Save money on baby supplies and children's educational services

Equifax Extras

auth.savings.beneplace.com/equifax