



Hub Group Parental Leave Benefit

I. Policy Statement

Hub Group, Inc. (the "Company") recognizes that job-protected time for bonding with a new child contributes to an employee's emotional health. The Company provides its eligible employees with paid Parental Leave, under the terms set forth in this policy ("Parental Leave"), for this reason. Effective for leave requests for births or adoption placements occurring on or after June 1, 2020, the Company's policy is to offer eligible employees paid Parental Leave for bonding with their newborn or newly adopted child, provided they meet the eligibility criteria set out in Section II, below. Eligibility for paid parental leave under the terms set forth in this policy does not have any bearing on an employee's eligibility for leave entitlement under federal, state or other statutory leave provisions. However, paid Parental Leave taken under this policy will run concurrently with leave taken under such provisions to the extent allowed by law.

II. Eligibility

This policy applies to all full-time Hub Group Driver and Office/Non-Driver employees regularly scheduled to work 30 or more hours per week who meet the following requirements:

- A. *Hours and Length of Service:*** A full-time employee is eligible for Parental Leave if he or she satisfies all the following on or after the implementation date of this policy
- (1) Has worked for the Company for a minimum of 12 months on the date the leave commences.
 - (2) Has worked at least 1,250 hours during the 12-month period immediately preceding commencement of the leave. The 12-month period is measured rolling backward from the date the leave is requested.
- B. *Parenting Event:*** In addition, he or she must meet one of the following criteria:
- (1) Has given birth to a child;
 - (2) Is the parent of a child and is taking leave to care for or bond with the child within the first 12 months after the child's birth; or
 - (3) Has adopted a child under the age of 18 years placed in his or her home.

Employees in the following employment classifications are not eligible for Parental Leave:

- Employees who are regularly scheduled to work less than 30 hours per week
- Independent Contractors
- Interns
- Seasonal and Temporary Individuals
- Employees located outside of the US

III. Policy

- A. *Notification:*** When the need for Parental Leave is foreseeable, an eligible employee requesting Parental Leave should provide notice 30 days in advance of the Leave start date to Hub Group's Leave of Absence Administrator (and the employee's supervisor). If thirty (30) days' notice is not feasible because the need for the leave is not foreseeable, the eligible employee



should give as much advance notice to Hub Group's Leave of Absence Administrator and to his or her supervisor as possible, but no later than one week prior to the Leave start date.

- B. *Amount of paid leave:*** Eligible employees may take up to two (2) weeks of paid Parental Leave, to be used within 12 months from the date of the child's birth or adoption placement with the eligible employee. The duration of Parental Leave is capped at 2 weeks regardless of the number of children born or adopted at the time of the leave. Eligibility for paid Parental Leave under the terms set forth in this policy does not have any bearing on an employee's eligibility for leave entitlement under the Company's FMLA policy and/or federal, state or statutory leave provisions.
- C. *Pay:*** Each week of Parental Leave for an eligible office/non-driver employee will be compensated at 100% of the eligible employee's weekly earnings. The eligible employee's earnings are the current base salary he/she is receiving from the Company for his/her regular work schedule. Each week of Parental Leave for an eligible driver employee will be compensated at \$200 per day of Parental Leave. An approved Parental Leave will be paid by Hub Group in accordance with the employee's regular scheduled pay cycle. Upon termination of the eligible employee's employment with the Company, he or she will not be paid for any unused Parental Leave for which he or she was eligible.
- D. *Job-protected:*** Parental Leave is job-protected to the same extent as the FMLA and/or applicable state leave laws.
- E. *Utilization:*** Eligible employees may take paid Parental Leave in one, two-week continuous period of leave, or intermittently in two increments of one week. Parental Leave will commence only upon the birth or placement for adoption of an eligible employee's child. Paid Parental Leave may not be taken in advance of any birth or placement. An eligible employee who is married to another eligible employee will have the option to take paid Parental Leave at the same time or separately and will each have a separate entitlement to leave.
- F. *Coordination with other leave types:*** Employees eligible for paid Paternal Leave under the terms set forth in this policy may also be eligible for leave entitlement under the Company's FMLA policy and/or federal, state or other statutory leave provisions, which will run concurrently with paid Paternal Leave to the extent allowed by law.
 - (1) *Family Medical Leave Act (FMLA):* For eligible employees, Parental Leave taken under this policy will run concurrently with any available FMLA time and will be counted toward the 12 weeks of FMLA leave per 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid, granted to the eligible employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on FMLA.
 - (2) *Voluntary Short-term Disability:* For eligible employees who are enrolled and have given birth, Parental Leave may start at the conclusion of any approved short-term disability leave benefit provided to the eligible employee and may be taken at any time during the 12-month period immediately following the birth or adoption placement.
- G. *Other benefits:*** Eligible employees on Parental Leave will remain as active eligible employees and continue to accrue any seniority-based benefits as if they were taking any other Company paid leave. Premiums for benefit plans the eligible employee is enrolled in will be taken from



the Parental Leave payment. Premiums for missed payments will be accrued and due immediately upon return to work and will be caught up through additional payroll deductions. If a Company holiday occurs while the eligible employee is on a paid Parental Leave, it will not be paid as holiday pay and does not extend the duration of the leave. Vacation and personal days will continue to accrue while the employee is on a paid Parental Leave.

- H. *Request and approval process:*** As set forth above, employees requesting Parental Leave must contact Hub Group's Leave of Absence Administrator to request a leave. All eligible employees requesting Parental Leave will be required to submit documentation as proof of a parenting event to Hub Group's Leave of Absence Administrator by the deadline indicated in the terms of the request. Hub Group's Leave of Absence Administrator shall use its discretion in determining acceptable documentation of the eligible employee's eligibility for paid Parental Leave. Documentation may include but is not limited to a birth certificate or adoption agency letter. Parental Leaves not approved by Hub Group's Leave of Absence Administrator will be considered unapproved absences.

IV. Reservation of Rights

The Company reserves the right to change or rescind this policy in whole or in part, without advanced notice except as may be required by law.

IV. Questions

Any questions or concerns related to Parental Leave can be directed to HR_Notify@hubgroup.com.