



Excerpt from the Employee Handbook of *Stonecutter Spirits LLC*

Effective since June 1st, 2015

Presented by:

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Paid Parental Leave

Full-time employees receive 2 months of paid leave for the birth and subsequent care of a newborn child, or for the placement and care of an adopted child.

Following such full-time employee's return to the workplace, he or she may choose over the subsequent 2 months to spend up to 20 hours of each workweek out of the office while continuing to be paid full-time.

Part-time employees who have been with Stonecutter Spirits for 6 months or more on a regular basis, as determined by management, receive the equivalent of 6 weeks' worth of pay while not working for the birth and subsequent care of a newborn child, or for the placement and care of an adopted child.

Please notify your manager when reasonably possible, preferably at least 3 months before taking Paid Parental Leave.