



POLICY AND PROCEDURES

POLICY NAME: Bonding Policy (USA and Puerto Rico)	EFFECTIVE DATE: 08/01/2026
POLICY NUMBER: HR - 609	REVISED DATE: 6/9/2026

1. Purpose

The purpose of this policy is to provide eligible employees with time away from work to bond with a new child following birth, adoption, foster placement, or placement through legal guardianship.

2. Scope

This policy applies to all eligible employees who become new parents, regardless of gender, marital status, or family structure, subject to the eligibility requirements outlined below.

3. Definitions

New Parent: An employee who becomes a parent through birth, adoption, foster placement, or legal guardianship. Pets do not qualify.

Bonding Leave: Time taken by a new parent to bond with their child after placement or birth.

Placement Date: Date the child is born or placed with the employee.

4. Eligibility

Employees are eligible for bonding leave if they:

- Are regular full-time
- Have met one full year of full-time service.

5. Bonding Leave Entitlement

Eligible employees may take up to eight (8) weeks of bonding leave per qualifying event. Leave must be taken within twelve (12) months of the child's birth or placement, unless otherwise required by law. Leave may be taken continuously, or intermittently in increments of four (4) weeks. Eligible employees will receive pay during bonding leave according to the following schedule, based on the employee's regular base rate of pay:



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Weeks 1–4: 100% of regular pay

Weeks 5–6: 80% of regular pay

Weeks 7–8: 60% of regular pay

Pay will be issued on Pandora’s regular payroll schedule. Paid bonding leave is capped at eight (8) weeks per qualifying event.

Employees will be limited to one bonding event on a rolling year basis.

6. Notice and Documentation

Employees requesting bonding leave must submit a leave of absence claim directly through MetLife in accordance with the organization’s leave administration procedures. You can view the process on Pandora’s Leave of Absence Comprehensive Guide and through the Crafted Care site.

Leave Claim Submission:

- Employees are required to follow all leave of absence claim submission instructions provided by MetLife.
- Initiating a claim through MetLife will trigger review and administration of:
 - Federal Family and Medical Leave Act (FMLA) leave
 - Short-Term Disability, if birthing mother
 - Any applicable state or local family leave programs, for which the employee may be eligible.

Timing of Notice:

- When the need for bonding leave is foreseeable, employees should submit their MetLife claim at least 30 days in advance, when possible.
- If the leave is not foreseeable, the claim must be submitted as soon as practicable.

MetLife requires supporting documentation to verify eligibility for bonding leave, such as proof of birth, adoption, or placement. Employees are responsible for providing all required



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documentation within MetLife's stated timelines. Failure to submit a timely and complete leave claim through MetLife may result in a delay or denial of leave protections and/or benefits.

7. Job Protection and Benefits Continuation

During bonding leave:

- Job protection will be provided as required by applicable law.
- Health insurance and other benefits will be continued in accordance with plan terms and legal requirements.
- Employees will be responsible for their portion of benefit premiums, if necessary.

Upon return, employees will be restored to the same or an equivalent position, as required by law.

8. Coordination With Other Leave Policies

Bonding leave will run concurrently with other applicable leave policies and statutory programs, including but not limited to:

- Family and Medical Leave Act
- State or local paid family leave
- Short-term disability (if applicable for birth parents)

9. Return to Work

Employees are expected to return to work on the agreed-upon return date. Any changes must be communicated promptly. If medical or lactation accommodation is needed upon return to work, employees will need to submit through ZenDesk.

10. Non-Retaliation

The organization prohibits retaliation against any employee for requesting or taking bonding leave. Any concerns should be reported to Employee Relations, NAM Human Resources.



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11. Policy Review

This policy will be reviewed periodically and updated as necessary to ensure compliance with applicable laws and organizational needs.