



HELPING YOU PLAN FOR THE MOMENTS THAT MATTER

At Cintas, we offer paid time off and a range of benefits and resources to support moms at every life stage — from first cuddles to transitioning back to work and beyond.

We know that one of the biggest challenges is finding time to simply be there for the moments that matter to a growing family. That's why we're proud to offer Maternity Leave that covers 100% of pay for the first six weeks following the birth of a child*.

HEAR FROM
OUR LEADERS



And that's just the start. Read on.

*Short-Term Disability eligibility as outlined in Cintas Policy C-159 still applies.

CINTAS
READY FOR THE WORKDAY[®]



REAL SUPPORT FOR REAL LIFE

Caring for a family and being at your best at work is a daily challenge, and sometimes moms need a little help switching between all the different hats they wear. Cintas offers additional resources and support to make the day-to-day just a little easier.

DEPENDENT DAY CARE FLEXIBLE SPENDING ACCOUNT (DCFSA)

Day care can be one of the biggest household expenses that comes with having kids. By participating in a DCFSA, you can set aside pre-tax dollars (up to IRS limits) to pay for eligible child care, which lowers your taxable income and covers a big expense at the same time. And don't worry, having a child is a Qualified Status Change, so you'll have the opportunity to enroll in a DCFSA following your child's birth or adoption. **Get the full details.**



SUPPORTLINC EMPLOYEE ASSISTANCE PROGRAM (EAP)

Paying for child care is one thing, but how do you find a provider you can trust? SupportLinc offers expert referrals to qualified dependent care resources at no cost to you. Professional Dependent Care Consultants will connect you to the right facilities and services based on your needs. You can also get help with referrals for auto repair, pet care, education and housing needs. Contact SupportLinc at **888.331.1327** or visit **cintas.mysupportportal.com**.



LACTATION POLICY

It's Cintas policy to provide nursing moms with break time and a dedicated place to pump breast milk — so you can care for your new baby even when you can't be there in person.

Review our lactation policy summary.

BREAST PUMP

Breast pumps are pricey, but Anthem covers the cost to rent or buy a standard manual or electric breast pump and all the necessary accessories if you're enrolled in a Cintas Medical Plan. Plus, if you're using a pump from a previous pregnancy, Anthem covers a new set of breast pump supplies. You can coordinate your purchase through a covered medical provider in your network. If you have any questions, contact Anthem Member Services at **800.514.4538**.

MILK STORK

This breast milk delivery service offers no-fuss express shipping or refrigerated toting so nursing moms can get their milk home to baby while traveling on business for Cintas. It's up to you whether to pump and ship or pump and tote. To get started, visit milkstork.com/Cintas.



FUTURE MOMS PROGRAM

Partners and spouses who are enrolled in a Cintas medical plan receive support for healthy pregnancies for both mom and baby through WebMD. Get tips on eating and sleeping better, controlling nausea, staying active up to your delivery date, finding a doula, researching a lactation consultant or seeking support if you experience postpartum blues. As an added bonus, program participants get a \$250 gift card if they complete a brief Health Assessment and three pregnancy coaching calls. Visit mycintasbenefits.com and select **SUPPORT FOR MOMS** under the **MY LIFE** section to find out how to get started.



DON'T LET CHILD CARE COSTS BREAK THE BANK

Here are some eyebrow-raising findings from a 2024 Cost of Care Survey:

- The average weekly cost of a nanny for one child was \$766.
- The average weekly cost for a day care center for one child was \$321.
- The average family spends 24% of their household income on child care.

Consider how participating in a DCFSA can help lower your costs. And check out SupportLinc to help find a child care provider that meets your needs and your budget.



Care.com Cost of Care Survey

FOCUS ON FAMILY WITH MORE TIME AWAY

From welcoming a new child to taking time to care for your health, Cintas offers several types of leave, both paid and unpaid.

TYPES OF LEAVE

Maternity Leave*

- Maternity Leave covers 100% of pay for the first six weeks of an approved Maternity Leave.
- Maternity Leave runs concurrently with FMLA (Family Medical Leave Act).

Review our Maternity and Parental Leave policy summary.

Paid Time Off (PTO)

- If your Maternity Leave goes beyond the six-week period of 100% of pay, PTO may be used, up to your PTO bank balance, in full day increments only. Doing so allows you to continue to receive 100% of pay for an extended period based on your available PTO and how much you choose to use.
- If you use PTO while on leave, the PTO hours you choose will be counted against available leave time AND as time against your PTO bank balance.

Family Medical Leave Act (FMLA) Leave

- FMLA provides up to 12 weeks of unpaid, job-protected time off.
- Cintas offers an additional four weeks of Equivalent FMLA time for a total of 16 weeks of unpaid leave.
- You don't have to take all your FMLA Leave at once. But, the 16 weeks must be taken within the first year of adoption, birth or fostering.
- You must be employed by Cintas for at least 12 months, and have worked at least 1,250 hours in the previous 12 months, to be eligible for FMLA.

Parental Leave

Cintas offers two weeks of unpaid Parental Leave.

Review our Maternity and Parental Leave policy summary.

*Short-Term Disability eligibility as outlined in **Cintas Policy C-159 Summary** still applies.

HOW YOUR LEAVE AND PTO CAN WORK TOGETHER

It's a little confusing figuring out how your PTO, Maternity Leave and FMLA benefits will work together, and which one kicks in when. Consider Macy's situation. Macy is expecting her first child next spring. She estimates she'll have 10 PTO days banked, and she's thrilled her Maternity Leave benefits will cover 100% of her pay for six weeks. Here's what she decides.



Weeks 1-6

Macy is approved to take six weeks of Maternity Leave. Her Maternity Leave kicks in and covers 100% of Macy's pay so she can focus on her new bundle of joy (and getting enough sleep!).

Weeks 7-12

Macy decides to use five days of PTO for week 7, knowing weeks 8-12 are unpaid FMLA Leave. She keeps five days of PTO for time off during the remainder of the fiscal year. She's happy for the job protection while she continues bonding with her baby.

Week 13

Macy knows Cintas provides FMLA job protection up to 16 weeks, but she's ready to return to work. She knows she can use the remaining four weeks of FMLA Leave if she needs to later in the year.

Note: This example is for illustrative purposes only.

BENEFIT REMINDERS WHILE YOU'RE ON LEAVE

There are some important details to keep in mind — and steps to take — while you're out on leave. Make a note and mark your calendar so you don't forget!

- **You have 30 days to add new dependent(s) to your benefits.** Having or adopting a child is a Qualified Status Change, which means you can make changes to your benefits like adding your baby to your medical coverage or enrolling in a DCFSA.
- **Review and update your beneficiary designations** (note that you can add or change your beneficiary designations at any time).
- **While on a paid leave, such as Maternity Leave or Short-Term Disability, benefit deductions continue to be taken from your paycheck.**
 - If your pay amount is not enough to cover your deductions, it's possible that some deductions could be held in arrears until there is enough pay to take the deductions.
 - If you transition to an unpaid leave, such as from Maternity Leave to FMLA, you will receive a monthly bill for your benefits at your home address.
 - To avoid coverage cancellation, you will need to pay your benefits invoice in full by the due date.
 - If you do not make the payment in full by the due date, your benefits will be cancelled retroactively to the last date premiums were paid through.
- **When you return to work, any arrears will be taken in full automatically when your pay starts.**
 - If you were billed at home for benefits, your account will be reconciled upon your return to work.
 - If you have a balance due after the reconciliation, you are responsible to make that payment as directed in your monthly billing statement to avoid cancellation of your benefits.
 - If you are due a refund, it will be issued within a few weeks of your return.
- **While you're out on Maternity Leave, you will not receive holiday pay.** You will receive Maternity Leave pay for that holiday provided it falls on a day you are regularly scheduled to work.



IMPORTANT NOTE ABOUT COMPANY LEASED VEHICLES*

If you participate in the Cintas Vehicle Lease Back Program prior to going on leave, Cintas will continue to make monthly auto and maintenance reimbursements and will continue your car insurance while you're out on approved leave. Please note, however, gas reimbursements will not be paid while you're on leave.

*Available to partners only.



PREPARING FOR LEAVE AND YOUR RETURN TO WORK

You play an important role at work and will be missed while you're away. We want you to focus on taking care of YOU while you're on leave, so please remember to:

- **Report your leave request in a timely manner**, ideally 30 days prior to the start of your leave. Be sure to file your claim with **Matrix**, our leave administrator, or by calling **888.256.4131** within 24 hours of your absence from work.
- **Work with your manager to cover your work while you're out.** Ensuring a smooth handoff to others sets everyone up for success and low stress.
- **Plan ahead for your return to work:**
 - Payroll deductions for your benefits will resume, including any benefit arrears from your time on leave.
 - Your Matrix Claims Manager will reach out a week before your return-to-work date to confirm. Make sure to update your Claims Manager if there are any changes.

QUESTIONS?

Preparing for time away from work is a lot to think about, but by planning ahead, all you'll need to do is enjoy every moment with your new baby. You can explore all your Cintas benefits at mycintasbenefits.com. If you have questions about your benefits, contact the Cintas Service Center at **866.256.6559**.

