Paid Parental Leave
This leave allows eligible employees to take up to 12 weeks of paid time off at their regular base rate of pay to care for a newborn child or a child that has been adopted or placed with the employee for foster care.

Eligibility
You are eligible for paid Parental Leave if you (i) are a full time or regular part-time employee; (ii) on the US payroll; (iii) prior to the birth of the child or placement of the child with you for adoption or foster care, have at least 12 months of service with Dow Jones based on your service date; and (iv) will serve as the child’s Primary Caregiver (as defined below).

Eligible employees may take up to 12 consecutive weeks of leave, paid at their current base salary. Such paid leave must be taken within the first 16 weeks following the child’s birth or placement. Parental leave may not be taken on an intermittent basis.

For the purpose of this Policy, the Primary Caregiver is defined as the person regularly providing the child with the majority of his or her care during the entire period of the Parental Leave. When requesting a Parental Leave, you must certify that you will be the child’s Primary Caregiver in accordance with this definition. In the event that Dow Jones learns that you were not the child’s Primary Caregiver, you will forfeit any entitlement to any further (or future) paid Parental Leave, the period of paid leave will be deemed paid time off and deducted from your eligibility for vacation and personal days, and you will be subject to disciplinary action up to and including the termination of your employment due to your dishonesty.

If both parents are Dow Jones employees, such employees may alternate acting as the Primary Caregiver and each take six weeks of paid leave, however the eligible leave period will still be limited to the sixteen week period immediately commencing from the date of birth or placement of the child.

Employees taking Parental Leave must comply with all other applicable provisions of this Policy. Please note that nothing in this policy is intended to limit any applicable right to unpaid leave under the Family and Medical Leave policy or under applicable federal, state, or local law.

Parental Leave is not earned or accrued but rather is available in full after 12 months of service. Consequently, if for any reason an eligible employee does not take all or part of the entire paid Parental Leave time available, the remaining weeks of benefit eligibility will be forfeited.

Parental Leave pay allows eligible employees to receive no more than their full base salary for the leave period. Any amounts received through the Company’s disability plans or through state or federal income replacement programs such as Social Security or Workers’ Compensation shall be deducted from the Parental Leave benefit. Employee benefits will continue to be provided during Parental Leave on the same terms as are provided to employees not leave.

Notice of Leave
If you wish to take Parental Leave, you must provide both your manager and The Benefits Center with at least 30 calendar days prior written (email) notice before the desired leave is to begin. When the approximate timing of the need for the leave is unforeseeable, notice should be given as soon as practicable under the circumstances. Even if you have initiated an FMLA leave, an STD claim or other leave of absence, you still must separately provide written notice to both your manager and The Benefits Center requesting paid Parental Leave and provide the Primary Caregiver certification described above.

Note: If you commence some other type of leave, such as Family and Medical leave, before the birth of your child, you will need to contact The Benefits Center upon the birth of the child so that they can appropriately administer the remainder of your leave. Please keep your manager advised of your status if
there are any changes with regard to the duration of your leave. Eligible employees may take Parental Leave no more than one time in any rolling 12 month period, calculated from the last day of any previous Parental Leave.

**Returning from Parental Leave**

Parental Leave will run concurrently with applicable leave under the Family and Medical Leave Act (FMLA), Dow Jones Short-Term Disability leave, and/or applicable state leave laws. Please note that Parental Leave does not independently provide job protection. This means that should an employee be out on a paid Parental Leave and not also out on an FMLA or disability leave, the employee’s position may be filled or eliminated during the Parental Leave, due to business or operational needs, as determined in the Company’s discretion. In the event the employee’s position is filled or eliminated, the employee may apply for any position for which he/she is qualified, provided one is available. The Company will endeavor to provide the employee with notice that his/her position is going to be filled in order to give the employee the opportunity to choose to return to work and forfeit the remaining leave time.

Prior to the Parental Leave end date, employees may request to extend their leave through the use of unused vacation days or personal days. If no extension has been requested or other leave requested, employees will be expected to return to work the first day after the Parental Leave end date.

No later than one week prior to returning to work, employees should contact their managers and The Benefits Center to confirm their intention to return. If employees choose not to return to work on the designated date or otherwise fail to contact their managers, they will be considered to have voluntarily resigned.

**Expectant Mothers**

Expectant mothers may sometimes have to stop working before the birth of their child for medical reasons. In such cases, if they provide certification from their health care provider to The Benefits Center, they may be eligible for Short-Term Disability benefits for leave taken before the baby’s birth, and generally for six or eight weeks following the birth. Such time off also runs concurrently with leave under the FMLA and/or applicable state law. During the period of disability leave following the birth of the child, the Company will assume that the mother is the Primary Caregiver for purposes of this policy and initiate a Parental Leave on the mother’s behalf beginning on the date of the child’s birth unless the mother certifies otherwise. In no event can paid Parental Leave extend beyond sixteen weeks from the birth of the child.

Should you have any questions about this policy, please do not hesitate to contact The Benefit Center at your earliest convenience.

The Benefit Center may be contacted at:

The Benefits Center
www.link2mybenefits.com
1-800-220-1716

If for some reason after speaking with someone at the Benefit Center you still have questions, then please feel free to contact Employee Benefits at employebenefits@dowjones.com.