

## BRAZIL - PATERNITY & ADOPTION TIME OFF PROGRAMS

### Frequently Asked Questions

#### Employee - General

| Question  | Answer  |  |      |   |        |   |         |
|---|---|--|------|---|--------|---|---------|
| <p><b>How many days am I entitled under Paternity &amp; Adoption Time Off?</b></p>            | <p>Paternity &amp; Adoption Time Off is granted for a period of <b>5 days</b>.</p> <p>The employee has the option to extend this period under the Program “Empresa Cidadã” (Government Program) which allows the Paternity &amp; Adoption Time Off extension for additional <b>15 days</b>.</p> <table border="1"> <thead> <tr> <th>Paternity &amp; Adoption Time Off Programs</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>Paternity &amp; Adoption Time Off (Regular)</td> <td>5 days</td> </tr> <tr> <td>Paternity &amp; Adoption Time Off Extension Plan (Empresa Cidadã)</td> <td>15 days</td> </tr> </tbody> </table> | Paternity & Adoption Time Off Programs | Days | Paternity & Adoption Time Off (Regular) | 5 days | Paternity & Adoption Time Off Extension Plan (Empresa Cidadã) | 15 days |
| Paternity & Adoption Time Off Programs  | Days  |  |      |   |        |   |         |
| Paternity & Adoption Time Off (Regular)   | 5 days  |  |      |   |        |   |         |
| Paternity & Adoption Time Off Extension Plan (Empresa Cidadã)                                 | 15 days   |  |      |   |        |   |         |
| <p><b>Who is eligible for Paternity &amp; Adoption Time Off?</b></p>                          | <p>FTE employees located/registered in Brazil are eligible immediately after starting at PayPal.</p>  |  |      |   |        |   |         |
| <p><b>Who is not eligible for Paternity &amp; Adoption Time Off?</b></p>                      | <p>Contingent Workers (CW); Interns and Apprentices.</p>  |  |      |   |        |   |         |
| <p><b>When does my Paternity &amp; Adoption Time Off start?</b></p>                           | <p>The Paternity &amp; Adoption Time Off will start in the following business day after the birth of a child or after the adoption date. The time off days are consecutive calendar days, and the employee will need to provide a birth certificate or judicial term of custody as supporting documentation</p>   |  |      |   |        |   |         |
| <p><b>When should I submit my request for Paternity &amp; Adoption Time Off?</b></p>          | <p>The employee should submit the request for Paternity &amp; Adoption Time Off after the birth of a child or adoption.</p>   |  |      |   |        |   |         |
| <p><b>When should I submit my request for Extended Paternity &amp; Adoption Time Off?</b></p> | <p>The employee should request an extension up to 2 business days after the birth of a child or adoption, with an Extension Request Letter and certificate of attendance in a parenting program or activity.</p>  |  |      |   |        |   |         |
| <p><b>When does my extended Paternity &amp; Adoption Time Off start?</b></p>                  | <p>Extended Paternity &amp; Adoption Time Off starts immediately after your regular Paternity &amp; Adoption Time Off period (the 5 days) is over.</p>  |  |      |   |        |   |         |

| Question   | Answer  |  |                      |   |   |   |  |
|--|---|--|----------------------|---|---|---|--|
| <b>What supporting documents are required?</b>                             | <p>The required supporting documents are:</p> <table border="1" data-bbox="764 323 1312 680"> <thead> <tr> <th data-bbox="768 327 1053 405">Paternity &amp; Adoption Time Off Programs</th> <th data-bbox="1053 327 1308 405">Supporting Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="768 405 1053 499">Paternity &amp; Adoption Time Off (Regular)</td> <td data-bbox="1053 405 1308 499">Birth Certificate or Judicial Term of Custody</td> </tr> <tr> <td data-bbox="768 499 1053 676">Paternity &amp; Adoption Time Off Extension Plan (Empresa Cidadã)</td> <td data-bbox="1053 499 1308 676">Extension Request Letter<br/>+<br/>Parenting Program or Activity Certificate</td> </tr> </tbody> </table>   | Paternity & Adoption Time Off Programs | Supporting Documents | Paternity & Adoption Time Off (Regular) | Birth Certificate or Judicial Term of Custody | Paternity & Adoption Time Off Extension Plan (Empresa Cidadã) | Extension Request Letter<br>+<br>Parenting Program or Activity Certificate |
| Paternity & Adoption Time Off Programs                                     | Supporting Documents  |  |                      |   |   |   |  |
| Paternity & Adoption Time Off (Regular)                                    | Birth Certificate or Judicial Term of Custody   |  |                      |   |   |   |  |
| Paternity & Adoption Time Off Extension Plan (Empresa Cidadã)              | Extension Request Letter<br>+<br>Parenting Program or Activity Certificate  |  |                      |   |   |   |  |
| <b>How can I subscribe to a Parenting Program?</b>                         | <p>The employee can enroll in any parental course that provides a certification which is required for the extension. Employees can find such courses online.</p>  |  |                      |   |   |   |  |
| <b>Can the Extension Request Letter be prepared by e-mail?</b>             | <p>Yes. You can find the Letter template for your request here: <a href="#">Brazil Paternity &amp; Adoption Time Off - Extension Request Letter Template</a></p>  |  |                      |   |   |   |  |
| <b>Can I submit the request without supporting documents?</b>              | <p>No. The system will not allow you to submit the request without supporting documents.</p>  |  |                      |   |   |   |  |
| <b>How can I submit the request for Paternity &amp; Adoption Time Off?</b> | <p>To submit a request, you will need to navigate in Workday following below steps:</p> <ol style="list-style-type: none"> <li>1. Employee opens "My Time and Absence" &gt; "Request Time Off" in Workday.</li> <li>2. Employee enters 5 days in "Request Time Off" and choose the type "Paternity &amp; Adoption Time Off – Days (Paid)" in Workday.</li> <li>3. Employee enters with the time off reason according to the request: "Childbirth" or "Adoption".</li> <li>4. Employee uploads the documents in "Supporting Documents" (birth certificate or judicial term of custody).</li> <li>5. Workday automatically updates employee time off status based on the data provided by employee: "Last Day of Work"; "First Day of Time Off"; "Estimated Last Day of Time Off", "Time Off Type" and "Time Off Reason".</li> <li>6. Manager receives a notification of Paternity &amp; Adoption Time Off Request to approve in Workday.</li> <li>7. Employee Central receives a notification for reviewing and approving the time off request.</li> <li>8. Update Time Off status will be changed automatically in Workday.</li> <li>9. Employee or Manager enters "Return to Work" in Workday and end the process after completing 5 days of Paternity &amp; Adoption Time Off.</li> </ol> |  |                      |   |   |   |  |

| Question  | Answer   |
|---|--|
| <b>How can I submit the request for Paternity &amp; Adoption Time Off Extension Plan?</b>         | <p>To submit the extension request:</p> <ol style="list-style-type: none"> <li>1. Employee request Paternity &amp; Adoption Extended Time Off Days in writing and send via e-mail to Manager, Site HR and Latam Benefits.</li> <li>2. Employee submits a request for Paternity &amp; Adoption Extended Time Off Days (Paid), select the time off reason according to the request: "Childbirth" or "Adoption" and upload the Parenting Program or Activity Certificate and the extension request letter for 15 days in "Supporting Documents" in Workday.</li> <li>3. Manager receives a notification to approve Time Off Extension in Workday.</li> <li>4. Employee Central receives a notification for reviewing and approve the time off request</li> <li>5. Update Time Off status will be changed automatically in Workday.</li> <li>6. Employee or Manager enter Return to Work in Workday and end the process after completing 15 days of Paternity &amp; Adoption Extended Time Off.</li> </ol> |
| <b>What is the start date that I should put on my Extended Paternity &amp; Adoption Time Off?</b> | <p>The extension plan will start immediately on the day after the regular time off plan ends. Example:<br/>           Last day of work: February 28<sup>th</sup><br/>           Paternity &amp; Adoption Time Off (5 days) start date: March 1<sup>st</sup><br/>           Paternity &amp; Adoption Time Off end date: March 5<sup>th</sup><br/>           Paternity &amp; Adoption Time Off Extension Plan (15 days) start date: March 6<sup>th</sup><br/>           Paternity &amp; Adoption Time Off Extension Plan end date: March 20<sup>th</sup></p>   |
| <b>Can I split Paternity &amp; Adoption Time Off period?</b>                                      | <p>No. It is not allowed to split the time off period. The program is for consecutive days of time off.</p>  |
| <b>Can I take fewer or additional days for the time off programs?</b>                             | <p>No, it is not allowed. You should take the entire period for each program.</p>  |
| <b>Can I return to work before ending the entire time off period?</b>                             | <p>No.</p>   |
| <b>Will my benefits stop during my Paternity &amp; Adoption Time Off period?</b>                  | <p>No.</p>   |
| <b>Will I receive my salary during the Paternity &amp; Adoption Time Off period?</b>              | <p>Nothing changes during this period; you will continue to receive your base salary.</p>  |
| <b>Can I work during Paternity &amp; Adoption Time Off period?</b>                                | <p>No.</p>   |

## Manager – General

| Question  | Answer  |
|---|---|
| <b>Can my Employee start Paternity &amp; Adoption Time Off before baby is born or before of adoption date?</b>    | No.   |
| <b>How should I manage PTO for Employee on Paternity Time Off?</b>  | Employees cannot accumulate two benefits, so PTO needs to be taken upon employee's return. If the employee already had PTO planned in Workday, it needs to be cancelled and rescheduled to have it occur after return to work.  |
| <b>Where should I go if I have a question about Paternity &amp; Adoption Time Off Program?</b>                    | HR Hub / Employee Central / Latam Benefits.<br><a href="#">Paternity &amp; Adoption Time Off</a>  |
| <b>Can the manager submit the time off request on behalf of employee?</b>   | Yes. The Manager can enter Paternity & Adoption Time Off on behalf of the employee in Workday following the same process above mentioned. Manager runs the process in Workday once the employee provides the medical birth certificate or judicial term of custody and Parenting Program or Activity Certificate. Manager enters all necessary details and submits the request on behalf of the employee. |
| <b>Who approves if the employee's manager enters Paternity &amp; Adoption Time Off on behalf of the employee?</b> | When the manager requests any kind of time off or time off on behalf of a subordinate it automatically will be approved in Workday.   |
| <b>What should I do if I'll will be out on PTO?</b>   | Delegate in Workday. This is an important step to ensure tasks and approvals (including for Paternity & Adoption Time Off) are not held up.   |
| <b>Can I only delegate for Paternity &amp; Adoption Time Off in Workday?</b>                                      | No. When you delegate Workday, it will apply to all functionalities.  |