

Birth via Surrogate Leave

What are my leave options?

Associates may be eligible for up to 12 weeks of time off for a child born via surrogacy.

- Eight weeks of Parental Leave, paid at 100%, which can be broken up in two week increments. Two of the eight weeks of the Parental Leave may be used prior to expected date of birth. You have 12 months from the date of birth to use your Parental Leave. Documentation is not required for the two weeks prior to expected date of birth, but proof of birth will be required for anytime taken after delivery. You should provide at least a 30-day advance notice to your manager and the Capital One Leave and Accommodation Service Center prior to taking your Parental Leave time (for both consecutive leaves and incremental leaves). Both Parental and Family and Medical (FML) Leaves are set up simultaneously and run concurrently.
- If you're eligible for FML at the time of your child's birth, you're eligible for 4 additional weeks of unpaid leave under FML time. You must use all but ONE week of earned vacation (exempt associates) or PTO (non-exempt associates) before taking unpaid leave. You are not required to use any vacation/PTO that you've purchased. Note: Any FML taken outside of the Parental Leave must be taken consecutively, but you don't have to take it immediately following your 8 weeks of Parental Leave.



We're here to help! Contact the HR Help Center with any questions. Call 1-888-376-8836 or email leavemanagement@capitalone.com

How do I get started?

- **Step 1:** Call the Capital One Leave and Accommodation Service Center at 844-324-CAP1 (2271) 30 days prior to your requested leave date—they'll let you know what paperwork is needed to approve your time off.
 - **Please note:** If you do not provide a 30-day advance notice, you need to fill out a Parental Leave Request Form, found on [Pulse](#). If you don't have access to Pulse, contact the Capital One Leave and Accommodation Service Center to request the form via email or mail. Then, you must send the completed form to your manager for approval. If your manager approves, they must forward the form to the Capital One Leave and Accommodation Service Center. You'll still be required to provide the Capital One Leave and Accommodation Service Center with the required documentation.
- **Step 2:** Let your manager know how much time you plan to take off.
- **Step 3:** Hello baby! Congrats!
- **Step 4:** If you decide to take your Parental Leave at the time of your child's birth, call the Capital One Leave and Accommodation Service Center at 1-844-324-CAP1 (2271) within three days of the birth so your leave time starts. They'll contact Capital One with your claim approval and the Capital One Leave Management team will update your time so you continue to receive pay.
- Contact the Capital One Leave and Accommodation Service Center at 1-844-324-CAP1 (2271) if you decide to change your original amount of time off.



The EAP offers child care services and a 24-hour Nurse Line for new parents! Call 1-855-383-7222 or go online to www.anthemepap.com (Login Capital One).

My leave is almost over—now what?

- Talk to your manager about your return to work plans so they can prepare for your return.
- Discuss with your manager a possible flexible return to work schedule if you need additional time.

