

# Overview | Parental Leaves

## Maternity, non-birthing parent and adoption

When you welcome a new addition to your family, your leave can be covered by a combination of the below. You have continuation of health insurance benefits coverage under each type.\*

### How your leave is administered

	Family Medical Leave (FMLA)	OR	Company Medical Leave
<b>Coverage</b>	Allows eligible employees to take unpaid, job-protected leave for specified family and medical reasons.		Allows eligible employees that are not eligible for FMLA time off for their own medical reasons.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Employed for 12 months in a seven-year period</li> <li>Worked 1,250 hours during the 12 months prior to the start of the leave</li> </ul>		<ul style="list-style-type: none"> <li>Employed for 90 days preceding the leave</li> <li>Full or part-time employees</li> <li>Not eligible for FMLA</li> <li>Requires manager approval</li> </ul>
<b>Length</b>	Up to 12 weeks		Typically up to 8 weeks  Note: Maximum allowed is 180 days

### How you are paid

	Short-term Disability (STD)
<b>Coverage</b>	Provides income replacement if you suffer a non-work related injury, illness or pregnancy that prevents you from working
<b>Eligibility</b>	<p>If you have not elected STD benefits, you may still be eligible for a leave of absence, but you would not receive disability benefits/pay. Available PTO would be used and exhausted for the duration of your leave, then your leave would be unpaid.</p> <p>Those newly enrolled in the STD plan are subject to the preexisting condition provision.</p>

### Who to contact

Absence Center
<p>To report a new claim, to view an existing claim or for questions about leaves of absence:</p> <ul style="list-style-type: none"> <li>Access via <a href="http://mySedgwick.com/BSWH">mySedgwick.com/BSWH</a></li> <li>Access via PeoplePlace &gt; Absence Center (Leaves)</li> <li>Call (844) 511-5762</li> </ul>

**Preexisting condition provision** If you opted out during your initial eligibility period, be aware that you will be subject to the pre-existing condition provision: *If you've been diagnosed, treated or received medical advice for a condition (including pregnancy) within three months of your effective date on the plan, that condition will be excluded for a period of 12 months.*

\*While on paid leave, benefit premiums continue to be deducted from your paycheck. While on unpaid leave, benefit premiums will be billed directly to you from our third-party vendor, Optum. Please pay promptly to avoid termination of insurance coverage.

# Family Medical Leave (FMLA)

See first page for eligibility requirements.

**Maternity leave:** Applies to any female employee who initiates a continuous leave after giving birth to a child. Time off prior to delivery may be approved under the disability plan if medically necessary.

**Non-birthing parent leave:** Applies to non-birthing parent (male or female).

**Adoption leave:** Applies to the adoptive parent who legally adopts a child (not biologically related to either parent) under the age of 18.

There are two different options:

- Childbirth
- Childbirth by C-section.

Both types of leave must be taken all at once on a continuous basis. You may use this benefit within the first twelve (12) months of the child's birth/ adoption.

Week of leave											
1	2	3	4	5	6	7	8	9	10	11	12

## Maternity | Childbirth

PTO* 1 week	Short Term Disability 100% for 5 weeks	Exhaust PTO, then remainder of time unpaid (6 weeks max)**
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## Maternity | Childbirth by C-section

PTO* 1 week	Short Term Disability 100% for 5 weeks	60% STD + 40% PTO for 2 weeks	Exhaust PTO, then remainder of time unpaid (4 weeks max)**
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## Non-birthing parent

PTO* 1 week	STD 100% 1 Week	Exhaust PTO, then remainder of time unpaid (10 weeks max)**
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## Adoption

PTO* 1 week	Short Term Disability 100% for 3 weeks	Exhaust PTO, then remainder of time unpaid (8 weeks max)**
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\*Elimination period: STD benefits begin after a seven (7) consecutive calendar day elimination period is met, which begins on the child's date of birth/date of adoption.

\*\*Bonding period: Optional, may be taken anytime within 12 months of the child's birth/adoption.

### REMEMBER!

You must have elected STD coverage to receive disability pay while on leave

# Company Medical Leave

See first page for eligibility requirements.

**Maternity leave:** Applies to any female employee who initiates a continuous leave after giving birth to a child. Time off prior to delivery may be approved under the disability plan if medically necessary.

**Non-birthing parent leave:** Applies to non-birthing parent (male or female).

**Adoption leave:** Applies to the adoptive parent who legally adopts a child (not biologically related to either parent) under the age of 18.

There are two different options:

- Childbirth
- Childbirth by C-section.

Both types of leave must be taken all at once on a continuous basis. You may use this benefit within the first twelve (12) months of the child's birth/ adoption.

Week of leave											
1	2	3	4	5	6	7	8	9	10	11	12+

## Maternity | Childbirth

PTO* 1 week	Short Term Disability 100% for 5 weeks	Optional bonding time**
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## Maternity | Childbirth by C-section

PTO* 1 week	Short Term Disability 100% for 5 weeks	60% STD + 40% PTO for 2 weeks	Optional bonding time**
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## Non-birthing parent

PTO* 1 week	STD 100% 1 Week	Optional bonding time**
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## Adoption

PTO* 1 week	Short Term Disability 100% for 3 weeks	Optional bonding time**
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\*Elimination period: STD benefits begin after a seven (7) consecutive calendar day elimination period is met, which begins on the child's date of birth/date of adoption.

\*\*Bonding period: Additional time for bonding may be requested as personal leave, subject to manager approval. If approved, PTO would be exhausted and then leave would be unpaid.

### REMEMBER!

You must have elected STD coverage to receive disability pay while on leave