

---

# Care for Newborn Child Leave of Absence Guidelines

## New York/New England Bargained for Employees

### 1.0 General

The Care for Newborn Child (CNC) Policy allows an employee to take up to 12 months of unpaid leave to care for a newborn, adopted or recently placed foster children.

If there is any conflict between these guidelines and any applicable collective bargaining agreement, the latter shall be controlling.

### 2.0 Eligibility

Any New York/New England bargained for employee, regardless of the length of his/her Company service, who has completed a period of disability associated with the birth of a living child is eligible for a CNC Leave, provided that the leave begins prior to the child's first birthday.

Any New York/New England bargained for employee, regardless of the length of his/her Company service, who provides satisfactory evidence of a direct association with a child shall be eligible for CNC Leaves. Direct association means either a natural or adoptive father or mother.

### 3.0 Duration of Leave

Following the birth or adoption of a child or placement of a foster child, an employee may take up to 12 months of unpaid leave. The leave may begin any time within the 12 month period following the birth/adoption or placement of the child or after a period of Sickness and Accident Disability due to the birth of the child.

An employee who returns to work after a period of disability associated with childbirth may be granted a CNC Leave if requested within 12 months of the date of birth. If the employee chooses to take an Anticipated Disability Leave and a Care of Newborn Child Leave in connection with childbirth, the combined maximum for these two leaves is 12 months. The 12-month maximum applies to the combined leaves regardless of whether the leaves are continuous.

Any period of intervening work between an Anticipated Disability Leave and a CNC Leave is not included in the total calculation of months on leave.

### 4.0 Request for Leave

An employee should discuss a request for leave with his/her supervisor as early as possible before a leave is to begin.

### 5.0 Application Process

The employee may obtain an [Application for Care for Newborn Child Leave of Absence \(G2518-CNC\)](#) on About You. The completed application should be returned to the supervisor who will also sign and date the form. Director level approval is also required.

If the CNC leave is for 30 days or greater, the employee's supervisor must submit the leave request in Manager Self Service (MSS).

---

If CNC immediately follows a disability absence related to childbirth, the starting date of the Leave of Absence for Care for Newborn Child will generally be the day following the last day an employee is certified disabled.

If there is an intervening period of work following disability related to childbirth (or if there has been no related disability, as in cases of adoption), the starting date will be at the time requested by the employee, provided that it is within twelve months of the birth or adoption of a child.

## **6.0 Reinstatement**

An employee granted a CNC Leave is guaranteed reinstatement to the same job or to a position of like status and pay up to 12 months following the date of birth or date of adoption of a child. Reinstatement is a departmental responsibility.

If upon application for reinstatement, prior to the end of the scheduled date of return, a position of like status and pay is not available, reinstatement may be deferred until such a position is available. In no case, however, shall reinstatement be deferred beyond the scheduled date of return.

The guarantee of reinstatement applies in all CNC Leaves regardless of the employee's length of service, except that when such a leave is granted to a temporary employee the guarantee of reinstatement shall not extend beyond the period of employment specified at the time of hiring.

If a CNC Leave extends beyond 12 months from the birth date of a child, there shall be no guarantee of reinstatement. The department, however, will attempt to return the employee to work.

## **7.0 Paid Employment While on Leave**

Unless you receive the prior written approval of your supervisor and Human Resources, you may not accept paid employment during your normal work hours.

## **8.0 Attendance, Performance and Other Improvement Programs**

Granting a leave does not cancel any steps or procedures previously taken as part of an attendance, performance or other improvement program. Upon return from a leave, the employee is at the same point in such a program as when the leave began.

# **Conditions for Leave**

**Employee Benefits during Care for Newborn Child Leave (For additional details or questions surrounding your health care benefits, reach out to the Verizon Benefits Center at 855-489-2367)**

### **Health Care Coverage**

Your medical, dental and vision care coverage continue throughout your leave. Verizon will pay the amount it normally does for your coverage during your leave. If you contribute to the cost of your health care coverage, however, you must continue making contributions during your leave. The Company will bill you monthly for these charges.

### **Sickness and Accident Disability Benefits**

If you become disabled during the first 30 days of your leave, you may be eligible to receive benefits under your Verizon Sickness and Accident Disability Benefit Plan. In such situations, you must notify your department. If you qualify for benefits, your leave may be cancelled and Verizon Sickness and Accident Disability benefits may begin on the eighth consecutive calendar day after your leave ends.



---

If you become disabled after the first 30 days of your leave, you can submit a request to your department to terminate your leave. If your request is approved and benefits are authorized, Verizon Sickness and Accident Disability benefits will begin on the eighth consecutive calendar day after your leave ends. Contact Verizon's Short-Term Disability Vendor for more information.

### **Basic Life and Accidental Death and Dismemberment (AD&D)**

Basic Life and AD&D Insurance coverage automatically continue during your leave for up to 12 months.

### **Supplemental Life, Dependent Life and Dependent AD&D**

You may continue coverage for Supplemental Life, Dependent Life and Dependent AD&D during your entire leave provided you pay the required premiums, which will be billed to you monthly.

You also can reduce the amount of your Supplemental Life, Dependent Life and Dependent AD&D Insurance coverage or stop your coverage while you are on leave. You may enroll for or increase your coverage for Supplemental Life, Dependent Life and Dependent AD&D Insurance any time after you return to work, subject to the Statement of Health Form requirements (also referred to as "Evidence of Insurability" [EOI]) of the Survivor Benefits Program. If you continue paying the required premiums while on leave, when you return to work your contributions resume automatically with no Statement of Health Form requirements. If you do not pay your premiums while on leave through the monthly billing process, coverage will terminate. If you re-enroll, you will be subject to EOI noted above

### **Savings Plan Participation and Loan Deductions**

If you take a Care for Newborn Child Leave, your Savings Plan allotments and other payroll deductions will stop when your unpaid leave begins. If you qualify to receive Verizon Sickness and Accident Disability benefits during your period of disability, your Savings Plan contributions will be deducted from disability benefits when they are paid. The contribution percentage will be the same as that deducted from your pay, unless you increase, reduce or cancel it. You can make contribution changes while on leave, which will take effect when your pay resumes. You also can make investment changes and may be eligible to take a withdrawal from the Plan. If you have an outstanding loan when your leave begins, you will receive a coupon book to use to continue making payments during your leave. Bank loan payments, charitable and political contributions and other payroll deductions are cancelled for the duration of the leave. When you return to work, your Savings Plan contributions will resume automatically. However, you will not be able to make up for contributions missed during your leave. Pioneer dues will resume automatically, but you must re-authorize all other deductions before they will begin again.

### **Health Care and Dependent Care Spending Accounts**

Your participation in the Health Care Spending Account (HCSA) & Dependent Care Spending Account (DCSA) ends when your leave begins.

If your leave is greater than 30 days, you will need to re-elect coverage for the Spending Accounts upon your return. If your leave is less than 30 days, coverage would be reinstated as long as you return within the same calendar year as the leave started. If you return the following year, you would need to re-elect coverage.

If you do not return to work following your leave, you can elect to continue participation in the HCSA through COBRA and submit claims for expenses incurred while COBRA coverage continues, through the end of the calendar year in which your leave ends.

You cannot continue the DCSA through COBRA, however, you can submit claims for expenses incurred prior to your leave date.



---

## **Concession Telephone Service**

Concession Telephone Service continues during your leave on the same basis as before your leave began.

## **Sickness Death Benefit**

A Sickness Death Benefit may be payable to your mandatory beneficiaries if you die during your leave and you were eligible for this benefit on the day prior to beginning your leave.

## **Vacation**

Arrangements must be made to conform to current Verizon policies and collective bargaining agreements regarding vacation scheduling, intervals and carry-over provisions. When a leave is to occur before the employee has taken his/her annual allotted vacation to which he/she is entitled, the supervisor should be sure that sufficient time will remain after the leave for the employee to then take the vacation. When this would not be possible, the vacation must be taken prior to the leave. When a previously scheduled vacation would occur during a period of leave, the vacation shall be rescheduled, generally to precede the leave.

Please discuss your vacation options and the vacation carry over rules with your supervisor before your leave begins. Refer to your collective bargaining agreement for more information.

New mothers can take a paid vacation after their period of disability ends and before they begin a Care of Newborn Child Leave—without returning to active work.

## **Holiday**

Holiday treatment during a leave is as follows:

- Holidays occurring during the leave will not be paid.
- A day in lieu of a Holiday which occurs during the leave is not permitted.

## **Excused Work Days**

Excused Work Days scheduled to occur during the leave must be rescheduled. Arrangements must be made to conform with current Verizon policies and collective bargaining agreements regarding scheduling intervals and carry-over provisions.

## **Service Credit While You Are on Leave**

You receive service credit for up to 12 months when you are on the Care for Newborn Child Leave, upon return to work or upon termination of employment, once the 4 to 6 week disability period expires.

## **Other Available Leave**

If you are eligible for leave under any applicable law, including the Family and Medical Leave Act (FMLA), or other plan or policy, this leave will run concurrently with any and all other leaves to the full extent permitted by law.

## **Additional Information**

Refer to your collective bargaining agreement.

Last Updated January 2018