
Care of Newborn Child Leave of Absence Toolkit

New York/New England Bargained for Employees

Verizon's Care for Newborn Child Leave of Absence (CNC) provides employees with up to 12 months of unpaid leave to care for a newborn, adopted or recently placed foster children. Proof of birth, adoption or placement will need to be provided. If you are a mother out on disability following the birth of your child, your disability certification serves as proof under the Care for Newborn Child Leave policy. If you are a father or same-sex domestic partner requesting a Care for Newborn Child Leave, you must provide proof of the baby's birth before your leave can be approved. Adoptive and foster parents must provide proof of adoption or placement before the leave can be approved. Care for Newborn Child Leave may run concurrently with any FMLA leave to which the employee is entitled.

Supporting documentation may include:

- For care of newborn child: Birth Certificate / Birth Letter
- For adoption or foster care: Adoption Letter / Placement Letter

EMPLOYEE'S RESPONSIBILITIES

To initiate a Care for Newborn Child Leave

- Review the Conditions for Leave within the Care for Newborn Child Leave of Absence Guidelines.
- Notify your supervisor of your need for a leave of absence.
- You must provide your supervisor with proper supporting documentation. If you are a father requesting a Care for Newborn Child Leave, you must provide proof of the baby's birth to your supervisor before your leave can be approved. Adoptive and foster parents must provide proof of adoption or placement before the leave can be approved. Request for leave may be denied if supporting documentation is not provided.
- Once you have submitted completed application and supporting documentation to your supervisor, your leave will be granted.

If your Leave will be less than 30 calendar days:

Complete a [Care for Newborn Child Leave of Absence Application \(G2518-CNC\)](#) and submit to your supervisor for signatures.

If your Leave will be 30 calendar days or more:

Your supervisor will submit the request for Care for Newborn Child Leave via Manager Self Service (MSS).

Note: Applications submitted directly to the Leave of Absence Team will not be processed.

During a Care for Newborn Child Leave

- Maintain regular communications with your supervisor during the leave period.
- Provide your supervisor/department and the Benefits Center with any change of address or telephone contact information while on leave.
- Communicate promptly to your supervisor any change in return to work date or intention to return to work at least two weeks prior to the expiration of the approved leave period.
- Notify your supervisor of any request for extensions as soon as possible prior to the end of the leave. In order to be approved, extensions **must** be requested prior to the end of the leave for approval.

Ready to Return to Work?

Notify your supervisor of your intent to return to work prior to the expiration of the leave.



SUPERVISOR'S RESPONSIBILITIES

Initiate the Care for Newborn Child Leave

- Review with your employee the Conditions for Leave within the Care for Newborn Child Leave of Absence Guidelines.
- Care for Newborn Child Leave of Absence applications submitted directly to the Leave of Absence Team will not be processed.
- You must review the employee's supporting documentation. If not available at the time of submission, be sure to confirm receipt within two weeks of Leave Start Date.

If the employee's request for leave is less than 30 calendar days:

- Review and sign the completed Care for Newborn Child Leave of Absence application in a timely manner.
- Forward completed Care for Newborn Child Leave of Absence application to your Director for signature.
- Enter employee's time in Vz Time
- Advise employee that leave request has been granted.

If the employee's request for Leave is for 30 calendar days or more:

- Submit the employee's request for Care for Newborn Child Leave via Manager's Self Service (MSS).
- Verify you have received email notification of decision from MSS.
- Advise employee that leave request has been granted.

During a Care for Newborn Child Leave

- Maintain contact with employee on a regular basis throughout employee's leave.
- Ensure any leave extension is submitted via MSS.

When employee is ready to Return to Work

- Oversee the employee's return to work.
- Return the employee to active status via MSS.
- Resume normal time reporting for the employee.

LEAVE OF ABSENCE TEAM'S RESPONSIBILITIES

During a Care for Newborn Child Leave

There is no action required from the Leave of Absence Team. Leaves of Absences are managed at the department level.

When employee is ready to Return to Work

Leave of Absence Team does not administer the return to work process.

If you have any questions, please contact 1-800-638-4228 or send an e-mail to verizonleavemanagement@Sedgwickcms.com

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