
Enhanced Educational Leave of Absence Guidelines

New York/New England Bargained for Employees

1.0 General

Enhanced Educational Leave of Absence (EEL) allows employees to take an unpaid leave of absence to attend a qualifying institution full time.

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

2.0 Eligibility

In order to be eligible for the Enhanced Educational Leave of Absence the employee must meet the following requirements:

- be an active, regular full-time New York or New England bargained for employee
- have at least five (5) years of net credited service, and
- be enrolled on a full-time basis in an educational program which would qualify for tuition assistance under the applicable Tuition Assistance Program.

3.0 Duration of Leave

Enhanced Educational leaves are generally granted for a minimum period of six (6) consecutive months. Extensions must be taken in increments of six months or more. The initial leave and any extensions must be taken in whole months. The maximum period of leave should not extend beyond 24 consecutive months.

4.0 Request for Leave

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

5.0 Application Procedure

The employee may obtain an [Application for Enhanced Education Leave of Absence \(G2518-EEL\)](#) from the Verizon e-web.

The employee must also provide proof of full-time enrollment in an accredited college, university or technical institute. The completed form and proof of full-time enrollment should be returned to the supervisor who will also sign and date the form. Director level approval is also required.

The employee's supervisor must confirm that the employee is enrolled in an approved educational program on a full-time basis. The supervisor must submit the leave request in Manager Self Service (MSS).

Extensions may be taken in no less than six-month increments. The initial leave and any extensions must be taken in whole months.

The application process is the same for the first and all subsequent extensions. Each new extension requires a new Application for Enhanced Education Leave of Absence (G2518-EEL).

6.0 Tuition Assistance Plan

During an Enhanced Educational Leave, employees are eligible to take advantage of the Company's Tuition Assistance Plan. The plan may provide up to \$8,000 per leave year (12 months from start of leave) for tuition, provided existing guidelines for application and payment are followed.

7.0 Reinstatement

Employees will be reinstated to the job held prior to the leave, or one of similar pay and status, provided they return to work on the date agreed upon prior to the leave.

8.0 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.

9.0 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 Enhanced Educational 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 take an Enhanced Educational Leave, Sickness and Accident Disability benefits generally are paid if you become disabled at any point during your leave.

- If you cannot continue in your education program on a full-time basis, you should notify your department. Your leave will be cancelled and you will be returned to the payroll. You then will be eligible to apply for benefits under the Verizon Sickness and Accident Disability Benefit Plan for New York and New England Associates.
- If you can continue your education program as a full-time student, you will be eligible to apply for benefits under the Verizon Sickness and Accident Disability Benefit Plan for New York and New England Associates as of the day you originally were scheduled to return to work. Contact the Verizon Benefits Center for more information.

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

Basic Life and AD&D Insurance coverage continue automatically during your entire leave for up to 24 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, for up to 24 months, 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 Payroll Deductions

If you take an Enhanced Educational Leave, 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

If vacation is involved, 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.

When an Enhanced Educational Leave extends into the following calendar year, even for one day in the following year, the employee becomes eligible for vacation in that following year as of the termination date of the leave. In such a case, needs of the business permitting, the employee need not return to work prior to taking the vacation.

There will be no payments in lieu of vacation which was missed because of an Enhanced Educational Leave. Vacation may not be scheduled to occur between two leaves of absence.

Holiday

Holiday treatment during a leave is as follows:

- Holidays occurring during an Enhanced Educational 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 an Enhanced Educational 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 will receive service credit for your entire leave period, up to 24 months, upon your return to work.

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.

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