
Family Care Leave of Absence Guidelines

New York/New England Bargained for Employees

1.0 General

The Family Care Leave of Absence Program (FCL) provides an employee the ability to take a leave of absence for up to 24 months during a 10-year period in order to care for a seriously ill family member.

- The minimum duration of any period of full-time and intermittent FCL requests is three (3) calendar days and the leave must begin on a scheduled work day.
- If any employee on FCL returns to work prior to meeting the minimum FCL period of 3 calendar days, the absence will no longer be considered FCL unless the family member that he/she has cared for under FCL has died.
- If an employee is eligible for FCL and is also eligible for leave under any applicable law, or other plan or policy, to the extent that FCL and any of those leaves do not already run concurrently then to the full extent permitted by law, FCL and any and all other leaves will run concurrently.
- If an employee takes leave under any applicable law, or other plan or policy and the reason for an employee's leave under any applicable law, or other plan or policy, is a reason that would qualify for FCL, to the full extent permitted by law, that leave will reduce the amount of an employee's available FCL, regardless of the increment of the leave taken.

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

2.0 Eligibility

Any regular full-time or part-time New York/New England bargained for employee, regardless of the length of his/her Company service, is eligible for Family Care Leave of Absence upon furnishing Verizon with satisfactory evidence of his/her family member's serious illness.

3.0 Definitions

For purposes of this leave, covered family member means:

- Spouse or same-sex domestic partner
- Child*
- Grandchild
- Brother
- Sister
- Parent or parent-in-law or the parents of your same-sex domestic partner
- Grandparent or grandparent-in-law or the grandparents of your same-sex domestic partner
- Any other relative who takes the place of a parent or who is living in the employee's home

* This includes biological and adopted children, stepchildren or foster children who reside in the household and children who reside in the household for whom the employee or the employee's spouse or same-sex domestic partner is the legal guardian.

4.0 Duration of Leave

The minimum duration of any FCL will be three (3) calendar days. FCL is without pay and may not exceed 24 months during a 10-year period. The 10-year period begins with the first day of an FCL. The department will maintain a record of these leaves in the employee's personnel file.

- FCLs are subject to the approval of the employee's department and the Leave of Absence Administrator.
- Approved FCLs must meet the minimum duration of three (3) calendar days and will begin and end as of the dates specified on the Application for Family Care Leave (G2518-FCL) form.
- Recertification will be required if approved frequency or duration of leave is exceeded. Employees will be required to submit a Recertification (G2518-REC) Form within 25 calendar days from when the frequency or duration of the approved leave is exceeded. The treating health care provider must specifically designate coverage of any time that exceeds the current certification.

5.0 Emergency Requirement

Should an emergency arise where an employee is unable to wait for his/her application for an FCL to be finalized, he/she may be allowed to begin the leave while the application is being processed. However, the completed application (G2518-FCL) and Health Care Provider's Report is due no later than 25 calendar days from the date the leave began.

6.0 Application Process

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

The employee may obtain an [Application for Family Care Leave of Absence \(G2518-FCL\)](#) be returned to the supervisor who will also sign and date the form. Director level approval is also required.

The employee should ask his/her ill family member's physician to complete the Health Care Provider's Report section of the FCL application and forward to the Leave of Absence Administrator.

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

7.0 Paid Employment

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

Conditions for Leave

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

Salary Continuation Family Care Leave is an unpaid leave of absence.

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.

Insurance Benefits

Basic Life and Accidental Death and Dismemberment Insurance coverages will automatically continue throughout an employee's leave. Employees who want to continue their Long Term Care and/or Home and Auto insurance must contact the vendor directly.

Supplemental and Dependent Life Insurance Coverages continue until the end of the calendar month in which the leave begins. The employee may continue these coverages during his/her leave by paying the applicable premiums. The employee may also reduce the amount of Supplemental Life Insurance and Dependent Life Insurance coverages or stop the coverages while on leave. If the employee reduces or stops the coverages, the employee must reapply and submit a Statement of Health within 31 days after returning to active employment and it must be approved by the insurance company. If the employee does not submit a Statement of Health, or the employee submits one and it is not approved, coverage will not be fully reinstated. The employee may apply to enroll in or increase coverages any time after returning to work. The employee must submit a Statement of Health when he/she applies to increase or enroll for Supplemental and Dependent Life Insurance. The insurance will be effective on the day the Statement of Health is approved by the insurance company.

Service Credit While on Leave Service credit is used to determine your seniority and the amount of the employee's retirement benefits. After an associate employee returns to work, he/she will receive service credit for up to the maximum leave duration which is 24 months of approved leave over a ten-year period, even if you do not return to work at the end of your leave period.

Retirement Benefits Your right, if any, to receive a retirement benefit continues for the entire leave.

Savings Plan Participation Savings Plan contributions and associated matching contributions will end with the employee's last paycheck prior to the unpaid leave. For employees who become disabled during the leave and qualify to receive Verizon sickness benefits, Savings Plan allotments will be deducted from disability benefits when they are paid. These contributions will be the same as those deducted from the employee's pay - unless the employee increases, reduces or cancels them.

Employees can make contribution/changes while on leave to take effect when pay resumes. In addition, employees can make investment election changes while on leave. Employees can also transfer past balances and take advantage of the plans withdrawal provisions. Employees who have an outstanding loan when the leave begins will receive a coupon book to use to make payments during the leave. Employees will not be able to make up for contributions missed during the leave period.

Payroll Deductions Payroll deductions will end with the employee's last paycheck prior to the leave. Bank loan payments, charitable and political contributions, and other payroll deductions are cancelled for the duration of the employee's leave. Upon return from leave, Medical contributions, Union and Pioneer dues will start automatically, but employees must re-authorize all other deductions before they will begin again.

Dependent Care Spending Account Participation Dependent Day Care Account contributions will end with the employee's last paycheck prior to the leave. If the employee returns to work in a different calendar year, the employee



must re-enroll within 31 days of returning to work. While on leave, employees can continue to be reimbursed for eligible expenses incurred prior to the leave as long as all claims are submitted by May 31 of the following calendar year.

Health Care Spending Account Participation

Contributions will end with the last paycheck prior to the beginning of the FCL. While on leave employees can be reimbursed for health care expenses incurred before the leave began. If the employee chooses to continue to participate in the Health Care Account plan through COBRA, the employee can continue deposits on an after-tax basis and be reimbursed for eligible health care expenses incurred during the leave as long as the employee submits all claims by May 31 of the following calendar year.

If the employee continues participation through Cobra while on leave, the payroll deposits will be automatically reinstated when he/she returns to work. If the employee does not continue participation through Cobra and returns to work during the same calendar year, the employee must wait until the next open enrollment period to re-enroll. If the employee returns to work during the next calendar year, the employee may reenroll within 31 days of returning to work.

Concession Telephone Service

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

Sickness and Accident Disability Benefits If you become disabled you may be eligible to receive benefits under the Verizon Sickness and Accident Disability Benefit Plan. In such situations, you must notify your department. 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.

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.

Holiday

Holiday treatment during a leave is as follows:

- Holidays occurring during an FCL 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 FCL must be rescheduled. Arrangements must be made to conform with current Verizon policies and collective bargaining agreements regarding scheduling intervals and carry-over provisions

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.

Reinstatement An employee granted an FCL Leave is guaranteed reinstatement to the same job, or one of similar status and pay, at the end of each segment of the leave. You may return to work earlier than scheduled during the first 12 weeks of an approved leave, if this time is approved for FMLA. After the first 12 weeks, reinstatement may be deferred until a position is available, but no later than the date originally agreed upon for your



return. If you are able to return to work earlier than scheduled because your family member no longer needs your care, you must notify your supervisor immediately. If your job, or one of similar pay and status is available, you must return to work. If you do not, you lose your right to reemployment.

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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