
Gradual Return to Work Guidelines

New York/New England Bargained for Employees

1.0 General

The Gradual Return to Work (GRW) Policy allows employees on a Care for Newborn Child (CNC) Leave as a result of the birth, adoption or foster care placement of a child to return to work on a reduced schedule. The employee will be paid only for hours worked but will receive the same benefit coverage he/she had prior to the CNC Leave.

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

2.0 Eligibility

All Regular full-time, part-time or temporary New York/New England Bargained for employees on a CNC Leave are eligible to return to work on a reduced schedule.

3.0 Duration

The GRW period (combined with CNC Leave) will be limited to one year from the date of birth, adoption or foster care placement.

4.0 Employment Status

The employee will have the same status (regular full, part-time or temporary) as he/she had prior to being on a CNC Leave.

5.0 Request for GRW

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

6.0 Scheduling

The hours assigned to an employee on GRW shall fall within the range of hours that the employee would have been assigned if working a full schedule.

An employee on GRW shall not work Sundays, holidays or overtime (except in CWA Locals 1400 and 1302 and only where contractual provisions permit).

The assignment of tours for employees on GRW shall not violate the seniority rights of a more senior employee.

Employees on GRW in CWA Locals 1104 and 1108 shall work a minimum of half a tour per week, as defined in their collective bargaining agreement.

7.0 Wages

While on GRW the employee shall only be paid for time worked.

Employee Benefits during Gradual Return to Work

Employee Benefits during Gradual Return to Work (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 while on Gradual Return to Work (GRW). 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.

Sickness and Accident Disability Benefits

If you become disabled during a GRW, you may be eligible to receive benefits pursuant to the Sickness and Accident Disability Benefit Plan based on your status prior to the CNC Leave.

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

Basic Life and AD&D Insurance coverage automatically continue during your GRW.

Supplemental Life, Dependent Life and Dependent AD&D

You may continue coverage for Supplemental Life, Dependent Life and Dependent AD&D during your GRW provided you pay the required premiums.

Payroll Deductions

Deductions from wages for bank loans, savings and credit unions must be reauthorized before they begin again.

Union dues and Pioneer dues will resume automatically when you return to duty

Savings Plan Participation and Loan Deductions

Deductions for Savings Plans will resume automatically when you return to duty.

Allotments for Savings Plans will be based on your weekly cycle rate, not your gross pay. Therefore, you may want to adjust the percent you are contributing to the Savings Plan. You can log on to Fidelity [NetBenefits](https://www.netbenefits.com/verizon)® (www.netbenefits.com/verizon) or call the Verizon Savings Plan Service Center at 1-888-457-9333, to make necessary percentage changes to your Savings Plan.

Vacation Time and Excused Work Days

You will be entitled to the same vacation time and excused work days which you had before the CNC Leave began.

Incidental Absence and Jury Duty

Incidental absence and Jury duty will be paid only for actual time excused from your scheduled work.

Holiday Pay Treatment

You will be paid for holidays in accordance with your status before the leave began. For example, if you are on GRW you may receive full pay for holidays for which you are not required to work if you would have been entitled to such (full) holiday pay before the leave began. In contrast, if you were part-time prior to taking a leave and you



return to work on a GRW you would be paid in accordance with the part-time provisions of the applicable collective bargaining agreement as applied before the leave began.

Service Credit While You Are on Leave

You will receive service credit for the entire combined approved Care for Newborn Child (CNC) and Gradual Return to Work (GRW) period.

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, GRW 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

