
Personal Leave of Absence Guidelines

New York/New England Bargained for Employees

1.0 General

The Personal Leave of Absence allows employees to take up to 12 months of unpaid leave for reasons not covered under other available company leaves.

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 and temporary New York/New England Bargained for Employees are eligible to apply for Personal Leave of Absence.

3.0 Education Leave

Employees can take a Personal Leave to attend an accredited secondary school, college or university full time to study subjects related to your current position or to a job you would like to have by selecting Education as the reason for the leave on the application.

A Personal Leave for Education is typically granted for up to six months—with three-month extensions—for a total of 24 months of unpaid leave. In general, you must return to work during semester breaks.

Exception: Verizon New England bargained for employees can take a Personal Leave for Education for the entire academic year, which normally is 9 or 10 months, including semester breaks.

4.0 Union Leave

You may be eligible to take a Union Leave under the terms of your collective bargaining agreement. See your collective bargaining agreement for the maximum duration of a Union Leave.

5.0 Civic Leave

Verizon New England bargained for employees can take Personal Leave for a Civic reason to participate in activities such as working for a charitable organization, performing volunteer work, giving your time to political causes, holding public office or serving in the Peace Corps or AmeriCorps VISTA.

Note: If you are a Verizon New York bargained for employee, you can take a Personal Leave for political, civic, and community activities.

For participating in political activities or holding public office, you generally can take unpaid leave for up to six months—with three-month extensions—for a total of 24 months of unpaid leave. You can take a Personal Leave for Civic reasons to serve in the Peace Corps or AmeriCorps VISTA for up to 12 months—with a 12-month extension—for up to 24 months of unpaid leave. If you want to work for a charitable organization or perform volunteer work, you can take up to two days of unpaid leave each calendar year. These days must be approved a half-day at a time.

6.0 Request for Leave

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

7.0 Application Process

The employee may obtain an [Application for Personal Leave of Absence \(G2518-PER\)](#) on About You.

The completed form 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 submit the leave request in Manager Self Service (MSS).

8.0 Reinstatement

You are guaranteed reinstatement if you return to work as scheduled after Education, Civic, or Personal Leave of 30 days or fewer. After an Education, Civic, or Personal leave of more than 30 days, there is no guarantee that you will be reinstated. See applicable collective bargaining agreement(s) regarding Union Leave.

9.0 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. Exception: Employees on a Union Leave that are working for the union during normal work hours.

10.0 Extensions

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

11.0 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 Personal 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

During a Personal, Education, or Civic Leave, your health care coverage continues until the end of the calendar month of your last day of work before your leave begins. Then, you can elect to continue coverage through COBRA while you are on leave. If you elect to continue coverage through COBRA, you will be required to pay the premium costs. The COBRA administrator will send you the necessary information to enroll. For more information on COBRA, refer to Your Medical Benefits Summary Plan Description (SPD).

During a Union Leave, your medical coverage continues according to your collective bargaining agreement. Your dental and vision coverage continues until the end of the calendar month of your last day of work before your leave begins. Then, you can elect to continue coverage by paying the required premiums, which will be billed to you.

Sickness and Accident Disability Benefits

If you become disabled during the first 30 days of most leaves, 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 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 Accident Death and Dismemberment (AD&D)

During a Personal, Education, or Civic Leave, Basic Life and AD&D Insurance coverage automatically continue during your leave for up to 12 months. If you are on a Union Leave, Basic Life and AD&D Insurance coverage continue for the duration of your leave.

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 Payroll Deductions

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.

Note: You are not eligible for Concession Telephone Service if:



You are a New England bargained for employee and you take a Civic Leave for the purpose of participating in political activities.

You are a New York bargained for employee and you take a Personal Leave for the purpose of participating in political activities.

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.

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 the first 30 days of a Personal Leave.
- Up to the first 30 days of your first Education Leave*, but no service credit during any subsequent Education Leave (other than an Enhanced Education Leave).
- The entire period of a Union Leave.

*Service credit is granted upon return to work at the end of the approved leave period. If you do not return to work, you will not receive any service credit.

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

