

# Parental Leave Overview | PTO-eligible

For birthing and non-birthing parents (including adoption and surrogacy)

When you welcome a new addition to your family, you may be eligible for leave benefits. It is important to understand that how your leave is administered is different than how you are paid on leave. See below to learn more.

## How your leave is administered

	Family Medical Leave/FMLA	OR	Company Medical Leave	AND/OR	Parental Leave <sup>1</sup> (Bonding)
<b>Coverage</b>	May provide eligible team members unpaid, job-protected leave for qualified medical or family reasons, including bonding		May provide eligible team members (that are not FMLA-eligible) unpaid time off for their own medical reasons (does not cover bonding)		May provide employees time off to bond with their child
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>Employed for at least 12 months</li> <li>Worked at least 1,250 hours during the 12 months prior to the start of the leave</li> </ul>		<ul style="list-style-type: none"> <li>No waiting period—eligible upon hire</li> <li>Full or part-time team members</li> <li>Not eligible for FMLA</li> </ul>		<ul style="list-style-type: none"> <li>No waiting period—eligible upon hire</li> <li><b>You must be enrolled in short-term leave to receive parental leave</b></li> </ul>
<b>Length</b>	Up to 12 weeks		Up to 180 days		4 weeks

## How you are paid

	Short-term Leave/STL (Medical)	AND	Parental Leave <sup>1</sup> (Bonding)	AND/OR	PTO
<b>Coverage</b>	Applies to any female team member who initiates a continuous leave after giving birth to a child. Time off prior to delivery may be approved if medically necessary.		Applies to birthing parent and non-birthing parent (male or female). Situations could include: <ul style="list-style-type: none"> <li>Birth of biological child</li> <li>Birth of child via surrogacy</li> <li>Legal adoption of child (not biologically related to either parent) under 18</li> </ul>		Supplements your STL or, if not enrolled in STL, would be applied to your leave until it is exhausted.
<b>Eligibility</b>	<b>You must be enrolled in STL to receive benefits/pay via STL or parental leave.</b> If you have not elected STL, you may still be eligible for a leave of absence—available time off would be used and exhausted for the duration of your leave, then your leave would be unpaid. <b>Note:</b> If you enroll in STL outside your initial eligibility, a preexisting condition provision <sup>2</sup> may apply.				<ul style="list-style-type: none"> <li>Certain full and part-time team members</li> <li>See policy for complete eligibility and exclusions.</li> </ul>

<sup>1</sup> You must be enrolled in the STL plan before the date of birth/adoption to be eligible for parental leave. Benefits can be taken at any point within the first twelve (12) months of the child's birth/adoption. The amount of parental leave you receive will be based on the child's date of birth/adoption, not when the leave is taken.

<sup>2</sup> Pre-existing condition provision: If you've been diagnosed, treated or received medical advice for a condition within three months of your effective date on the plan, that condition will be excluded for a period of 12 months. If you are currently enrolled in the plan or are a new hire or newly benefit eligible, you are not subject to the provision.

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## How it works

Week of leave											
1	2	3	4	5	6	7	8	9	10	11	12

## Maternity | Childbirth

Elimination Period <sup>1</sup> for 1 week PTO	Short-term Leave (Medical) for 5 weeks 60% STL / 40% PTO or 70% STL / 30% PTO					Parental Leave (Bonding) for 4 weeks 100% STL				Additional Bonding <sup>2</sup> for up to 2 weeks PTO	
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## Maternity | Childbirth by C-section

Elimination Period <sup>1</sup> for 1 week PTO	Short-term Leave (Medical) for 7 weeks 60% STL / 40% PTO or 70% STL / 30% PTO					Parental Leave (Bonding) for 4 weeks 100% STL					
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## Non-birthing parent (includes adoption and surrogacy)

Parental Leave (Bonding) for 4 weeks 100% STL				Additional Bonding <sup>2</sup> PTO							
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<sup>1</sup> Elimination period: STL benefits begin after a seven (7) consecutive calendar day elimination period is met, which begins on the child's date of birth or adoption. Hours will be added based on the standard schedule provided, even if extra hours were worked that week.

<sup>2</sup> Bonding time: Additional time for bonding may be requested under FMLA. If you are not eligible for FMLA, you may request additional time off through a personal leave subject to Leader approval. If approved, PTO would be applied and exhausted and then leave would be unpaid.

**Note:** While on paid leave, benefit premiums continue to be deducted from your paycheck. If on an unpaid leave, benefit premiums will be billed directly to you from our third-party vendor, Optum. Please pay promptly to avoid termination of insurance coverage.

## Who to contact: Absence Center

To report a new claim, to view an existing claim or for questions about leaves of absence:

Access via  
[mySedgwick.com/BSWH](https://mySedgwick.com/BSWH)

Access via [PeoplePlace > Absence Center \(Leaves\)](#)

Call (844) 511-5762