

# 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 and disability 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

Below are the leaves that may be available to you when welcome a new child:

|                    | Family Medical Leave/FMLA   | OR | Company Medical Leave  | AND/OR | Parental Leave   |
|--------------------|---|----|--|--------|--|
| <b>Coverage</b>    | May provide eligible employees unpaid, job-protected leave for qualified medical or family reasons, including bonding   |    | May provide eligible employees 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—employees are eligible upon hire</li> <li>Full or part-time employees</li> <li>Not eligible for FMLA</li> </ul> |        | <ul style="list-style-type: none"> <li>No waiting period—employees are eligible upon hire</li> <li><b>You must be enrolled in short-term disability to receive parental leave</b></li> </ul> |
| <b>Length</b>      | Up to 12 weeks  |    | Up to 180 days   |        | 3 weeks  |

## How you are paid

There are three possible ways to receive full or partial income replacement:

|                    | Short-term Disability (STD)  | AND | Parental Leave <sup>1</sup>  | AND/OR | PTO   |
|--------------------|--|-----|--|--------|---|
| <b>Coverage</b>    | Applies to any female employee who initiates a continuous leave after giving birth to a child. Time off prior to delivery may be approved under the disability plan 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 STD or, if not enrolled in STD, would be applied to your leave until it is exhausted.  |
| <b>Eligibility</b> | <b>You must be enrolled in STD to receive disability benefits/pay via STD or parental leave.</b> If you have not elected STD, 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 STD 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 employees</li> <li>See policy for complete eligibility and exclusions.</li> </ul> |

<sup>1</sup> You must have elected STD coverage and be enrolled in the plan before the date of birth or placement in order 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.

<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 Disability for 5 weeks<br>60% STD / 40% PTO or<br>70% STD / 30% PTO | Parental Leave for 3 weeks<br>100% STD | Additional Bonding <sup>†</sup> for up to 3 weeks PTO |
|--|--|--|---|

### Maternity | Childbirth by C-section

|  |  |  |  |
|--|--|--|--|
| Elimination Period <sup>1</sup> for 1 week PTO | Short Term Disability for 7 weeks<br>60% STD / 40% PTO or<br>70% STD / 30% PTO | Parental Leave for 3 weeks<br>100% STD | Additional Bonding <sup>2</sup> for up to 1 week PTO |
|--|--|--|--|

### Non-birthing parent (includes adoption and surrogacy)

|  |                                     |
|--|-------------------------------------|
| Parental Leave for 3 weeks<br>100% STD | Additional Bonding <sup>2</sup> PTO |
|--|-------------------------------------|

<sup>1</sup> Elimination period: STD benefits begin after a seven (7) consecutive calendar day elimination period is met, which begins on the child's date of birth or adoption.

<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