

# How you are paid while on leave

## Medical Leave and Short-Term Disability

Short-term disability (STD) has a 7-day waiting period before benefits are payable. PTO will be used to cover the first 7 calendar days of a claim. Beginning on the 8<sup>th</sup> calendar day, STD payments, if approved, cover 60% of your pay, and PTO will cover the remaining 40% of your pay (if PTO hours are available). If you exhaust PTO, then STD will be the only form of payment.

If you are unable to return to work at the end of your approved leave, or return to work earlier than expected, please contact Sedgwick.

## Maternity Leave and Bonding/Adoption Leave

Maternity leave is composed of two types of leave – birth of child leave and bonding leave.

### If you are the parent giving birth

STD will run for 6-8 weeks following the birth of the baby. PTO will be used to cover the first 7 calendar days of a claim. Beginning on the 8<sup>th</sup> calendar day, STD payments, if approved, cover 60% of your pay, and PTO will cover the remaining 40% of your pay (if PTO hours are available). If you exhaust PTO, then STD will be the only form of payment.

After STD ends, if you are taking bonding leave, PTO will be used to pay you. If you exhaust PTO, then the remainder of your time off will be unpaid.

### If you qualify for Paid Parental Leave (PPL)

PPL will be applied starting on the date of the birth. PPL will cover the first 7 calendar days of the STD claim, and then 40% of your pay. After STD ends, PPL will be used for bonding time (if applicable). After PPL hours exhaust, your PTO will be used. If PTO exhausts, the remainder of your time off will be unpaid.

### If you are the non-birth parent or are adopting a child

PTO will be used to cover your time off. If PTO exhausts, the balance of your time off will be unpaid.

### If you qualify for PPL

PPL will be used to cover your time off. If PPL exhausts, PTO will be used. If PTO exhausts, the remainder of your time off will be unpaid.

## Dependent Care Leave (not bonding leave)

PTO will be used to cover your time off. If PTO exhausts, the balance of your time off will be unpaid.

## Military Leave (USERRA)

Military leave is unpaid. You may, however, request to use your PTO while you are out. Please let your manager know if you want to use your PTO.