



## Types of Leaves Overview

Questions about leaves of absence or need to request a leave of absence?

Contact Sedgwick, PG&E's Leave of Absence and Disability Administrator, at 1-855-732-8217.

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### Where I can I find more information on each leave?


Select the corresponding picture [here](#) for the leave type you are interested in to review additional details, including guidelines for the leave and steps to take to prepare for and apply for leave.

This document provides a summary of certain benefits available to you. In the event of any conflict between the terms of this document and any formal plan or policy document governing the benefits, the terms of the formal plan or policy document will control.


## Types of Leave Information

### FMLA/CFRA Leave to Care for Self


#### Definition

- 
- **Family and Medical Leave Act (FMLA) of 1993 and California Family Rights Act (CFRA) of 1991**
  - FMLA/CFRA requires the Company to provide up to 12 weeks (in a rolling 12-month period) of unpaid, job protected leave to eligible employees. Leaves may be granted for an employee's own serious health condition.


#### Eligibility

- 
- Completed one year of service with the Company.
  - Worked at least 1250 hours within the 12 months immediately preceding the leave start date. The hours worked calculation does not include paid or unpaid absences.
  - You have not exhausted your FMLA/CFRA entitlement within the 12 months prior to the requested leave date.
  - *Hiring Hall* employees who have met the above criteria are eligible for medical leave under the FMLA and CFRA
  - To qualify for CFRA, employee must work in California.
  - FMLA/ CFRA runs concurrently with Short-Term Disability (STD) and Voluntary Plan Disability Insurance (VDI) benefits.


#### Duration

- 
- 12 weeks in a rolling 12-month period measured backward from the date any FMLA/CFRA is used.
  - Leaves may be taken in a consecutive period, on an intermittent basis, or on a reduced schedule.


#### Job Protection

- 
- 12 weeks of job protection; you return to former or equivalent classification and work location.
  - *Hiring Hall* employees may return to equivalent classification and work location if work is available.
  - If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the FMLA/CFRA leave period.
  - If you are not eligible for FMLA, STD provides job protection. Please see the Short-term disability Types of Leave description for more information.

#### Pay

- 
- See Pay Information and understand how this applies to you:
    - [IBEW and SEIU-represented employees](#)
    - [Management, A&T and ESC-Represented employees](#)
  - Receipt of any type of paid benefits runs concurrently with FMLA/CFRA and does not extend the 12-week FMLA/CFRA entitlement.

#### Other Information

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- For FMLA eligibility purposes, time off on military leave is treated as time worked.
  - Medical certification is required. See Medical/STD leaves on [www.mypgebenefits.com](http://www.mypgebenefits.com) for details.
  - For information on your eligibility for health and welfare benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at 1-866-271-8144 or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).

## Types of Leave Information

### Pregnancy Disability Leave (PDL)

#### Definition



PDL requires the company to provide up to four months\* of unpaid, job protected leave to employees, if medically necessary, for:

- Periods of actual disability on account of pregnancy, childbirth, or related medical conditions (includes: doctor-ordered bed rest; gestational diabetes; pregnancy-induced hypertension; preeclampsia; childbirth; postpartum depression; loss or end of pregnancy; or recovery from childbirth); or
- Prenatal and postnatal care.
- PDL runs concurrently with FMLA for pregnancy disability and Short-term Disability (STD).
- PDL may run consecutively with FMLA/CFRA and PFL for child bonding purposes, if you remain disabled due to pregnancy and have not exhausted your entitlement.
- PDL runs concurrently with Short-Term Disability (STD) and Voluntary Plan Disability Insurance (VDI) benefits.

#### Eligibility



- Immediately eligible (no service requirement).
- Eligible if you work in California.
- Eligible regardless of any other FMLA/CFRA leave employee has taken during the previous 12-month period.
- You may also be eligible for a reasonable accommodation due to medical needs and to transfer to a less strenuous or hazardous position if it is medically advisable because of pregnancy. Please contact the Stay-at-Work/Return-to-Work Team at: [Accommodations-Req@pge.com](mailto:Accommodations-Req@pge.com) to request and accommodation.

#### Duration



- Up to four months (or the working days in one third of a year or 17 1/3 weeks) per pregnancy, if medically necessary.\*
- Leaves may be taken in a consecutive period, on an intermittent basis, or on a reduced schedule.

#### Job Protection



- Four months of job protection; you return to the same position.
- Hiring Hall Employees may return to equivalent classification and work location if work is available.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the PDL period.

#### Pay



- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)
- Receipt of any type of paid benefits runs concurrently with PDL and does not extend the 4-month PDL entitlement.

#### Other Information



- To add your child to your health care plan, please contact the PG&E Benefits Service Center at **1-866-271-8144** within 180 days of the qualifying event.
- Medical certification is required. See Parental Leaves—Birth Parent on [www.mypgebenefits.com](http://www.mypgebenefits.com) for details.
- For information on your eligibility for health and welfare benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144** or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).

\* Pregnancy is a covered event under PG&E's STD policy, the Voluntary Disability benefit Plan and California State Disability Insurance. Generally, an employee may begin receiving benefits up to 4 weeks prior to their expected delivery date to prepare for delivery. For recovery from delivery (regular delivery is covered for 6 weeks; C-section is covered for 8 weeks) from the date of birth.

## Types of Leave Information

### Company Medical Leave

#### Definition



An unpaid leave which is taken due to employee's own illness, injury off the job, or pregnancy. To be used when:

- Paid sick leave has been exhausted and an employee will remain absent for greater than two weeks;
- Unpaid FMLA/CFRA/PDL is not available or applicable; or
- Paid FMLA/CFRA/PDL has been exhausted and leave of absence has not ended.
- Unpaid FMLA/CFRA/PDL and the Company Medical Leave run concurrently except for pregnancy related disabilities, in which CFRA and PDL do not run concurrently.

#### Eligibility



- Absences must be greater than two weeks. Leave cannot be taken on an intermittent basis or on a reduced schedule.
- *Union-represented employees:* Attained Regular Status.
- *Non-union-represented employees:* Completed six months of continuous service and are not covered under PG&E's Short-term Disability benefits.
- *Hiring Hall employees:* Not eligible for this leave.
- Medical Certification is required with sufficient information to support the requested medical leave, as well as the duration of requested leave. Sufficient information includes current work limitations and capabilities, what specific job functions the employee is unable to perform, planned treatment and the estimated length of disability.

#### Duration



- Leave ends when medical documentation no longer supports the need for leave and an employee is released to return to work, with or without reasonable accommodations.
- Company leaves may be granted for up to six months. Up to an additional six months may be granted upon request and sufficient re-certification.
- Maximum length of leave, including extension, is 12 consecutive months in combination with all other leaves; including unpaid FMLA/CFRA/PDL; excluding a military leave or educational leave.

#### Job Protection



- Employee returns to former or equivalent classification and work location.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.
- Employee may be denied a request for Company Medical Leave based on history of overall availability. For example, if the granting of leave(s) has not proven effective in increasing an ability to return to work and/or remain at work, additional leave may not be granted.

#### Pay



- Company Medical Leaves of Absence are unpaid. All sick pay must be used and exhausted first.
- If you are opted in to the Voluntary Disability and Paid Family Leave Plan, you may be eligible for Voluntary Disability Insurance (VDI) benefits.
- If you've opted out of the Voluntary Plan, you may be eligible for California State Disability Insurance (CA SDI). Visit [www.edd.ca.gov](http://www.edd.ca.gov) for more information.
- VDI and CA SDI run concurrent with Company leaves and do not extend the maximum leave period available.
- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)

#### Other Information



After 52 weeks (12 months in an 18-month period) of medical leave of absence, employee may be eligible for Long-Term Disability.

## Types of Leave Information

### Short-Term Disability (Management, A&T and ESC-represented employees)



#### Definition

The Pacific Gas and Electric Company (PG&E) Short-Term Disability (STD) policy is for eligible employees who have a non-work related illness or injury that makes them unable to perform regular and customary work for at least eight (8) consecutive calendar days.

- The PG&E STD policy is comprised of three components of pay: capped sick time and wage continuation (supplemental) benefits that supplements voluntary plan disability (VDI) benefits.
  - Capped Sick time provides full income replacement.
  - STD Wage Continuation provides supplemental income replacement (70% after-tax) of your basic wage rate prior to disability in combination with VDI benefits or similar state disability program (if you work outside of California).
- If you will be absent for more than seven consecutive calendar days, you must apply for STD by contacting the leave and disability administrator, Sedgwick, follow the STD process, provide medical certification and meet the definition of disability to be eligible for benefits.
- For absences in which the employee is also eligible and which qualify under the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), company leave policy or any other similar or local leave law, STD runs concurrent with and does not extend the maximum leave period available.
- If you are a Corporation Employee, please see the Corp STD information on [www.mypgebenefits.com](http://www.mypgebenefits.com) as the information here, does not apply to you.



#### Eligibility

- You are an active PG&E Utility Management, Administrative and Technical (A&T) and ESC-represented employee and are classified as a Regular, Casual, Probationary or Regular Intermittent employee who has completed one day of employment.
- If you are eligible for coverage under the Voluntary Plan and opt out, you are not eligible for PG&E's STD wage continuation benefits.
- You have a new qualifying event with a date of disability on or after January 1, 2017.
- You are under the care and treatment of a licensed physician/practitioner or accredited religious practitioner during the first eight days of the disability.
- You meet the definition of disabled as certified by an authorized physician/practitioner who is acting within the scope of his/her practice.
- In order to receive VDI or STD Wage Continuation benefit payments, you must have lost wages because of your disability.



#### Duration

- Up to 52 weeks.  
*Waiting period:*
  - Seven consecutive calendar days.
  - Waived for hospital confinement or treatment in hospital surgical unit or a surgical clinic (provided you are disabled for a period of at least eight days as a result of such treatment).



#### Job Protection

- Under the STD policy, while eligible for capped sick time and/or wage continuation benefits, you have job protection for up to one year from your first day missed due to disability; you return to your former or equivalent classification and headquarters.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the STD leave period.



#### Pay

- See Pay Information and understand how this applies to you:
  - [Management, A&T and ESC-Represented employees](#)
- If you've opted out of the Voluntary Plan, you may be eligible for State Plan benefits. Visit [www.edd.ca.gov](http://www.edd.ca.gov) for more information.



#### Other Information

- If your STD/medical leave began prior to 2018, you would remain eligible under 2017 STD/leave of absence policies and State Plan benefits with respect to such leave.

## Types of Leave Information

### Short-Term Disability (STD), *continued*



- If you have requested a STD leave, a separate leave of absence does not need to be filed with the leave and disability administrator for PDL or FMLA/CFRA job protection (or any other similar or local leave law) or for VDI benefits.
- Eligibility for FMLA/CFRA and PDL, will be reviewed based on your request for STD leave and applicable documentation received. If you are qualified, you will be notified of your FMLA and PDL entitlements running concurrently with your STD leave.
- Additional details on qualifying events, eligibility, definition and limitations/exclusions can be found in the Wage Continuation—Short Term Disability Policy document.
- For information on your eligibility for health and welfare benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144** or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).



## Types of Leave Information

### FMLA/CFRA Child Bonding Leave



#### Definition

##### Family and Medical Leave Act (FMLA) of 1993 and California Family Rights Act (CFRA) of 1991

FMLA/CFRA requires the Company to provide up to 12 weeks (in a rolling 12-month period) of unpaid, job protected leave to eligible employees.

- Leave which is taken to care for a newborn child, or for the placement of an adopted or foster child.
- FMLA does not require the Company to provide intermittent or reduced leave schedule for child bonding leave.
- CFRA may commence on the first day after all FMLA and PDL entitlements have been exhausted and the employee remains disabled due to pregnancy or related medical conditions. Otherwise, CFRA generally begins after employee is no longer disabled due to pregnancy or related conditions and the child is greater than one day old.
- FMLA/ CFRA runs concurrently with PG&E's Paid Family Leave (PFL), the Company Bonding Leave and VPFL benefits, if and when applicable.



#### Eligibility

- Completed one year of service with the Company.
- Worked at least 1250 hours within the 12 months immediately preceding the leave start date. The calculation of hours worked does not include paid or unpaid absences.
- You have not exhausted your FMLA/CFRA entitlement within the 12 months prior to the requested leave date.
- *Hiring Hall* employees who have met the above criteria are eligible for leave under the FMLA and CFRA.
- Must be taken within 12 months of child's birth, adoption or foster placement of a child.
- CFRA - Employees must work in California.
- Eligibility for CFRA will be checked once FMLA and PDL entitlements exhaust and the employee remains off work for pregnancy or other medical reasons and/or requests a child bonding leave.



#### Duration

- 12 weeks in a rolling 12-month period measured backward from the date any FMLA/CFRA is used.
- Minimum duration of child bonding leave is 2 weeks for the birth, adoption, or foster-care placement of a child. However, the Company shall grant a request for a child bonding leave of less than 2 weeks duration on any two occasions. Leave must be taken within one year of the qualifying event.
- Spouses (FMLA)/Parents (CFRA) who both work for the company share their FMLA/CFRA entitlements when both taking leave for bonding with their newborn child, adoption or foster placement.



#### Job Protection

- Up to 12 weeks of job protection; you return to your former or equivalent classification and work location.
- *Hiring Hall Employees* may return to equivalent classification and work location if work is available.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the FMLA/CFRA leave period.



#### Pay

- If eligible for PG&E's PFL and VPFL benefits or CA PFL benefits, PFL benefits must be used and exhausted first during your FMLA/CFRA bonding leave.
- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)
- Receipt of any type of paid time runs concurrently with FMLA/CFRA and does not extend the 12-week FMLA/CFRA entitlement.



#### Other Information

- For FMLA/CFRA eligibility purposes, time off on military leave is treated as time worked.
- For information on your eligibility for health benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at 1-866-271-8144 or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).
- You are eligible to maintain your existing medical, dental and vision coverage at your same costs for the first three months of your PFL/Bonding/Family Care leave. If you wish to add your child to your health care plan, please contact the PG&E Benefits Service Center at **1-866-271-8144** within 180 days of your child's birth or adoption. In addition, you have 31 days to enroll a new foster child or child for whom you have been appointed legal guardianship.

## Types of Leave Information

### California New Parent Leave Act (SB-63)



#### Definition

Requires the Company to provide up to 12 weeks (in a rolling 12-month period) of unpaid, job protected leave to eligible employees who are parents to a new child and/or parents for the first time.

- Leave is taken to care for a newborn child, or for the placement of an adopted or foster child.
- Employees who are already eligible for FMLA/CFRA are ***not*** entitled to leave under this law.
- Does not affect any employee rights related to Pregnancy Disability Leave.



#### Eligibility

- Completed one year of service with the Company.
- Worked at least 1250 hours within the 12 months immediately preceding the leave start date. The calculation of hours worked does not include paid or unpaid absences.
- Must be taken within 12 months of child's birth, adoption or foster placement of a child.
- Employees must work in California.



#### Duration

- 12 weeks in a rolling 12-month period measured backward from the first day of absence.
- Both parents work for the company are entitled to this parental leave, their combined mandated leave is capped at 12 weeks.



#### Job Protection

- Up to 12 weeks of job protection; you return to your former or equivalent classification and work location.
- *Hiring Hall Employees* may return to equivalent classification and work location if work is available.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the parental leave period.



#### Pay

- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)
- Voluntary Paid Family Leave (VPFL) and PG&E PFL wage continuation run concurrent with Company leaves and do not extend the maximum leave period available.



#### Other Information

- If you wish to add your child to your health care plan, please contact the PG&E Benefits Service Center at **1-866-271-8144** within 180 days of your child's birth or adoption. In addition, you have 31 days to enroll a new foster child or child for whom you have been appointed legal guardianship.
- For more information on your eligibility for health and welfare benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144** or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).



## Types of Leave Information

### Company Child Care/Child Bonding Leave (CBL)



#### Definition

Leave which is taken to:

- Care for a newborn child; or
- For the placement of an adopted or foster child.
- CBL runs concurrently with PG&E's PFL and FMLA/CFRA Child Bonding leave.



#### Eligibility

- Absence must be greater than two weeks. Leave cannot be taken intermittently or on a reduced schedule.
- *Union-represented employees*: Attained Regular Status.
- *Non-union-represented employees*: Completed six months of continuous service.
- *Hiring Hall employees*: Not eligible for this leave.
- Cannot be receiving pay from the company, other than PFL benefits, while on a Company Bonding leave.



#### Duration

- Company leaves may be granted for up to six months. Up to an additional six months may be granted upon request and re-certification, as applicable.
- Maximum length of leave, including extension, is 12 consecutive months in combination with all other leaves; including unpaid FMLA/CFRA/PDL; excluding a military leave or educational leave.
- Must be taken and completed within three years following the birth, adoption or foster placement of a child.
- This leave can only be used once, per qualifying event/child.



#### Job Protection

- First six months, you return to former or equivalent classification and work location.
- *Union-represented employees*: after second six months, you may return to work provided a vacancy exists in the classification and headquarters, which you vacated, or in a classification lower in the line of progression at such headquarters. If a vacancy of this kind does not exist, your employment may be terminated (refer to appropriate union agreement for details, if applicable).
- *Non-union-represented employees*: after second six months, you may return if a vacancy exists. If no vacancy exists, your employment will be terminated.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the leave period.



#### Pay

- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)
- Voluntary Paid Family Leave (VPFL) and PG&E PFL wage continuation run concurrent with Company leaves and do not extend the maximum leave period available.



#### Other Information

- If you wish to add your child to your health care plan, please contact the PG&E Benefits Service Center at **1-866-271-8144** within 180 days of your child's birth or adoption. In addition, you have 31 days to enroll a new foster child or child for whom you have been appointed legal guardianship.
- For more information on your eligibility for health and welfare benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144** or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).

## Types of Leave Information

### Paid Family Leave (PFL)



#### Definition

The Pacific Gas and Electric Company (PG&E) Paid Family Leave (PFL) policy for eligible employees who take approved time away from work to care for a seriously ill family member or to bond with a new child.

- The PG&E PFL policy offers a PFL Wage Continuation (supplemental) benefit of 100% (pre-tax) of your basic wage rate (the wage as of the date prior to your first date of leave) and in combination with the weekly 60% Voluntary Paid Family Leave (VPFL) benefit or similar state disability program (if you work outside of California).
- If you will be absent to care for a family member with a serious health condition or to bond with your new child within the first year of the child's birth, adoption or foster care placement, you must apply for Paid Family Leave by contacting the leave and disability administrator, Sedgwick.
- For absences in which the employee is also eligible and which qualify under the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), company leave policy or any other similar or local leave law, PFL runs concurrent with and does not extend the maximum leave period available.



#### Eligibility

- Active PG&E Utility Management, Administrative and Technical (A&T), ESC-, IBEW- and SEIU-represented or PG&E Corporation (including PG&E Corporation Support Services, and PG&E Corporation Support Services II, Inc.) employees who are classified as a Regular, Casual, Probationary or Regular Intermittent employee who has completed one day of employment and who has a new qualifying event on or after January 1, 2017.
- Active PG&E Utility IBEWI- or SEIU-represented employees who are classified as a Regular, Casual, Probationary or Regular Intermittent employee and who has a new qualifying event on or after January 1, 2018.
- If you are eligible for coverage under the Voluntary Plan and opt out, you are not eligible for PG&E's PFL wage continuation benefits.
- *Bonding with child:* PFL must take place within 12 months following the birth, adoption or foster care placement of the child and you must provide documentation as evidence of the event and relationship to your child.
- *Care of a family member:* you must provide medical certification that supports your need to care for an eligible family member with a serious health condition and you may be required to provide documentation as evidence of your familial relationship.
- In order to receive PG&E PFL Wage Continuation benefit payments, you must have lost wages and be unable to perform your regular or customary work because you are: 1) providing care for the serious health condition of an eligible family member; or 2) bonding with a new minor child.



#### Duration

Up to eight weeks within a 12-month period.



#### Job Protection

- You have job protection for up to eight weeks within a twelve month period; you return to your former or equivalent classification and headquarters.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the Paid Family Leave period.



#### Pay

- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)
- If you've opted out of the Voluntary Plan, you may be eligible for State Plan benefits. Visit [www.edd.ca.gov](http://www.edd.ca.gov) for more information.



#### Other Information

- If your PFL/Bonding leave began prior to 2018, you would remain eligible under 2017 policies and State Plan benefits with respect to such leave.
- If you have requested a PFL leave, a separate leave of absence does not need to be filed with the leave and disability administrator for FMLA/CFRA job protection (or any other similar or local leave law), CBL or for VPFL benefits.
- Eligibility for FMLA/CFRA will be reviewed based on your request for PFL leave and applicable documentation received. If you are qualified, you will be notified of your FMLA and CFRA entitlements running concurrently with your PFL leave.
- Additional details on qualifying events, eligibility, definition and limitations/exclusions can be found in the Wage Continuation—Paid Family Leave Policy document.

## Paid Family Leave

### Other Information, continued

- For more information on care of family member or bonding leaves, please visit the Family Medical or Family Military Leave and Parental Leaves—non-Birth Parent pages on [www.mypgebenefits.com](http://www.mypgebenefits.com).
- You are eligible to maintain your existing medical, dental and vision coverage at your same costs for the first three months of your PFL/Bonding/Family Care leave. For information on your eligibility for health benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144** or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).

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## Types of Leave Information

### FMLA/CFRA for Care of Family Member

#### Definition



#### Family and Medical Leave Act (FMLA) of 1993 and California Family Rights Act (CFRA) of 1991

FMLA/CFRA requires the Company to provide up to 12 weeks (in a rolling 12-month period) of unpaid, job protected leave to eligible employees. Leaves may be taken in a consecutive period, on an intermittent basis, or on a reduced schedule. Leaves may be granted for the following reasons:

- Care for a parent, a spouse or registered domestic partner (CFRA only) with a serious health condition;
- Care for a child with a serious health condition. Child means a biological, adopted, or foster child, a step- child, a legal ward, or a child of a person standing in loco parentis, who is either: under 18 years of age; 18 years of age or older and incapable of self-care due to mental or physical disability within the meaning of Gov't Code section 12926, subdivisions (i) and (k).
- FMLA/ CFRA runs concurrently with PG&E's Paid Family Leave (PFL), and if not receiving other paid time, with the Company Child Care/ Bonding Leave and VPFL benefits.



#### Eligibility

- Completed one year of service with the Company.
- Worked at least 1250 hours within the 12 months immediately preceding the leave start date. The hours worked calculation does not include paid or unpaid absences.
- You have not exhausted your FMLA/CFRA entitlement within the 12 months prior to the requested leave date.
- *Hiring Hall employees* who have met the above criteria are eligible under the FMLA and CFRA.
- CFRA - Employees must work in California.



#### Duration

- 12 weeks in a rolling 12-month period measured backward from the date any FMLA/CFRA is used.
- Leaves may be taken in a consecutive period, on an intermittent basis, or on a reduced schedule.



#### Job Protection

- 12 weeks of job protection; you return to former or equivalent classification and work location.
- *Hiring Hall employees* may return to equivalent classification and work location if work is available.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the FMLA/CFRA leave period.



#### Pay

- If eligible for PG&E's PFL and VPFL benefits or CA PFL benefits, PFL benefits must be used and exhausted first during your FMLA/CFRA leave.
- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)
- Receipt of any type of paid time runs concurrently with FMLA/CFRA and does not extend the 12-week FMLA/CFRA entitlement.



#### Other Information

- For FMLA eligibility purposes, time off on military leave is treated as time worked.
- Medical certification is required. See Family Care/PFL leaves on [www.mypgebenefits.com](http://www.mypgebenefits.com) for details.
- You are eligible to maintain your existing medical, dental and vision coverage at your same costs for the first three (3) months of your PFL/Care of Family leave. For information on your eligibility for health benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at 1-866-271-8144 or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).

## Types of Leave Information

### FMLA Military Caregiver Leave



#### Definition

##### **Family and Medical Leave Act (FMLA) Military Caregiver Leave for an Injured Service Member/Veteran:**

- This benefit provides 26 weeks of FMLA leave during a single 12-month period for an employee who is the spouse, son, daughter, parent, or next of kin of a covered service member to care for the service member/veteran with a serious injury or illness.
- A covered service member/covered veteran is: (A) a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (B) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who: 1) was a member of the Armed Forces (including a member of the National Guard or Reserves); 2) was discharged or released under conditions other than dishonorable; and 3) was discharged within the five-year period before the eligible employee first takes FMLA military caregiver leave to care for him or her (special rules apply to determine the five-year period).
- FMLA and California Family Rights Act (CFRA) may run concurrently during a Military Caregiver Leave for an Injured Service Member, as applicable.



#### Eligibility

- Completed one year of service with the Company.
- Worked at least 1250 hours within the 12 months immediately preceding the leave start date. The hours worked calculation does not include paid or unpaid absences.
- For purposes of Military Caregiver leave, an employee's son or daughter refers to a child of any age.
- *Hiring Hall* employees who have met the above criteria are eligible for FMLA Military Caregiver leave.
- You have not exhausted your FMLA entitlement within the 12 months prior to the requested leave date.



#### Duration

- Caregiver Leave provides 26 weeks of FMLA leave during a single 12-month period.
- During this single 12-month period, an employee may be eligible to take a combined total of 26 workweeks of leave for the Military Caregiver Leave AND any other FMLA qualifying reason.
- FMLA leave may be taken intermittently whenever medically necessary to care for a covered servicemember/veteran with a serious injury or illness.



#### Job Protection

- 26 weeks of job protection; you return to former or equivalent classification and work location.
- *Hiring Hall* employees may return to equivalent classification and work location if work is available.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the FMLA/CFRA leave period.



#### Pay

- Paid time cannot be used intermittently during a continuous leave of absence.
- Voluntary Paid Family Leave (VPFL) and PG&E PFL Wage Continuation benefits run concurrently with FMLA and do not extend the 12-week FMLA/CFRA or 26-week FMLA Military Caregiver Leave entitlement.
- The use of other paid time (e.g. Family Sick, vacation) runs concurrently with FMLA and does not extend the 12-week FMLA/CFRA or 26-week FMLA Military Caregiver Leave entitlement.
- See Pay Information and understand how this applies to you:
  - [IBEW and SEIU-represented employees](#)
  - [Management, A&T and ESC-Represented employees](#)



#### Other Information

- For FMLA/CFRA eligibility purposes, time off on military leave is treated as time worked.
- Spouses employed by the same employer are limited to a combined total of 26 workweeks in a "single 12-month period" if the leave is to care for a covered servicemember/veteran with a serious injury or illness.
- For more information, including definition and medical certification requirements, please see the FMLA Military Leave reference materials on [www.mypgebenefits.com](http://www.mypgebenefits.com).
- For information on your eligibility for health benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144** or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).

## Types of Leave Information

### FMLA Military Exigency Leave



#### Definition

##### Family and Medical Leave Act (FMLA) of 1993

FMLA requires the Company to provide up to 12 weeks, in a rolling 12-month period, of unpaid, job protected leave to eligible employees. Leaves may be taken in a consecutive period, on an intermittent basis or on a reduced schedule.

- Leaves may be granted because of any qualifying exigency due to a spouse, child, or parent of the employee who is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces (including the National Guard and Reserves) to a foreign country.
- For purposes of qualifying exigency leave, an employee's son or daughter on covered active duty refers to a child of any age.
- FMLA and California Family Rights Act (CFRA) runs concurrently (except for pregnancy related disability, to care for a registered domestic partner with a serious health condition and exigency leave" for a family member in the Armed Forces).



#### Eligibility

- Completed one year of service with the Company.
- Worked at least 1250 hours within the 12 months immediately preceding the leave start date. Hours worked does not include paid or unpaid absences.
- You have not exhausted his/her FMLA/CFRA entitlement within the 12 months prior to the requested leave date.
- *Hiring Hall* employees who have met the above criteria are eligible for FMLA Exigency leave.



#### Duration

- *12 weeks in a rolling 12-month period measured backward from the date any FMLA/CFRA is used.*
- Leaves may be taken in a consecutive period, on an intermittent basis, or on a reduced schedule.



#### Job Protection

- 12 weeks of job protection; you return to former or equivalent classification and work location.
- *Hiring Hall* employees may return to equivalent classification and work location if work is available.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the FMLA/CFRA leave period.



#### Pay

- You may elect vacation and/or floating holiday pay (non-hiring hall employees) if requested in advance and approved through their supervisor.
- Paid time runs concurrently with FMLA and does not extend the 12-week FMLA entitlement.
- Paid time cannot be used intermittently during a continuous leave of absence.
- You may elect to be unpaid during FMLA Military Exigency Leave.



#### Other Information

- For FMLA eligibility purposes, time off on military leave is treated as time worked.
- For information on your eligibility for health benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144** or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).



## Types of Leave Information

### Uniformed Service Employment Reemployment Rights Act (USERRA)



#### Definition

- Service (performance of duty) either voluntary or involuntary in the uniformed services.
- Uniformed services includes: Armed Forces, Army National Guard and Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or emergency.
- Advance verbal and/or written notice, including copy of orders or other supporting documentation issued by the Military, is required for leaves greater than 30 days.
- For employees who are required to provide military service under the terms of Executive Order 13223 of September 14, 2001, Declaration of National Emergency by Reason of Certain Terrorist Attacks (and its amendments), company policy allows employees to receive pay supplements and elect to continue medical, dental and vision coverage for themselves and their eligible dependent for the duration of the emergency active duty leave.



#### Eligibility

- All employees regardless of status are eligible to take a military leave of absence.
- **FMLA:** For FMLA/CFRA eligibility purposes, Military leave is treated as time worked.



#### Duration

Cumulative leave of up to five years during employment with the Company (additional time and provisions may be available under USERRA).



#### Job Protection

- Generally, employee would return to same position and location (limitations apply—see Return to Work information below).
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



#### Pay

- Employees may elect to use vacation or floating holidays, if applicable, for eligible absences for which they are not otherwise receiving a pay supplement. The use of vacation pay, etc. is subject to supervisory approval and cannot be used intermittently during a continuous leave of absence (i.e. needs to be used at leave onset).

#### Emergency Active Military Leave:

- For employees who are required to provide military service under the terms of Executive Order 13223 of September 14, 2001, Declaration of National Emergency by Reason of Certain Terrorist Attacks (and its amendments).
- Company policy enacted to reduce the adverse financial impact on employees activated for military duty in the time of a national emergency.
- Company policy allows employees to receive pay supplements for the duration of the emergency active duty leave.

#### Supplemental Pay:

- *Union-represented and non-union employees:* Employees will receive a pay supplement for up to 17 workdays\* per year for reserve and active duty.
- *Hiring Hall employees* who are participating in reserve training or active duty can take time-off without pay.
- Additional pay supplements may be available beyond 17 workdays if you are covered under the Emergency Active Military Leave of Absence policy.
- **Note:** To receive a pay supplement, you must record your time as 2024 Military Leave (Unpaid), provide a copy of your military orders, the military statement of earnings and certified expense statement related to the annual training or active duty to the Payroll Department. The pay supplement is determined by subtracting the military pay excluding allowances from the employee's base rate of pay. However, if an employee presents certified expense statements directly related to the annual military training duty, those expenses will be deducted from the allowances prior to the calculation of the employee's differential pay entitlement. Please note: There is a maximum of such allowances.

*Continued on next page.*

## Types of Leave Information

### Uniformed Service Employment Reemployment Rights Act (USERRA)



#### Pay

- For more information on pay supplement pay and the process, please visit the Payroll Intranet at: <http://pgeweb/finance/controller/ps/payroll> > Our Services > Military Leave Payment Process.
- \*The Vice President of Human Resources may amend the military pay supplement policy due to national crisis.



#### Re-Employment and Return to Work

An employee who receives an honorable discharge from a uniformed service, is entitled to re-employment rights and benefits provided that:

- the Company was given advance written or verbal notice of employee's service;
- cumulative length of all military service leave from the Company does not exceed five years (certain types of service in the uniformed services are exceptions to this five-year service limit); and
- applicable documentation and timing requirements are met.

#### When Leave is Less Than 30 Days

- An employee must be allowed at least eight hours' time off from the end of uniformed service. After the eight-hour limit is satisfied, an employee must return to work at the beginning of the employee's first full regularly scheduled work period on the first full calendar day.
- For example, John's regular work schedule is Monday through Friday, 8am to 5pm. He arrives home from his uniformed service on Tuesday at 10 p.m. He would return to work for his shift on Wednesday at 8am (i.e. he could not be required to return to work earlier than 6am on Wednesday – the first full calendar day at the beginning of the next full regularly scheduled work period).

#### When Leave is Between 30 and 180 Days

- An employee must send written notice requesting a return to work and job placement to his/her supervisor or Human Resources within 14 days after completion of his or her period of uniformed service.
- If an employee is not qualified to perform such duties of the position he or she left at the time of service after the company reasonably tries to qualify the person, then the employee must be restored to a position of like seniority, status, and pay.

#### When Leave is More Than 180 Days

- An employee must send written notice requesting a return to work and job placement to his/her supervisor or Human Resources within 90 days after completion of his or her period of uniformed service.
- If an employee is not qualified to perform such duties of the position he or she left at the time of service after the Company reasonably tries to qualify the person, then the employee must be restored to a position of like seniority, status, and pay.

## Types of Leave Information

### Personal Leave

#### Definition

Leave which is taken for urgent and/or substantial personal reasons.

*Examples of an Urgent and/or Substantial reason:*

- Employee has exhausted FMLA/CFRA to care for a family member
- Natural disaster/catastrophic events – causing significant damage to personal home/property.
- For immediate family member that has been impacted by a catastrophic event (case by case) causing significant damage to home/property needing assistance
- Settle estate affairs for immediate family members passing
- Divorce (case by case)
- Visa expiring

*Examples of what would not be approved under a Personal Leave of absence:*

- Bridging the gap to retirement
- Employment decision making (thinking about taking another job or leaving the company)
- Extend vacation after exhausting all paid vacation hours
- Travel/Hiatus

*Please note: To review exceptions to this policy, please contact the PGE Leave Team:*

[PGELeaveTeam@pge.com](mailto:PGELeaveTeam@pge.com).



#### Eligibility

- Absence must be greater than two weeks. Leave cannot be taken intermittently or on a reduced schedule.
- Union-represented employees must have attained Regular Status.
- Non-union-represented employees must have completed six months of continuous service.
- Hiring Hall employees are not eligible for this leave.
- Granted at Company's sole discretion and business need.
- Decision is made by local supervision after consult with HR representative and manager.

Personal leave form must be signed by employee, supervisor and HR Representative. If not signed off and submitted to Sedgwick, Personal Leave will not be approved.



#### Duration

- Company leaves may be granted for up to six months. Up to an additional six months may be granted upon request and sufficient re-certification.
- Maximum length of leave is twelve consecutive months in combination with all other leaves, excluding a military leave or educational leave.
- Absence must be greater than two weeks. Leave cannot be taken intermittently or on a reduced schedule



#### Job Protection

- Union-represented employees: Employee returns to former or equivalent classification and work location.
- Non-union-represented employees: Previous position is guaranteed if employee returns to work within six weeks.
- If return after six weeks, employee may return only if an appropriate vacancy is available; former or equivalent classification or work location is not guaranteed.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



#### Pay

- Company Personal Leaves of Absence are unpaid.

It is highly recommended that an employee use paid time (i.e. vacation, floating holiday, paid holiday) prior to going on unpaid Personal Leave.

#### **Other Information**



- ESC employees, see the ESC agreement section 12.14 for confirmation of residency requirements.
- Employee on a personal leave of absence cannot work for another employer.

## Types of Leave Information

### Educational Leave



#### Definition

An unpaid leave taken to pursue education through an accredited institution which is related to Company needs.



#### Eligibility

- Non-union represented employees only.
- Completed six months of continuous service.
- You must be meeting expectations as reflected on your performance review.
- Not granted to pursue another position or engage in another business.
- Granted at Company's sole discretion and business need. Decision is made by local supervision.
- ESC employees may qualify if they and their educational pursuits meet the eligibility criteria outlined in the ESC Collective Bargaining Agreement.

**Note:** *Union-represented employees:* may request Educational Leave of Absence through Other (Personal) Leaves. *Hiring Hall employees are not eligible for this leave.*



#### Duration

##### Non-union represented employees:

- Maximum length of leave including extension is twenty-four consecutive months.
- Absence must be greater than two weeks. Leave cannot be taken intermittently or on a reduced schedule.

##### Qualifying ESC-represented employees:

See the collective bargaining agreement for details on maximum length for qualifying Educational Leave.



#### Job Protection

##### Non-union represented employees:

- Previous position is guaranteed if you return to work within six weeks.
- If you return to work after six weeks, you may return only if an appropriate vacancy is available; former or equivalent classification or work location is not guaranteed.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the leave period.

##### Qualifying ESC-represented employees:

See the collective bargaining agreement for details on job protection for qualifying Educational Leave.



#### Pay

- Unpaid
- Non-union represented employees may work part-time outside of the Company while attending classes.



#### Other Information:

- Tuition Refund Program is not available to employees who are on an Educational Leave.
- Satisfactory evidence of your admission and continued enrollment is required. This is submitted to your supervisor and is required to accompany the Company Leave Request form returned to Sedgwick.
- You are responsible for health care premiums if you elect to continue your health care coverage while on an unpaid Educational Leave.
- For more information on your eligibility for health benefits, the cost of those benefits during a leave, and options to pay for those benefits, please call the PG&E Benefits Service Center at **1-866-271-8144**.

## Types of Leave Information

### Political Leave

#### Definition



- Employee is elected or appointed to a political or non-political position with a governmental agency, which requires full-time participation.
- Employee engages in a political campaign on a full-time basis.

#### Eligibility



- *Non-union represented employees only.*
- Completed six months of continuous service.
- Employee must be meeting expectations as reflected on his or her performance review.
- Granted at Company's sole discretion and business need. Decision is made by local supervision.
- *Hiring Hall employees:* Not eligible for this leave.

**Note:** *Union-represented employees:* may request Political Service Leave through Other (Personal) Leaves.



#### Duration

- Maximum length of leave including extension is twenty-four consecutive months.
- Absence must be greater than two weeks. Leave cannot be taken intermittently or on a reduced schedule.



#### Job Protection

- Previous position is guaranteed if returns to work within six weeks.
- If return to work after six weeks, employee may return only if an appropriate vacancy is available; former or equivalent classification or work location is not guaranteed.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



**Pay:** Unpaid



#### Other Information:

- Employees are responsible for health care premiums if they elect to continue their health care coverage while on an unpaid Educational Leave.
- For more information on employee eligibility for health benefits, the cost of those benefits during a leave, and options to pay for those benefits, please call the PG&E Benefits Service Center at 1(866) 271-8144.



## Types of Leave Information

### California Organ and Bone Marrow Donor Leave (Labor Code 1508-1513)



#### Definition

This law allows for a paid leave of absence for an employee who is:

- An organ donor for purpose of donating his or her organ to another person; or
- A bone marrow donor for the purpose of donating his or her bone marrow to another person.
- Leave does not run concurrently with FMLA or CFRA leave.



#### Eligibility

You are employed by the Company at least 90 days immediately preceding the commencement of leave.



#### Duration

Leave may be taken in one or more periods.

##### Organ Donor Leave:

- Up to thirty days of paid leave in a rolling 12-month period.

##### Bone Marrow Donor Leave:

- Up to five days of paid leave in a rolling 12-month period.



#### Job Protection

- Protected for the duration of eligible absence.
- If a position is eliminated, you have no greater right to reinstatement or to other benefits and conditions of employment than if you had been continuously employed (working) during the leave period.



#### Pay

##### Organ Donor Leave:

- Up to thirty days of paid leave.
- If you have available sick (including Capped and Incidental, if applicable) and/or vacation, you are required to use your sick/vacation for the first two weeks of leave.
- Leave beyond available sick/ vacation or the first two weeks of the thirty day leave (whichever comes first) is paid by the Company.

##### Bone Marrow Donor Leave:

- Up to five days of paid leave.
- Employees with available sick (including Capped and Incidental, if applicable) and/or vacation are required to use their sick/vacation for the first five days of leave.
- If you do not have the full five days of available sick/ vacation to use, the remaining portion of the five day leave is paid by the Company.



#### Other Information

- Medical certification is required. See [www.mypgebenefits.com](http://www.mypgebenefits.com) for details.
- Organ Donor Leaves longer than thirty days and Bone Marrow Leaves longer than five days may be extended under the FMLA/CFRA, Company medical leave (IBEW and SEIU-represented employees) and/or Short-term Disability (Management, Administrative & Technical and ESC-represented employees), as applicable. Additional certification may be required.
- Organ Donor Leaves longer than thirty days and Bone Marrow Leaves longer than five days are subject to the company pay policies during a medical or Short-term Disability leave of absence as described below. Additional details can be found on the pay information sheets on [mypgebenefits.com](http://mypgebenefits.com).

#### IBEW and SEIU-Represented Employees

- You must use your available sick pay first.
- After exhausting all sick pay, you may be eligible for Voluntary Plan Disability Insurance. Additional information can be found [here](#).

#### Management, Administrative, Technical and ESC-Represented Employees

- You must apply for STD leave.
- Capped sick time must be used and exhausted first during your STD leave. Then, you may be eligible for a 70% STD benefit, which is offset by Voluntary Plan Disability Insurance (VP) benefits.
- Your absence must be supported by medical certification and meet the definition of “disabled” under the STD policy. Additional information can be found [here](#).

## Types of Leave Information

### California Victims of Domestic Violence, Sexual Assault or Stalking Act (VDVA)



#### Definition

The Victims of Domestic Violence Act (VDVA) Labor Code 230 and 230.1 (amended 2014) allows an employee who is a victim of domestic violence, sexual assault, or stalking to take paid or unpaid time off from work to attend to the following:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child;
- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking;
- Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking;
- Obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking;
- Participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.



#### Eligibility

There are no service or hours worked requirements.



#### Duration

As needed (certification may be required).



#### Job Protection

- Protected for the duration of eligible VDVA absence.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.
- FMLA and CFRA may run concurrently with VDVA, as applicable. However, VDVA time off does not create a right for an employee to take leave that exceeds the leave time allowed under, or is in addition to the unpaid leave time permitted by the FMLA or CFRA.



#### Pay

##### IBEW and SEIU-Represented Employees

- You may use sick pay to seek medical attention for injuries caused by domestic violence or sexual assault. Additional information can be found [here](#).

##### Management, Administrative, Technical and ESC-Represented Employees

- You may use incidental/capped sick time (as applicable) for absences lasting 7 days or less to seek medical attention for injuries caused by domestic violence or sexual assault.
- Capped Sick time, when used for more than 7 consecutive calendar days, is a component of the Short-term Disability (STD) policy and follows the same time frames and processes. To remain eligible to use Capped Sick time beyond 7 calendar days, you must apply for STD. Additional information can be found [here](#).

##### All Employees

- Paid time cannot be used intermittently during a continuous leave of absence.
- Employee may request to use vacation, floating holidays and/or in-lieu-of holidays, if applicable, for non-medical VDVA qualifying events.
- You may elect to use unpaid time off for VDVA qualifying events.



#### Other Information

- Employee may be eligible for a reasonable accommodation for their safety at while at work as a result of being a victim of domestic violence, sexual assault or stalking. Please submit an accommodation requests to the Stay at Work/Return to Work Team [Accommodations-Req@pge.com](mailto:Accommodations-Req@pge.com).

##### **Foreseeable qualifying events**

- The employee must inform his or her supervisor and Sedgwick at least five days in advance or as soon as he or she becomes aware of the need to take time off under the VDVA.
- The employee may be required to provide qualified certification to Sedgwick prior to taking time off.

##### **Unforeseeable qualifying events**

- The employee must inform his or her supervisor and Sedgwick of the need to take time off under the VDVA at the beginning of a workday or with as much advance notice as possible.
- The employee may be required to provide qualified certification within five days after taking time off.
- For information on your eligibility for health benefits, the cost of and changes to those benefits during your leave, and your options to pay for those benefits, please call the PG&E Benefits Service Center at 1-866-271-8144 or visit [www.mypgebenefits.com](http://www.mypgebenefits.com).

## Types of Leave Information

### California Military Spousal Leave

#### Definition



Section 395.10 of the California Military and Veterans code allow a spouse of a qualified military member to take up to 10 days of unpaid leave during a qualified leave period.

- **Qualified Military Member:** member of the Armed Forces of the United States deployed during a period of military conflict in a designated combat theater or combat zone or a member of the National Guard or Reserves deployed during a period of military conflict.
- **Qualified leave period:** the period during which the qualified member is on leave from deployment during a period of War declared by the United States Congress or a period of deployment for which a member of a reserve component is ordered to active duty pursuant to sections 12301 and 12302 of Title 10 or Title 32 of the United States Code.

#### Eligibility



- Employees who are spouses or registered domestic partners of a qualified military member.
- Employee must work at least a 20-hour per week schedule.
- Leave must be taken concurrently with the leave of the qualified military member.

#### Duration



- Maximum length of leave is 10 days.

#### Job Protection



- Protected for the duration of eligible absence.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.

#### Pay



- Employee may elect vacation and/or floating holiday pay (non-hiring hall employees) if requested in advance and approved through their supervisor.
- Paid time cannot be used intermittently during a continuous leave of absence.
- Sick pay cannot be used for this leave reason.
- Employee may elect to be unpaid during CA Military Spousal Leave.

#### Other Information:



- The employee must inform his or her supervisor and Sedgwick with notice of his or her intention to take the leave within two business days of receiving official notice that the qualified member will be on leave from deployment.
- The employee must submit written documentation (leave orders) to Sedgwick certifying that the qualified military member will be on leave from deployment during the time the leave is requested.
- The Company is extending this policy to employees who are registered domestic partners of qualified military members

## Types of Leave Information

### California Victims of Crime Act (Labor Code 230.2)



#### Definition

- This law allows an employee who is a victim of a violent or serious felony (as defined in the Penal Code) or a felony involving theft or embezzlement, paid or unpaid time off to attend judicial proceedings related to the crime.
- Time off under this section extends to the employee's immediate family members, including registered domestic partner and the registered domestic partner's children who are a victim of a violent or serious felony.
- Immediate family member means a spouse, child, stepchild, brother, sister, stepsister, mother, stepmother, father, or stepfather.



#### Eligibility

- Employee who has been a victim of a violent or serious felony.
- Employee's immediate family member, who has been a victim of a violent or serious felony.
- There are no service or hours worked requirements.



#### Duration

As needed (certification may be required).



#### Job Protection

- Protected for the duration of eligible absence.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



#### Pay

- Employees may use vacation, floating holidays or in-lieu-of holidays, if applicable, for eligible absences. The use of paid time off will be granted at the company's sole discretion and business need.
- Employee may elect to use unpaid time off for eligible absences.



#### Other Information

##### Foreseeable qualifying events

- The employee must inform his or her supervisor and Sedgwick at least five days in advance or as soon as he or she becomes aware of the need to take time off under the Victims of Crime Act.
- The employee may be required to provide qualified certification to Sedgwick prior to taking time off.

##### Unforeseeable qualifying events

- The employee must inform his or her supervisor and Sedgwick of the need to take time off under the Victims of Crime Act at the beginning of a workday or with as much advance notice as possible.

##### Certification

- Employee may be required provide Sedgwick with written notification of each scheduled proceeding and/or evidence from the following:
  - Court or government agency setting the hearing;
  - District attorney or prosecuting attorney's office; or
  - The victim/ witness office that is advocating on behalf of the victim.

## Types of Leave Information

### Victims of Crime to Testify under California Labor Code section 230.5



#### Definition

- Victims of Crime to Testify under CA Labor Code section 230.5 allows an employee who is a victim of an offense (listed below) unpaid time off from work to appear in court to be heard at any proceeding, including any delinquency proceeding, involving a post-arrest release decision, plea, sentencing, post-conviction release decision, or any proceeding in which a right of the victim is at issue.
- Victim means any person who suffers direct or threatened physical, psychological, or financial harm as a result of the commission or attempted commission of a crime or delinquent act. Victim also includes the employee's spouse, parent, child, sibling, or guardian.
- The offenses include all of the following (as defined in the Penal Code):
  - A. Vehicular manslaughter while intoxicated;
  - B. Solicitation for murder;
  - C. Felony domestic violence;
  - D. A serious felony;
  - E. Assault resulting in the death of a child under eight years of age;
  - F. Felony physical abuse of an elder or dependent adult; or injury;
  - G. Felony child abuse likely to produce great bodily harm or a death;
  - H. Felony driving under the influence causing injury; or
  - I. Hit-and-run causing death;
  - J. Felony stalking.
  - K. Sexual assault as set forth in certain sections of the Penal Code.



#### Eligibility

- There are no service or hours worked requirements.



#### Duration

- As needed (certification may be required).



#### Job Protection

- Protected for the duration of eligible absence.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



#### Pay

- Employee may elect vacation and/or floating holiday pay (non-hiring hall employees) if requested in advance and approved through their supervisor.
- Paid time cannot be used intermittently during a continuous leave of absence.
- Employee may elect to use unpaid time off for eligible absences.



#### Other Information

- The employee must inform his or her supervisor and Sedgwick at least five days in advance or as soon as he or she becomes aware of the need to take time off under the Victims of Crime Act, if the leave is foreseeable or at the beginning of a workday or with as much advance notice as possible if unforeseeable.
- The employee may be required to provide qualified certification to Sedgwick prior to taking time off.

#### Certification

The information that satisfies the qualified certification requirements includes:

- A police report indicating that the employee was a victim of an offense specified;
- A court order protecting or separating the employee from the perpetrator of an offense specified, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an offense specified.

## Types of Leave Information

### California Family School Partnership Act (FSPA)



#### Definition

This law allows employees to take up to 40 hours off per calendar year to participate in their child(ren)'s school activities.

Employee must be a parent, guardian or grandparent who has custody of a child enrolled in a California public or private school, kindergarten through grade twelve, or a licensed child day care facility.

Examples of activities might be volunteering in the child's classroom; participating in parent-teacher conferences, Back-to-School Night, Open House, field trips, or extracurricular sporting events sponsored by the school, school board, or child care facility; and assisting in community service learning activities.

**Note:** If mandatory or pre-arranged overtime is canceled due to FSPA- covered event(s), the hours not worked will be charged to FSPA entitlement in quarter-hour increments.



#### Eligibility

- No service requirement.
- Hiring Hall employees are eligible for FSPA.



#### Duration

- Employees may take a maximum of 8 hours per month, up to 40 hours each year (hours are prorated for part-time employees based on work schedule).
- Employees on an alternative work schedule may be allowed additional hours over the monthly maximum.



#### Job Protection

- Job is protected for the duration of the absence.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



#### Pay

- *Union-represented employees:* must use vacation time hours (prescheduled or unanticipated as appropriate) first before requesting unpaid time off.
- *Non-union-represented employees:* must use paid time off (vacation, floating holidays, available paid holidays) before requesting unpaid time off.



#### Other Information

- Prior to taking time off, reasonable notice must be provided by the employee for planned time off under FSPA to be considered.
- PG&E may require verification of participation in school activities on the specified date and time requested.
- If both parents work for PG&E, the FSPA entitlement only applies to the parent who gives notice first. The other parent may take time off provided that he or she receives approval from his or her supervisor.



## Types of Leave Information

### California Emergency Duty Leave and Volunteer Firefighter Training



#### Definition

- California Labor Code Section 230.3 allows an employee to take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel.
- This statute does not apply to any public safety agency or provider of emergency medical services when, as determined by the employer, the employee's absence would hinder the availability of public safety or emergency services.
- California Labor Code Section 230.4 allows an employee who is a volunteer firefighter, a reserve peace officer, or as emergency rescue personnel, as defined in Section 230.3, to take temporary leaves of absences for the purposes of engaging in fire, law enforcement, or emergency rescue training.



#### Eligibility

- No service requirement
- Hiring Hall employees are eligible



#### Duration

- As needed to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel.
- Time off when taken for the purpose of engaging in fire or law enforcement training cannot exceed an aggregate of 14 days per calendar year.



#### Job Protection

- Job is protected for the duration of the absence.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



#### Pay

- Employees may use vacation, floating holidays or in-lieu-of holidays, if applicable, for eligible absences for which they are not otherwise receiving outside wages. The use of paid time off will be granted at the company's sole discretion and business need.
- Employee may elect to use unpaid time off.



#### Other Information:

- Foreseeable absences must be requested from the employee's Supervisor and Sedgwick at least five days in advance. Unforeseeable absences must be requested at the beginning of a workday or with as much advance notice as possible.
- Volunteer firefighter means a person registered as a volunteer member of a regularly organized fire department.
- Emergency rescue personnel means any person who is an officer, employee, or member of a disaster medical response entity sponsored or requested by the state, whether that person is a volunteer or partly paid or fully paid, while he or she is actually engaged in providing emergency services.

## Types of Leave Information

### California Civil Air Patrol Employment Protection Act



#### Definition

This law allows members of the California Wing of the civilian auxiliary of the United States Air Force (Civil Air Patrol) to request a leave of absence when directed to respond to an emergency operational mission of the California Wing of the Civil Air Patrol by the United States Air Force, the California Emergency Management Agency or, other authorized political subdivision of the State of California with such authority.



#### Eligibility

Employee must be employed by the Company at least 90 days immediately preceding the commencement of leave.



#### Duration

- Maximum amount of leave is 10 days per year.
- Limited to three days on any one occasion; can be extended if authorized by the government entity that called for the mission and the Company agrees.



#### Job Protection

- Protected for the duration of eligible absence.
- If a position is eliminated, employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed (working) during the leave period.



#### Pay

- Employee may elect vacation and/or floating holiday pay (non-hiring hall employees) if requested in advance and approved through their supervisor.
- Paid time cannot be used intermittently during a continuous leave of absence.
- Employee may elect to be unpaid during CA Military Spousal Leave.



#### Other Information:

Certification from the proper Civil Air Patrol authority to verify the eligibility for the leave requested or taken is required. You may be denied the leave to be taken as Civil Air Patrol leave if the required certification is not provided within a reasonable timeframe.