Types of Leaves Comparison Chart

Contact Howitt at 415-973-4357 or 1-866-369-7582

Questions about leaves of absence? Need to request a leave of absence? Contact Hewitt at 415-973-4357 or 1-866-369-7582.							
Definitions	Eligibility	Duration of Leave	Job Protection	Paid or Unpaid Leave	Special Instructions/Comments		
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 (see additional provisions in Child Care/ Bonding leave section). Leaves may be granted for the following reasons:  • Employee's own serious health condition;  • Care for a parent or a spouse with a serious health condition;  • Care for a registered domestic partner with a serious health condition;  • Child – biological, adopted, foster child, step-child, legal ward, or child for whom the employee acts as the biological parent, who is either:  o under 18 years of age;  o 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);  • Birth of a child or placement of a child in connection with adoption or foster care (see FMLA/CFRA Child Bonding section for more details); or  • Because of any qualifying exigency due to a spouse, child, or parent of the employee being on active duty or being notified of an impending call to duty in support of a contingency operation in the Armed Forces (FMLA only). For more information, please see the Military Leave reference materials on the Human Resources Intranet: http://www/HR/PlansPolicies/TimeOffA ndLOA.shtml#LeavesofAbsenceLOA.	Completed one year of service.  Worked at least 1250 hours within the previous 12 rolling months. Hours worked does not include paid or unpaid absences.  Has 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 family and medical leave under the FMLA and CFRA.  CFRA - Employees must work in California.	12 weeks in a rolling 12-month period.     Child Bonding: Minimum duration of leave is two weeks for the birth, adoption, or fostercare placement of a child. However, the Company shall grant a request for a leave of less than 2 weeks duration on any two occasions. Leave must be taken within one year of the qualifying event. Spouses 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.  Military Caregiver Leave provides 26 weeks of FMLA leave during a single 12-month period.  During this 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.	Employee returns 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, 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 FMLA/CFRA leave period.	Paid/Unpaid  Employee must exhaust paid sick leave prior to unpaid medical leave with the exception of pregnancy disability leave.  Employee must exhaust paid Family Sick Leave prior to unpaid family care leave.  Employee's serious health condition — After exhausting all paid sick leave, employee may elect to use any available paid time off (vacation, floating holiday or Vacation Buy Days), if approved by supervisor in advance; otherwise, the leave is unpaid. Paid time cannot be used intermittently during a continuous leave of absence. An employee may file a claim for State Disability Insurance (SDI) with EDD. Please see last page of this chart for more SDI information.  Care for an eligible family member — After exhausting all available paid Family Sick Leave, employee may elect to use any available paid time off (vacation, floating holiday or Vacation Buy Days), if approved by supervisor in advance; otherwise, the leave is unpaid. Paid time cannot be used intermittently during a continuous leave of absence. An employee may file a claim for Paid Family Leave (PFL) with EDD. Please see last page of this chart for more PFL information.	<ul> <li>Employee may be required to be examined by a panel physician at the Company's expense.</li> <li>Employee must have health care provider complete the Certification of Serious Health Condition. Certification is required for absences for employee's own medical condition, for a family member's medical condition, or for Military Caregiver Leave.</li> <li>If FMLA/CFRA leave time extends beyond the original certification the employee must submit a Re-Certification for Serious Health Condition form.</li> <li>If FMLA/CFRA time is exhausted and employee needs additional time off, the employee must complete the Company Leave paperwork.</li> <li>For FMLA/CFRA eligibility purposes, time off on military leave is treated as time worked.</li> <li>Health Care Premiums</li> <li>Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid medical, child bonding or family care leave.</li> <li>Employees are responsible for full medical premiums starting the 4th calendar month if they elect to continue their medical coverage while on an unpaid child bonding or family care leave.</li> <li>Employees are responsible for full medical premiums starting the 4th calendar month if they elect to continue their medical coverage while on an unpaid child bonding or family care leave (if the leave is extended under a Company Leave). Please contact the HR Service Center for more details.</li> <li>Note:</li> <li>Sick Leave runs concurrently with paid FMLA/CFRA/PDL and does not extend the 12-week FMLA/CFRA entitlement or the 4-month PDL entitlement.</li> <li>See next page for additional information.</li> </ul>		

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FMLA and CFRA (continued) FMLA Military Caregiver Leave for an	See previous page.	See previous page.	See previous page.	See previous page.	See previous page for additional information.
Injured Service Member:  This benefit provides 26 weeks of					Family Sick Leave runs concurrently with paid FMLA/CFRA and does not extend the 12-week FMLA/CFRA
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 with a					entitlement.  Vacation and Floating Holiday pay runs concurrently with paid FMLA/CFRA and does not extend the
serious injury or illness.					12-week FMLA/CFRA entitlement.
A covered service member is defined as a member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty on active duty for which the service member is (1) undergoing medical treatment, recuperation, or therapy; or (2) otherwise in outpatient status; or (3) otherwise on the temporary disability retired list.					Employee may be eligible for State Disability Insurance (SDI) or Paid Family leave (PFL) through the Employment Development Department (EDD). See SDI and PFL definitions in this chart for details. For more information call:  SDI 1-800-480-3287 PFL 1-877-BE-THERE
For more information, please see the Military Leave reference materials on the Human Resources Intranet: http://www/HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA.					
FMLA and 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).					
FMLA and CFRA may run concurrently during a Military Caregiver Leave for an Injured Service Member, as applicable.					
CFRA and Pregnancy Disability Leave (PDL) run consecutively for child bonding purposes.					

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Pregnancy Disability Leave (PDL) PDL requires the company to provide up to four months (or 88 work days for full time employees) of unpaid, job protected leave to employees, if medically necessary, for:  • Disability on account of pregnancy, childbirth, or related medical conditions; or  • Prenatal care. PDL may run consecutively with FMLA/CFRA for child bonding purposes, if employee remains disabled due to pregnancy and has not exhausted her entitlement. PDL runs concurrently with FMLA for pregnancy disability. Please refer to FMLA/CFRA/PDL timeline located on the Human Resources web page under Time Off & Leaves of Absence at <a href="http://www/HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA.">http://www/HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA.</a>	<ul> <li>Immediately eligible (no service requirement).</li> <li>Eligible if employee works in California</li> <li>Eligible regardless of any other FMLA/CFRA leave employee has taken during the previous 12-month period.</li> </ul>	Up to four months (or 88 work days for full time employees; prorated for parttime employees) per pregnancy, if medically necessary.	Employee returns 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, 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 PDL leave period.	Employee may elect to substitute any available paid sick leave, vacation, floating holiday or Vacation Buy Days. Vacation, floating holiday or Vacation Buy Days are subject to supervisor approval in advance of leave; otherwise, the leave is unpaid. Paid time cannot be used intermittently during a continuous leave of absence.  An employee may file a claim for SDI with EDD.	Requires medical certification.     If PDL time is exhausted and employee needs additional time off, the employee must complete the Company Leave paperwork.  Health Care Premium Contribution  Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid pregnancy/medical leave. Please contact the HR Service Center for more details.  Note: Employee may be eligible for State Disability Insurance (SDI). For SDI information or claim forms, please call the Disability Insurance Customer Service Center at 1-800-480-3287. See last page of chart for additional information.		
Company Medical Leave 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;  FMLA/CFRA/PDL is not 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 (see FMLA/CFRA/PDL Leaves for more details).	Union-represented employees  Attained Regular Status. Non-union-represented employees  Completed six months of continuous service. Hiring Hall employees are not eligible for this leave.  Absences must be greater than two weeks. Leave cannot be taken on an intermittent basis or on a reduced schedule.	Company leaves may be granted for up to six months. An additional six months may be granted upon request and recertification.  Maximum length of leave, including extension, is 12 consecutive months in combination with all other leaves; including unpaid FMLA/CFRA/PD L; excluding a military leave or educational leave.	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 Company Medical Leave based on history of overall availability.	Unpaid.     An employee may file a claim for State Disability Insurance (SDI) with EDD. Please see last page of this chart for more SDI information.	After five consecutive months of medical leave of absence, employee may be eligible for Long-Term Disability.      May be required to be examined by a panel physician at the Company's expense.  Health Care Premium Contribution Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid medical leave. Please contact the HR Service Center for more details.  Note: Employee may be eligible for State Disability Insurance (SDI). For SDI information or claim forms, please call the Disability Insurance Customer Service Center at 1-800-480-3287.		

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Leave which is taken to care for a newborn child, or for the placement of an adopted or foster child.  Unpaid FMLA/ CFRA Child Bonding Leave runs concurrently with the Company Child Care/ Child Bonding Leave.  FMLA does not require the Company to provide intermittent or reduced leave schedule for child care 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.	<ul> <li>Completed one year of service.</li> <li>Worked at least 1250 hours within the previous 12 rolling months. Hours worked does not include paid or unpaid absences.</li> <li>Has not exhausted his/her FMLA/CFRA entitlement within the 12 months prior to the requested leave date.</li> <li>Must be taken within 12 months of child's birth, adoption or foster placement of a child.</li> <li>Hiring Hall employees who have met the above criteria are eligible for family and medical leave under the FMLA and CFRA.</li> <li>CFRA - Employees must work in California.</li> <li>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.</li> </ul>	12 weeks in a rolling 12-month period.     Minimum duration of child bonding leave is two 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 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.	Employee returns 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, 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 FMLA/CFRA leave period.	Paid  Employee may elect to use any available paid time off (vacation, floating holiday or Vacation Buy Days), if approved by supervisor in advance; otherwise, the leave is unpaid. Paid time cannot be used intermittently during a continuous leave of absence. Sick pay cannot be used for this leave reason.  Unpaid  Employee may elect an unpaid leave of absence. An employee may file a claim for Paid Family Leave (PFL) with EDD.	If FMLA/CFRA time is exhausted and employee requests additional time off, the employee must complete the Company Child Care/Bonding Leave paperwork.  For FMLA/CFRA eligibility purposes, time off on military leave is treated as time worked.  Health Care Premiums  Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid child bonding leave. Employees are responsible for full medical premiums starting the fourth calendar month if they elect to continue their medical coverage while on an unpaid child bonding leave. Please contact the HR Service Center for more details.  Note:  Employee may file a claim for Paid Family Leave with Employment Development Department (EDD). See PFL definition in this chart for details. For additional information or claim forms, please visit EDD Internet site at <a href="https://www.edd.ca.gov">www.edd.ca.gov</a> or contact EDD at 1-877-BE-THERE.		

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Company Child Care/ Child Bonding Leave Unpaid leave which is taken to:  Care for a newborn child; For the placement of an adopted or foster child; or For becoming legal guardian of a child.  The Company Child Bonding Leave runs concurrently with FMLA/CFRA Child Bonding leave.  Must be taken and completed within three years following birth, adoption, or foster placement of a child.	Union-represented employees  • Attained Regular Status. Non-union-represented employees  • Completed six months of continuous service. Hiring Hall employees are not eligible for this leave.  Absence must be greater than two weeks. Leave cannot be taken intermittently or on a reduced schedule.	Company leaves may be granted for up to six months. An additional six months may be granted upon request and recertification, 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.	<ul> <li>First six months, employee returns to former or equivalent classification and work location.</li> <li>Union-represented employees: after second six months, employee may return to work provided a vacancy exists in the classification and headquarters, which the employee vacated, or in a classification lower in the line of progression at such headquarters. If a vacancy of this kind does not exist, employee's employment may be terminated (refer to appropriate union agreement for details, if applicable).</li> <li>Non-union-represented employees: after second six months, employee may return if a vacancy exists. If no vacancy exists, employee's employment will be terminated.</li> <li>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.</li> </ul>	Unpaid.     An employee may file a claim for Paid Family Leave (PFL) with EDD	Health Care Premiums  Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid child bonding leave. Employees are responsible for full medical premiums starting the fourth calendar month if they elect to continue their medical coverage while on an unpaid child bonding leave. Please contact the HR Service Center for more details.  Note:  Employee may file a claim for Paid Family Leave with the Employment Development Department (EDD). See the PFL section for details. For additional information or claim forms, please visit the EDD Internet site at www.edd.ca.gov or contact EDD at 1877-BE-THERE.

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Military Leave 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, is required. For more information, including pay and process requirements, please see the Military Leave reference materials on the Human Resources Intranet: http://www/HR/PlansPolicies/TimeOffAndLOA.shtml#Leavesof AbsenceLOA.	All employees regardless of status are eligible to take a military leave of absence.	Cumulative leave of up to five years during employment with the Company.	Generally, employee would return to same position and location (limitations apply—see Special Instructions).  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.	<ul> <li>Union-represented employees:         Regular status employees will receive a pay supplement for up to 17 workdays* per year for reserve and active duty.</li> <li>Non-union represented employees:         Employees who have completed six continuous months of service will receive a pay supplement for up to 17 workdays* per year for reserve and active duty.</li> <li>For pay information on Emergency Military Leave, please see the Military Leave reference materials on the Human Resources Intranet:         <a href="http://www/HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA">http://www/HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA</a>.     </li> <li>Note:         <a href="http://www.HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA">http://www.HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA</a>.     </li> <li>Note:         <a a="" href="http://www.HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA&lt;/a&gt;.     &lt;/li&gt;     &lt;li&gt;Note:         &lt;a href=" http:="" planspolicies="" timeoffandloa.shtml#leavesofabsenceloa<="" www.hr="">.     </a></li> <li>Note:         </li></ul>	

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Educational Leave Non-union represented employees only An unpaid leave taken to pursue education through an accredited institution which is related to Company needs.	<ul> <li>Completed six months of continuous service.</li> <li>Employee must be meeting expectations as reflected on his or her performance review.</li> <li>Not granted to pursue another position or engage in another business.</li> <li>Granted at Company's sole discretion and business need.</li> <li>Note: Union-represented employees may request Educational Leave of Absence through Other (Personal) Leaves.</li> <li>Hiring Hall employees are not eligible for this leave.</li> </ul>	Maximum length of leave including extension is twenty-four consecutive months.	<ul> <li>Previous position is guaranteed if employee returns to work within six weeks.</li> <li>If employee returns 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.</li> <li>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.</li> </ul>	<ul> <li>Unpaid.</li> <li>Employee may work part-time outside of the Company while attending classes.</li> </ul>	Tuition Refund Program is not available to employees who are on Educational Leave of Absence.  Health Care Premiums  Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid educational leave. Employees are responsible for full medical premiums starting the fourth calendar month if they elect to continue their medical coverage while on an unpaid educational leave. Please contact the HR Service Center for more details.	
Political Service Leave Non-union represented employees only 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.	<ul> <li>Completed six months of continuous service.</li> <li>Granted at Company's sole discretion and business need.</li> <li>Employee must be meeting expectations as reflected on his or her performance review.</li> <li>Note:         <ul> <li>Union-represented employees may request Political Service Leave through Other (Personal) Leaves.</li> <li>Hiring Hall employees are not eligible for this leave.</li> </ul> </li> </ul>	Maximum length of leave including extension is twelve months in combination with all other leaves, excluding a military leave or educational leave.	<ul> <li>Previous position is guaranteed if returns to work within six weeks.</li> <li>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.</li> <li>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.</li> </ul>	• Unpaid.	Health Care Premiums  Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid political service leave. Employees are responsible for full medical premiums starting the fourth calendar month if they elect to continue their medical coverage while on an unpaid political service leave. Please contact the HR Service Center for more details.	

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Other Leave (Personal) Leave which is taken for urgent and substantial personal reasons.	Union-represented employees  Attained Regular Status.  Non-union-represented employees  Completed six months of continuous service.  Hiring Hall employees are not eligible for this leave.  Granted at Company's sole discretion and business need.	Maximum length of leave is twelve consecutive months in combination with all other leaves, excluding a military leave or educational leave.	<ul> <li>Union-represented employees</li> <li>Job is protected for the duration of leave.</li> <li>Non-union-represented employees</li> <li>Previous position is guaranteed if employee returns to work within six weeks.</li> <li>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.</li> <li>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.</li> </ul>	• Unpaid.	<ul> <li>Note:</li> <li>ESC employees see ESC agreement Section 12.14 for confirmation of residency requirements.</li> <li>Employee on a personal leave of absence cannot work for another employer.</li> <li>Health Care Premiums Employees are responsible for their health care premiums if they elect to continue their health care coverage while on an unpaid Personal leave. Employees are responsible for full medical premiums starting the fourth calendar month if they elect to continue their medical coverage while on an unpaid Personal leave. Please contact the HR Service Center for more details. </li> </ul>

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Victims of Domestic Violence Act (VDVA) Labor Code 230.1  The Victims of Domestic Violence Act allows an employee who is a victim of domestic violence or a victim of sexual assault to take paid or unpaid time off from work to attend to the following:  • Seek medical attention for injuries caused by domestic violence or sexual assault;  • Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault;  • Obtain psychological counseling related to an experience of domestic violence or sexual assault; or  • Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.  FMLA and CFRA may run concurrently with VDVA, as applicable.	Employees who are victims of domestic violence or sexual assault.     There are no service or hours worked requirements.	As needed (certification required).	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.	Paid  Employees may use sick leave to seek medical attention for injuries caused by domestic violence or sexual assault (employees only).  Employees may use Family Sick Leave to care for or bring an eligible family member to seek medical attention for injuries caused by domestic violence or sexual assault.  Employees may use vacation, floating holidays, in-lieu-of holidays or Vacation Buy Days, if applicable, for VDVA qualifying events (for example, obtaining service from a domestic violence shelter or participating in safety planning).  Unpaid  Employee may elect to use unpaid time off for VDVA qualifying events.	<ul> <li>Foreseeable qualifying events</li> <li>The employee must inform his or her supervisor and Hewitt 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.</li> <li>The employee must provide qualified certification to Hewitt prior to taking time off.</li> <li>Unforeseeable qualifying events</li> <li>The employee must inform his or her supervisor and Hewitt of the need to take time off under the VDVA at the beginning of a workday or with as much advance notice as possible.</li> <li>The employee must provide qualified certification to Hewitt within five days after taking time off.</li> <li>Qualified Certification</li> <li>The information that satisfies the qualified certification requirements includes:</li> <li>A police report indicating that you were a victim of domestic violence or sexual assault;</li> <li>A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault or other evidence from the court or prosecuting attorney that you appeared in court; or</li> <li>Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that you were undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.</li> <li>Note: If applicable, paid or unpaid time off under VDVA may count toward your Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) entitlement (e.g., time off to seek medical attention or psychological counseling if it meets the federal FMLA and state CFRA "Serious Health Condition" criteria). However, VDVA time off does not create a right for an employee to take unpaid leave time permitted by, the FMLA or CFRA.</li> </ul>	

(Rev 03/2010) The company abides by all applicable federal, state and local laws and does not discriminate against an employee for using or exercising their rights under each law.

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Victims of Crime Act (Labor Code 230.2) effective January 1, 2004— time off for crime victims and family members  This law allows an employee who is a victim of a violent or serious crime or a crime involving theft or embezzlement, unpaid time off to attend judicial proceedings related to the crime.  Unpaid time off with job protection 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 crime.  Immediate family member means a spouse, child, stepchild, brother, sister, stepsister, mother, stepmother, father, or stepfather.	Employee who has been a victim of a violent or serious crime.     Employee's immediate family member, who has been a victim of a violent or serious crime.     There are no service or hours worked requirements.	As needed (certification required).	<ul> <li>Protected for the duration of eligible absence.</li> <li>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.</li> </ul>	Paid  Employees may use sick pay, vacation, floating holidays, inlieu-of holidays or Vacation Buy Days, if applicable, for eligible absences. The use of paid time off will be granted at the company's sole discretion and business need.  Unpaid  Employee may elect to use unpaid time off for eligible absences.	<ul> <li>Foreseeable qualifying events</li> <li>The employee must inform his or her supervisor and Hewitt 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.</li> <li>The employee must provide qualified certification to Hewitt prior to taking time off.</li> <li>Unforeseeable qualifying events</li> <li>The employee must inform his or her supervisor and Hewitt 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.</li> <li>The employee must provide qualified certification to DMA within five days after taking time off.</li> <li>Certification</li> <li>Employee must provide Hewitt with written notification of each scheduled proceeding and/or evidence from the following:</li> <li>Court or government agency setting the hearing;</li> <li>District attorney or prosecuting attorney's office; or</li> <li>The victim/ witness office that is advocating on behalf of the victim.</li> </ul>		

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Definitions	Eligibility	Duration of Leave	Job Protection	Pay Information	3-4357 or 1-866-369-7582.  Special Instructions/ Comments
Family School Partnership Act (FSPA) of 1994  PG&E 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.  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.	No service requirement.     Hiring Hall employees are eligible for FSPA.	Employees may take a maximum of 8 hours per month, up to 40 hours each year.     Employees on an alternative work schedule may be allowed additional hours over the monthly maximum.	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.	<ul> <li>Union-represented employees must use vacation time hours (prescheduled or unanticipated as appropriate) first before requesting unpaid time off.</li> <li>Non-union-represented employees must use paid time off (vacation, floating holidays, Vacation Buy Days, etc.) before requesting unpaid time off.</li> </ul>	<ul> <li>This time off is not administered through the Leave of Absence process with Hewitt. This time off is requested and administered through the employee's supervisor/ department.</li> <li>Prior to taking time off, reasonable notice must be provided by the employee for planned time off under FSPA to be considered. Generally, this is requested from supervisor at least two days in advance.</li> <li>PG&amp;E may require verification of participation in school activities.</li> <li>If both parents work for PG&amp;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.</li> </ul>
Emergency Firefighter  This law allows an employee who is volunteer firefighter to be permitted to take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel.  An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absences for the purposes of engaging in fire of law enforcement training.  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.	No service requirement.     Hiring Hall employees are eligible.	As needed.     Time off for volunteer firefighters cannot exceed an aggregate of 14 days per calendar year, when taken for the purpose of engaging in fire or law enforcement training.	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.	• Unpaid.	<ul> <li>This time off is not administered through the Leave of Absence process with Hewitt. This time off is requested and administered through the employee's supervisor/ department.</li> <li>Foreseeable absences must be requested 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.</li> <li>Volunteer firefighter means a person registered as a volunteer member of a regularly organized fire department.</li> <li>Emergency rescue personnel means any person who is an officer, employee, or member of a fire department or fire protection or firefighting agency of the federal government, the State of California, a city, county, city and county, district, or other public or municipal corporation or political subdivision of this state, or of a sheriff's department, police department, or a private fire department, whether that person is a volunteer or partly paid or fully paid, while he or she is actually engaged in providing emergency services.</li> </ul>

(Rev 03/2010) The company abides by all applicable federal, state and local laws and does not discriminate against an employee for using or exercising their rights under each law.

Company Sick Pay and Other Pay Benefits

Questions about leaves of absence? Need to request a leave of absence? Contact Hewitt at 415-973-4357 or 1-866-369-7582.

Definitions	Eligibility	Duration of Leave	Job Protection	Pay Information	Special Instructions/ Comments
Company Sick Leave  The Company provides paid sick leave to continue an employee's income while he/she is temporarily unable to work because of a health care appointment, an illness or a non-work related injury.  While receiving sick leave, an employee is responsible for following the leave of absence process if absent for a FMLA, CFRA or PDL qualifying reason. Please see the Employee Responsibilities Checklist on the HR Intranet for more information.  http://www/HR/PlansPolicies/TimeOffAndLOA.shtml#LeavesofAbsenceLOA.	Union-represented employees  • After one year of service and attained regular status.  Non-union-represented employees  • First day at work.  Hiring Hall employees are not eligible for this benefit.	As needed.  Note: Paid Sick Leave does not extend the maximum period of leave to which the employee may be entitled under the California Family Rights Act (CFRA) or the federal Family and Medical Leave Act (FMLA).	Absences are subject to the attendance management provisions of the company and/or collective bargaining agreement.	Paid.     Once an employee exhausts all of his/her paid sick leave and will remain off work for more than ten days unpaid, he/she must apply for the Company Medical Leave of Absence.	Note: Company may request medical certification of illness.  Paid Sick Leave runs concurrently with FMLA/CFRA/PDL, if applicable.
Family Sick Leave (California Labor Code) a.k.a Sick Relative Pay  The Company allows eligible employees to use up to 50% of their annual current sick leave allotment* per year to attend to the illness of a sick child, spouse, registered domestic partner or parent.  * The annual current sick leave allotment does not include previously awarded sick leave or bonus sick leave.  * Employees who work in the city of San Francisco are eligible to use up to 72 hours of their annual allotment.  Eligible family members  • Spouse or registered domestic partner.  • Child/child of your registered domestic partner – biological, adopted, foster child, step-child, legal ward, or child for whom the employee acts as the biological parent.  • Parent – including biological, foster, adopted, step or a legal guardian relationship (parent-in-law is not an eligible family member).	Union-represented employees  • After one year of service and attained regular status.  Non-union-represented employees  • First day at work.	Up to 50% of annual current paid sick leave allowance per year (full-time employees are allowed to use up to 40 hours family sick leave per year; parttime employees are allowed to use a prorated amount of family sick leave based on the number of hours actually worked in the previous calendar year).      Can be taken in hourly increments.  Note: Paid Family Sick Leave does not extend the maximum period of leave to which the employee may be entitled under the California Family Rights Act (CFRA) or the federal Family and Medical Leave Act (FMLA).	Protected for the duration of absence.	• Paid.	Qualifying Events  Attending to an eligible family member who is physically or mentally unable to perform his/her duties due to illness, injury or a medical condition.  Obtaining professional diagnosis or treatment for a medical condition of an eligible family member.  Note: All standard conditions and restrictions that generally govern sick leave usage by employees shall apply to paid Family Sick Leave, including medical certification.

Company Sick Pay and Other Pay Benefits

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	Definitions	Eligibility	Duration of Leave	Job Protection	Pay Information	Special Instructions/ Comments	
	Paid Family Leave (PFL)  The Paid Family Leave program is a component of the State Disability Insurance (SDI) program; therefore, employees who are covered by State Disability Insurance program will also be covered for PFL benefits.  Note: This pay benefit is not administered or managed through Hewitt or Pacific Gas and Electric Company.  Eligible Family Member  • Spouse or registered domestic partner.  • Child – biological or adopted child, foster care placement of a child, stepchild, legal ward, or child for whom the employee acts as the biological parent, who is either:  1) Under 18 years of age; or  2) 18 years of age or older and incapable of self-care due to mental or physical disability.  Parent – including biological, foster, adopted, step or a legal guardian relationship (parent-in-law is not an eligible family member).	To care for a seriously ill parent, spouse/domestic partner or child.  To bond with a new child.  To bond with a minor child in connection with the adoption or foster care placement of the child.  Note: For bonding, Paid Family Leave is limited to the first year after the birth, adoption, or foster care placement of a child.	Offers up to six weeks of benefits in a 12-month period.      Note: Receiving PFL benefits does not extend the maximum period of leave to which the employee may be entitled under the California Family Rights Act (CFRA) or the federal Family and Medical Leave Act (FMLA).	<ul> <li>Paid Family Leave does not provide job protection or return rights.</li> <li>If employee is approved for FMLA/CFRA family care leave his/her job will be protected for the duration of the approved FMLA/CFRA or Company personal leave.</li> </ul>	<ul> <li>7-day waiting period (unpaid) and employee may use any available Family Sick Leave or vacation during this waiting period.</li> <li>Offers up to six weeks of benefits (approximately 55% of lost wages) in a 12-month period.</li> </ul>	<ul> <li>Employees must file a Paid Family Leave claim form with the California Employment Development Department (EDD).</li> <li>Claim must be filed within 49 days of the first day of the family care leave.</li> <li>A medical certification is required when Paid Family Leave claim is filed to provide care for a seriously ill family member.</li> <li>For child bonding, a separate certification must be completed for leave associated with birth, adoption, or foster care placement of a child.</li> <li>Note: All decisions regarding the eligibility for PFL, requirements to receive benefits and decisions regarding payment of PFL are made directly through EDD. For additional information or claim forms, please visit EDD Internet site at <a href="www.edd.ca.gov">www.edd.ca.gov</a> or contact EDD at 1-877-BE-THERE.</li> <li>Employer address to use on the claim form: 1850 Gateway Blvd. 7th floor, Concord, CA 94520.</li> </ul>	
	Program offered by the Employment Development Department of California (EDD).  Note: This pay benefit is not administered or managed through Hewitt or Pacific Gas and Electric Company.	For employee's own medical condition.  Note: Please refer to the SDI eligibility definitions determined by EDD. Please visit the EDD Internet site at <a href="https://www.edd.ca.gov">www.edd.ca.gov</a> or contact EDD at 1-800-480-3287.	Note: Receiving SDI benefits does not extend the maximum period of leave to which the employee may be entitled under the California Family Rights Act (CFRA) or the federal Family and Medical Leave Act (FMLA).	State Disability     Insurance does not     provide job     protection or return     rights.  If employee is     approved for     FMLA/CFRA/     Company medical     leave his/her job will     be protected for the     duration of the     approved     FMLA/CFRA or     Company medical     leave.	7-day waiting period (unpaid) and employee may use any available paid sick leave or vacation during this waiting period.  Note: Employees are not eligible to receive SDI benefits while also receiving paid sick leave through the Company.	<ul> <li>Employees must file a State         Disability claim form with the         California Employment Development         Department (EDD).</li> <li>Claim must be filed within 49 days of         the date of employee's disability.</li> <li>A medical certification is required.</li> <li>Note: All decisions regarding the         eligibility for SDI, requirements to         receive benefits and decisions         regarding payment of SDI are made         directly through EDD. For additional         information or claim forms, please visit         EDD Internet site at <a href="www.edd.ca.gov">www.edd.ca.gov</a> or         contact EDD at 1-800-480-3287.</li> <li>Employer address to use on the claim         form: 1850 Gateway Blvd. 7<sup>th</sup> floor,         Concord, CA 94520.</li> </ul>	