

EMPLOYEE LEAVE PROCESS

GENERAL LEAVE INFORMATION

Q1. When do I need to take a leave?

If you need time off for the care of yourself, the care of a child, the care of a parent, or personal time off.

Q2. What types of leave is company provided?

FMLA (Family Medical Leave Act) is up to 12 weeks of unpaid job protection.

STD (Short Term Disability) is up to 8 weeks for basic / 16 weeks for buy-up salary replacement at 100% pay following a 7-calendar day waiting period. STD benefits drop to 66.70% pay for remaining weeks to maximum 25 weeks.

LTD (Long Term Disability) is up to Social Security Normal Retirement age salary replacement at 50% basic / 60% buy-up, following a 180-calendar day waiting period.

PAID PARENTAL LEAVE up to 4 weeks of 100% pay (dependent on Primary care giver status)

PERSONAL is for time off that does not fall under any other circumstances.

ADA ACCOMODATION LEAVE

Q3. What type of leave is State provided?

Certain states have additional PFML (Paid Family and Medical Leave) benefits available.

These states include:

California / Colorado / Connecticut / Delaware / Maine / Maryland / Massachusetts / New Jersey / New York / Oregon / Rhode Island / Washington along with the District of Columbia.

NOTE: Employees may need to file directly with the state to receive these specific benefits in conjunction with the company provided benefit.

****Please check with your Guardian customer service team when applying for a leave of absence.**

Q4. How do I initiate a leave?

- Complete the Request for Leave of Absence form
 - Return the completed form to Becky Burns
 - [Request for Leave Form 2.23.2024](#)
- Contact Guardian to file a leave request
 - Telephone: 1-800-268-2525
 - Online Portal: [Guardian Anytime](#)
- Notify your manager of your requested leave dates
- Notify HR / Benefits if you wish to use any sick or vacation time during your leave period

Q5. How do I apply for California State Benefits?

Register at [Employment Development Department | California](#)

You can file for any applicable benefits directly on the EDD website.

Additional Information: [Paid Family Leave Benefits and Payments FAQs \(ca.gov\)](#)

Q6. How do I apply for New York, New Jersey, or other State Benefits?

Your Guardian customer service representative will assist you with applying for these benefits.

Q7. Can I use Vacation time to offset the missing salary under my State plan?

Yes, you can use vacation time in accordance with TCS policy to fill any gaps in salary. However, you should never receive more than 100% of your salary at any time.

You will need to coordinate this request with HR/Benefits for updating your timecard.

Q8. Who does my pay come from while on leave?

Vacation pay, sick pay and Paid Parental Leave will come from TCS on your regular bi-weekly checks. STD will come directly from Guardian. California State paid benefits will come directly from the state. ALL other state paid leave will come from Guardian.

Q9. How do I pay for my benefit premiums while on leave?

Benefit premiums will not be withheld from STD or state paid benefits. The Employee will be billed directly by BPM (Benefit Plan Manager) for their monthly premiums while on leave. Employees may be moved to COBRA once a leave has reached 1 year.

RETURNING FROM LEAVE

Q1. I have been released to full duty by my doctor – now what?

- Provide a return-to-work release to Guardian
- Notify TCS HR/Benefits of your return-to-work date
- Notify your manager of your return-to-work date

Q2. I have been released with restrictions by my doctor – now what?

- Provide a return-to-work restricted release to Guardian
- Your manager along with HR will determine if the accommodation can be met
- You will be notified of the decision and provided with additional instructions if the accommodation CANNOT be met
- You will be notified of the decision and given a date to return to work if the accommodation CAN be met



WHO TO CONTACT

Q1. Who do I contact if I have questions?

- For claim/leave request issues - Guardian 1-800-268-2525
- For work related issues – Your local Human Resources
- For benefit related issues – Rebecca Burns, Benefit Lead, US
- For timekeeping issues - Your local Human Resources or Benefits Team
- For Payroll issues – Samantha Carver, North America Payroll Manager



Maternity / Paternity Leave Illustration

TCS Maternity / Parental Leave

TCS Benefit - All Eligible Employees*
FMLA(Family Medical Leave Act) – 12 weeks unpaid job protection
Paid Parental Leave – 100% pay for 2 weeks
Paid Parental Leave (Primary Caregiver) – 100% pay for an ADDITIONAL 2 weeks
Additional TCS Benefit - Birthing Parent Specific
STD(Short Term Disability) – 100% pay while disabled (generally 6-8 weeks)**

California	New York
State Disability Insurance (SDI) – Up to 70% wage replacement (concurrent with TCS STD**) Duration - 4 weeks pre birth plus 6-8 weeks post birth	State Disability (DBL) – 50% to maximum of \$170 per week (concurrent with TCS STD**) Duration – Up to 26 weeks
Paid Family Leave (PFL) – Up to 70% wage replacement Duration – 8 weeks bonding	Paid Family Leave (PFL) – 67% wage replacement to a cap Duration – 12 weeks AFTER DBL ends (limited to 26 weeks combined STD/DBL/PFL)
California Family Rights Act (CFRA) – unpaid job protected leave Duration – 12 weeks following 12 weeks FMLA	
Total combined weeks paid in California: Birthing Parent – up to 24 weeks paid (STD/SDI + PFL + Paid Parental Leave) Non-Birthing Parent – up to 10 weeks paid (PFL + Paid Parental Leave)	Total combined weeks paid in New York: Birthing Parent – up to 26 weeks paid (STD/DBL + PFL + Paid Parental Leave) Non-Birthing Parent – up to 14 weeks paid (PFL + Paid Parental Leave)

Other states with PFL/DBL benefits: Colorado/Connecticut/Illinois/Massachusetts/Minnesota/New Jersey/Oregon/Tennessee/Washington/Wisconsin

*FMLA - 12 months of combined service and 1250 hours worked in the preceding 12 months

Paid Parental Leave – 12 consecutive months of service at the time of birth or adoption

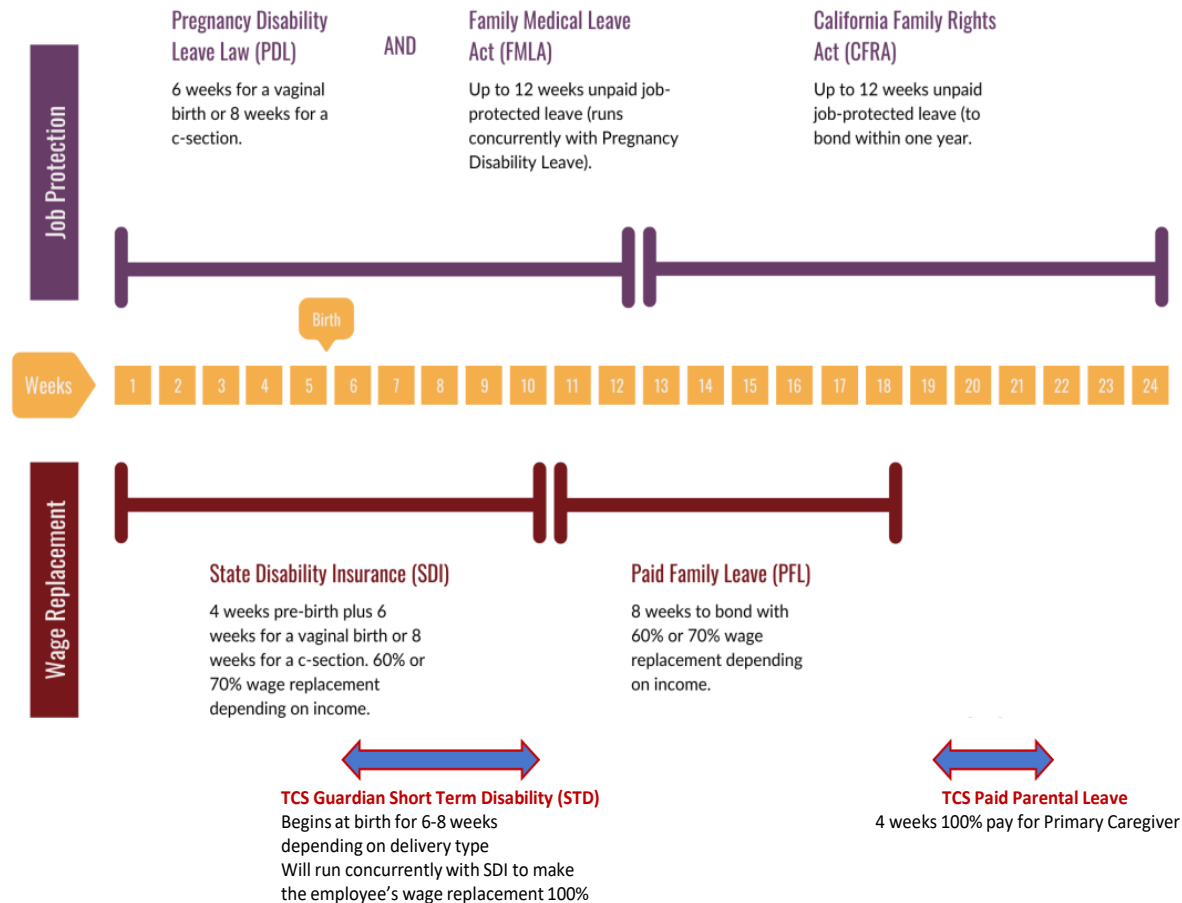
**STD Coordinates with State Disability payments to make employee 100% pay



Example for California Employee/Birthing Parent/Primary Caregiver

Pregnancy Disability and Bonding Leave for Birth Parent Eligible for FMLA and CFRA

Job protection and wage replacement for a typical, uncomplicated pregnancy



This example only applies to the birthing parent who is also the primary caregiver