

**Mid-Atlantic
Gradual Return To Work
Associate Guidelines**

Gradual Return to Work

1.0 General

Effective January 1, 2001, all **associate** employees on a Care of Newborn Child (CNC) Leave or Disability Absence Leave as a result of the birth or adoption of a child shall be permitted to return to work on a reduced schedule known as a Gradual Return to Work (GRW). The Combination of CNC Leave and /or Disability Absence Leave, and GRW shall not exceed the 12-month period currently in effect for CNC Leave. The employee will have the same status (full or part-time) as she or he had before being on leave. The employee will be paid only for hours worked but will receive the same benefit coverage she or he had prior to the CNC Leave.

2.0 Eligibility

All regular full-time, regular part-time, and term **associate** employees of Verizon Delaware Inc., Verizon Maryland Inc., Verizon New Jersey Inc., Verizon Pennsylvania Inc., Verizon Services Corp., Verizon Virginia Inc., Verizon Washington, D.C. Inc., and Verizon West Virginia Inc. on a CNC Leave or Disability Absence Leave as a result of the birth or adoption of a child.

3.0 Employment Status

The employee will have the same status (full time, part-time or term) as she or he had prior to being on a CNC Leave or Disability Absence Leave.

4.0 Request For GRW

Request for GRW should be discussed with the employee's supervisor at least two weeks before the reduced schedule is to begin.

5.0 Scheduling

- 5.1 The hours assigned to an employee on GRW shall fall within the range of hours that the employee would have been assigned if working a full schedule.
- 5.2 An employee on GRW shall not work Sundays, holidays or overtime.
- 5.3 The assignment of tours for employees on GRW shall not violate the seniority rights of a more senior employee.
- 5.4 Employees on GRW must work a minimum of half their normal work week, and a full day on Monday or the day after a holiday.

6.0 Duration

The eligibility period for GRW shall not exceed 12 months. The Combination of CNC Leave and /or Anticipated Disability Leave, and GRW shall not exceed the 12-month period currently in effect for CNC Leave.

7.0 Service Credit

Service Credit is granted for the entire approved CNC Leave and GRW period.

8.0 Benefit Entitlement

Except for 9.1, 9.2, and 9.3 an employee shall have the same benefits, vacations, holidays, EWDs, and other contractual entitlements which he or she had before the Leave began.

9.0 Pay Treatment

9.1 While on GRW the employee shall only be paid for time actually worked.

9.2 Incidental absence will be paid only for actual time excused from the employee's scheduled work.

9.3 Jury duty will be paid only for actual time excused from the employees scheduled work.

10.0 Holidays

Employees on GRW will be paid for holidays in accordance with their status before the CNC Leave began. For example, employees on GRW may receive full pay for holidays for which the employees are not required to work if the employees would have been entitled to such (full) holiday pay before the CNC Leave began. In contrast, an employee who was part-time prior to taking a CNC Leave and who returns to work on a GRW would be paid in accordance with the part-time provisions of the applicable collective bargaining agreement as applied before the CNC Leave began.

11.0 Sickness and Accident Disability

An employee on GRW who becomes disabled, may be eligible to receive benefits pursuant to the Sickness and Accident Disability Benefit Plan based on the employee's status prior to the CNC Leave.

12.0 Vacation Time

The employee shall be entitled to the same vacation time he/she had before the CNC Leave began.

13.0 Payroll Deductions

- 13.1 Employee must provide authorization to Payroll Services before Direct Deposit of Net Pay and/or Direct Deposit of Fixed Amounts will be reinstated. Savings Plan loans will not be reinstated until the employee contacts Verizon Communications In Touch Center on (877) 235-5482.
- 13.2 Deductions for all Verizon Communications Mid-Atlantic Savings Plans, Union dues and Pioneer dues will resume automatically when the employee returns to duty.
- 13.3 Allotments for all Verizon Communications Mid-Atlantic Savings Plans will be based on the employee's weekly cycle rate. Therefore, the employee may want to adjust the percent they contributed to the plan. The employee should contact Verizon Communications In-Touch Center on (877) 235-5482 to make the necessary percentage changes to their Savings allotment.

14.0 Participation in RAMP

Associates on GRW will still be able to participate in the Regional Associate Mobility Plan (RAMP) provided they meet all of the RAMP eligibility requirements and are available to meet the training requirements of the new position.

15.0 Time Input

Payroll Time Processors should enter the actual hours worked and the payroll exception symbol "GRW" for time not worked into CTLR. The total time input should equal the employee's normal work week i.e. total of 40 hours if a 40 hour employee.

Questions related to Payroll and CTLR should be referred by the Payroll Time Processor to Payroll Services on (800) 941-2200 option 2.

Additional Questions: Contact your local Labor Relations or contact the Absence Help Line 1-855-814-9344

Gradual Return to Work Guidelines

Mid-Atlantic Bargained for Employees

1.0 General

The Gradual Return to Work (GRW) Policy allows employees on a Care for Newborn Child (CNC) Leave as a result of the birth, adoption or foster care placement of a child or after a disability absence due to the birth of a child (mothers only) to return to work on a reduced schedule. The employee will be paid only for hours worked but will receive the same benefit coverage he/she had prior to the CNC Leave.

If there is any conflict between these guidelines and any applicable collective bargaining agreement, the latter shall be controlling.

2.0 Eligibility

All Regular full-time, part-time or temporary Mid-Atlantic Bargained for Employees on a CNC Leave are eligible to return to work on a reduced schedule.

3.0 Duration

The combination of CNC Leave and/or Anticipated Disability Leave, and GRW shall not exceed the 12 month period currently in effect for CNC Leave.

4.0 Employment Status

The employee will have the same status (regular full, part-time or temporary) as he/she had prior to being on a CNC Leave.

5.0 Request for GRW

An employee should discuss a request for GRW with his/her supervisor as early as possible before the reduced scheduled is to begin.

6.0 Scheduling

The hours assigned to an employee on GRW shall fall within the range of hours that the employee would have been assigned if working a full schedule.

An employee on GRW shall not work Sundays, holidays or overtime.

The assignment of tours for employees on GRW shall not violate the seniority rights of a more senior employee.

Employees on GRW must work a minimum of half their normal work week, and a full day on Monday or the day after a holiday.

7.0 Wages

While on GRW the employee shall only be paid for time worked.



Employee Benefits during Gradual Return to Work

Health Care Coverage

Your medical, dental and vision care coverage continue while on Gradual Return to Work (GRW). Verizon will pay the amount it normally does for your coverage during your leave. If you contribute to the cost of your health care coverage, however, you must continue making contributions.

Sickness and Accident Disability Benefits

If you become disabled during a GRW, you may be eligible to receive benefits pursuant to the Sickness and Accident Disability Benefit Plan based on your status prior to the CNC Leave.

Basic Life and Accidental Death and Dismemberment (AD&D)

Basic Life and AD&D Insurance coverage automatically continue during your GRW.

Supplemental Life, Dependent Life and Dependent AD&D

You may continue coverage for Supplemental Life, Dependent Life and Dependent AD&D during your GRW provided you pay the required premiums.

Service Credit While You Are on Leave

You receive service credit for the entire combined approved Care for Newborn Child(CNC) and Gradual Return to Work (GRW) period.

Vacation Time and Excused Work Days

The employee shall be entitled to the same vacation time and excused work days which he/she had before the CNC Leave began.

Incidental Absence and Jury Duty

Incidental absence and Jury duty will be paid only for actual time excused from his or her scheduled work.

Holiday Pay Treatment

Employees on GRW will be paid for holidays in accordance with their status before the leave began. For example, employees on GRW may receive full pay for holidays for which the employees are not required to work if the employees would have been entitled to such (full) holiday pay before the leave began. In contrast, an employee who was part-time prior to taking a leave and who returns to work on a GRW would be paid in accordance with the part-time provisions of the applicable collective bargaining agreement as applied before the leave began.

Payroll Deductions

Deductions from wages for bank loans, savings and credit unions must be reauthorized before they begin again.

Deductions for Savings Plans, Union dues and Pioneer dues will resume automatically when the employee returns to duty.

Allotments for Savings Plans will be based on your weekly cycle rate, not your gross pay. Therefore, you may want to adjust the percent you are contributing to the Savings Plan. You can log on to Fidelity NetBenefits® (www.netbenefits/verizon) or call the Verizon Savings Plan Service Center at 1-888-457-9333 to make necessary percentage changes to your Savings Plan.



Other Available Leave

If you are eligible for leave under any applicable law, including the Family and Medical Leave Act (FMLA), or other plan or policy, GRW will run concurrently with any and all other leaves to the full extent permitted by law.

Additional Information

Refer to your collective bargaining agreement.

Last Updated: January 2019

