

Maternity Leave Frequently Asked Questions (FAQ)

What is my paid Maternity benefit through PayPal?

Your maternity benefits through PayPal are provided through a combination of Maternity Short Term Disability (MSTD) and Bonding Leave. You may be eligible for up to at least 16-weeks of paid time off at 100% pay.

- **Maternity Short Term Disability (MSTD)** provides you with 100% of base salary for 8-weeks post-delivery for time away from work regardless of delivery type. This benefit is coordinated with any applicable state benefits, to ensure you get 100% of your base pay for 8-weeks after you deliver.
- **Bonding Leave** provides you with 100% of your base salary for up to 8-weeks and is combined with any other applicable state-specific paid leave programs. Bonding leave can begin as soon as your Maternity Short Term Disability (MSTD) ends, and your doctor certifies that you are no longer disabled. Bonding leave must be taken within the first year of giving birth and can start any time after MSTD ends. Bonding leave can be taken at one time, or in full week increments, pending your managers approval.

How do I know if I'm eligible for Maternity Short Term Disability (MSTD) and Bonding Leave?

- **Non-exempt employees:** Eligible 1st of the month following 6-months of employment
- **Exempt employees:** Eligible on your date of hire

What happens if I'm non-exempt and have not met the 6-month eligibility requirement for the Maternity Short Term Disability (MSTD) and/or bonding benefit?

If you have not met the 6-month eligibility requirement you will receive 6-weeks of Short Term disability at 100% pay and 80% thereafter. You will be eligible for Bonding Leave after meeting the 6-month eligibility requirement.

In addition to the Disability and Leave Health Care provider form, what type of medical documentation does my healthcare provider need to provide to support my claim?

Your healthcare provider will need to complete the Disability and Leave Health Care Provider Form included in your initial packet and provide objective medical information, such as office notes and test results to substantiate your leave.

Does the type of delivery make any difference to how much time I get for my maternity leave?

As long as you are eligible for maternity benefits, then the type of delivery would make no difference to the amount of time you get for Maternity Short Term Disability (MSTD). Eligible employees will receive 8-weeks of MSTD plus 8-weeks of PayPal Bonding Leave regardless of delivery type.

However, if you have not met the 6-month eligibility requirement, you would only be eligible for 6-weeks of STD at 100% pay and 80% thereafter.

Can I still take maternity leave if my medical benefits are covered through my spouse?

Yes, you can still take maternity leave if your medical benefits are covered through your spouse. Medical plan enrollment does not affect your eligibility for Maternity Leave Benefits.

When do my Maternity Short Term Disability (MSTD) benefits begin?

Your Maternity Short Term Disability (MSTD) benefits begin on the date your baby is delivered. If you have a pregnancy-related disability your doctor will need to provide a certification allowing you to take time prior to your expected delivery date.

Does PayPal provide a pre-partum or nesting period?

No, PayPal does not provide a paid pre-partum or nesting period benefit. If you would like to take time off prior to delivery you are able to use your PTO or track free vacation to cover time off.

Time off prior to delivery is based on the medical certification received from your doctor.

What is the waiting period for Maternity Leave?

The first 7-days of your leave is considered the unpaid waiting period. To receive pay, you must apply 5-days Paid Sick Leave (PSL). If you do not have PSL available, you are able to apply PTO or Track Free Vacation (TFV). Please keep in mind that if you do not have time available to cover the waiting period, it will be unpaid.

If your first day of leave coincides with the birth of your baby, your waiting period will be waived.

How do I apply my time for the waiting period?

- **Exempt employees:** Paid Sick Leave is entered into Workday as a Time Off program. Please refer to [this user guide](#) for support on how to enter this time.

- **Non-exempt employees:** Paid Sick Leave is entered in Kronos.

What happens to my benefits if my doctor determines I'm still disabled after 8-weeks?

If you are eligible for maternity benefits, and your doctor determines that you are still disabled after 8-weeks post-delivery, your MSTD benefits will reduce from 100% to 80% beginning with week 9. You will also be required to submit supportive medical documentation to Sedgwick to substantiate your continued time off.

When does my bonding leave start?

Your bonding leave can begin after your Maternity Short Term Disability (MSTD) benefits end and you are no longer considered disabled by your doctor.

What happens if my baby has complications after birth and needs additional care?

If your baby has complications after birth, you could qualify for Paid Family Care Leave to take care of your baby until they are released and before you initiate your bonding leave. If you qualify, Paid Family Care would provide you with 100% of your pay for 8-weeks. If you think you may need Paid Family Care, be sure to reach out to Sedgwick so they can help ensure that you utilize the most appropriate leave of absence to take care of your baby.

Do I have to start my bonding leave right away after my Maternity Short Term Disability (MSTD) benefits end?

No, you may choose to return to work and take your bonding leave at a later time. You do not have to start your bonding leave after your Maternity Short Term Disability (MSTD) benefits end. You have the flexibility to return to work after your MSTD benefits end and to start your bonding leave when you're ready. Keep in mind that your Bonding leave must be taken prior to your baby's first birthday.

Do I have to take my bonding leave all at once?

Bonding leave can be taken all at one time or you have the option to take your bonding leave intermittently in full week increments. Keep in mind that taking bonding leave intermittently does require approval from your manager.

What is the difference between FMLA and Maternity Short Term Disability (MSTD)?

The Family Medical Leave Act (FMLA) is federally regulated by the U.S. Department of Labor and provides 12-weeks of unpaid job-protected time away from work.

Maternity Short Term Disability (MSTD) through PayPal provides salary replacement while you are disabled from performing the essential functions of your job after delivery. If eligible, FMLA and MSTD run concurrently.

Do I have to be FMLA eligible to receive PayPal Maternity benefits?

No, FMLA eligibility has no impact on the paid maternity benefit.

- **Non-exempt employees:** Eligible after 6-months of employment
- **Exempt employees:** Eligible on your date of hire

What states are statutory and offer a disability and/or family leave benefit?

California (CA VP)	Connecticut (CT PFMLA)	Hawaii (HI TDI)	Maryland (MD PFML)
Massachusetts (MA PFML)	New Hampshire (NH PFML)	New York (NY DBL/ PFL)	New Jersey (NJ TDI/ FLI)
Oregon (OR PFML)	Washington (WA PFML)	Washington DC (DC UPL)	Rhode Island (RI TDI/TCI)

How is my leave affected by state leave benefits?

If your state offers a paid leave benefit, these benefits will be coordinated with your PayPal paid leave benefits. State disability benefits are deducted from your PayPal MSTD benefits and State Paid Leave (PFL) benefits are deducted from your PayPal Bonding Leave.

For California employees, Sedgwick manages your state benefits through the California Voluntary Plan (CA VP) and will be paid directly through PayPal.

For all other states with a state disability or paid family leave plan, you will apply for the state benefits separately, and will receive two separate payments.

When should I initiate my leave with Sedgwick?

Planning ahead for your maternity leave helps to create a smooth transition for both you and your team. You are able to initiate your leave as early as you want but you must initiate your leave at least 30-days prior to your expected first date of absence.

How do I initiate my maternity leave with Sedgwick?

To initiate your maternity leave, contact our leave administrator, Sedgwick at 855-233-7599 or go to [MySedgwick.com](https://www.mysedgwick.com) and create a profile. The Service Center Representative (SCR) will initiate your leave. The SCR will initiate the process but will not be able to answer leave specific questions. Your claim will be assigned to a Disability Specialist, who will review the claims process, set expectations, and answer any questions.

Once I initiate my leave, what can I expect?

Once you initiate your leave, Sedgwick will send the initial packet within 5-business days of claim initiation. The maternity packet you receive from Sedgwick will include leave information and forms required for processing your claim.

On my leave packet, what is the difference between “Your Time Away Begins” and “Your Medical Due Date”?

Your Time Away Begins refers to the estimated date that your leave will begin. This is the date that you provided to Sedgwick when you initiated your leave.

Your Medical Due Date refers to the date that your medical documentation is due to Sedgwick.

What do I need to do with the Disability and Leave Health Care Provider Form?

The Disability and Leave Health Care Provider form must be completed by your doctor and returned by the medical due date listed within your packet. Your doctor will also need to provide objective medical information along with their signed portion of the form.

How do I submit the Disability and Leave Health Care Provider Form and any pertinent medical information?

Medical information and any other required claim documentation can be uploaded to your claim through the mySedgwick portal. As an alternative, you can e-mail or fax, the information to Sedgwick.

- Upload: mysedgwick.com/paypal
- E-mail: PayPalMail@sedgwick.com
- Fax: 877-393-0017

Once Sedgwick receives the required documents, a disability/ leave specialist will review the information within 2- business days and make a determination on your leave.

I have already initiated my maternity leave with Sedgwick, why is the status showing pending?

Your Maternity Leave claim status will show as pending until the claim decision is made. Sedgwick will review your claim for approval after the first day of absence and all the required medical documentation is received.

When will I be paid while on leave?

Once your leave is approved, you can expect to receive pay on the next available pay cycle. PayPal leave benefits are issued by PayPal payroll. Any applicable state benefits will be issued by the state leave administrator.

Ongoing pay while on leave will be paid on the regular payroll schedule. Questions related to your benefit calculation, or the dates paid should be directed to your leave specialist at Sedgwick, 855-233-7599 or send a message through [mySedgwick](#), by clicking on the **Contact Examiner** link in your claim. For questions related to any deductions withheld from your benefits, please contact PayPal Payroll at 833-573-6042.

How will I be paid on leave if I receive commission?

Your leave benefit is calculated on pre-disability Regular Wages. Regular wages do not include bonus, over-time, commissions or the value of any stock awards or other employee benefit plans or fringe benefits.

What happens to my pay if I receive a pay increase while I'm on leave?

If you receive an annual merit/ pay increase while on your leave of absence, the increase will be reflected in your leave of absence pay. You will not have to wait until you are back at work full time to receive the pay increase.

What else should I know about my pay while I'm on leave?

- Holiday Pay is not paid while on leave. You will receive leave pay if your leave falls on a holiday.
- Deductions for your benefits (medical, dental, vision, supplemental life, etc.) will continue to be deducted by the Payroll Department.
- Eligibility for AIP Bonuses: Bonuses are paid on eligible earnings; pay from LOA is considered eligible earnings.
- Stock options and RSUs will continue to vest for a full year while on an approved leave.
- 401(k) contributions and deductions will continue during the paid leave of absence.

What documentation do I need to submit after the birth of my baby?

You may submit a copy of the newborn child's birth certificate or other supporting documentation, which includes your name as the parent, your child's name, and your child's date of birth.

After my baby is born, how long do I have to add my baby to benefits and how can I make sure my baby is added?

You have 30-days from the date your baby is born to add your baby to your benefits. To add your baby to your benefits, login to [YBR](#) (on the VPN) to make the change. To ensure that your baby was added to benefits, review your dependents on each of your benefits within YBR, under **Your Current Coverage**.

Is there any impact to my health and other benefits while on leave?

If you are on a paid leave of absence, your benefits coverage will continue, and your regular paycheck contributions will be deducted from any salary continuation pay you receive from PayPal during your leave. The only exceptions are to the Dependent Care Spending Accounts and ESPP deductions where enrollment ceases while on a leave of absence, paid or unpaid. No contributions can be made to the account, nor can any claims be submitted for reimbursement.

For full details regarding all PayPal benefits (i.e. 401k, ESPP, stock vesting, etc.) during your leave, refer to the [US Leave of Absence: Benefits and Pay Information document](#) for full details.

What if I'm not ready to return to work at the end of my leave?

Please contact Sedgwick at 855-233-7599 and your leader to discuss your return to work plans to determine if there are other leave options available to you.

You will be responsible for providing updated medical information from your doctor indicating the necessity to extend your disability or leave. You will also need to communicate with your supervisor regarding any changes to your planned return to work or if you plan to use vacation, sabbatical, or take the time unpaid.

What additional resources are available to new parents?

PayPal has a number of resources that may be of value to you:

- [Accolade – Employee Advocacy Services](#)
- [Childcare Resources](#)
- [Milk Stork - Breast milk delivery for new moms](#)
- [Vida wellness coaching](#)
- [ReThink – Child Development Assistance](#)
- [Employee Assistance Program \(EAP\)](#)
- [The Calm App – Improving Sleep and Managing Stress](#)
- [Dependent Care FSA – Childcare for when you return to work](#)

Who do I contact if I have questions about my leave?

Contact Sedgwick for questions regarding your leave of absence.

- **Sedgwick Service Center Representatives** are available Monday through Friday, from 7:00 a.m. to 7:00 p.m. Central Time at 855-233-7599 and are able to answer most leave-related questions.
- You can also speak to your **Specialist** or send a message through [mySedgwick](#), by clicking on the **Contact Examiner** link in your claim.
- Please send all **claims correspondence** and **medical documentation** to our secure email inbox, PayPalMail@sedgwick.com.
- If you have not filed a leave and have general questions about maternity leave, contact PayPal's Leave of Absence Administrator, Sedgwick, PayPalOperations@Sedgwick.com.

What other resources are available to help me understand my maternity leave?

- [Maternity Leave Overview on the Bridge](#)