

## Parental/ Bonding Leave Frequently Asked Questions (FAQ)

### What is my paid Parental/ Bonding leave benefit through PayPal?

Your Parental/ Bonding leave benefits through PayPal provide you with 8 weeks of paid bonding leave to allow you time with your newborn, or when a child is first placed with you for adoption or foster care. This benefit is coordinated with any applicable state benefits, to ensure you get 100% of your base pay. Bonding leave must be taken within the first year of birth, adoption or the placement of the child. 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 Parental/ Bonding Leave?

Bonding Leave is available to the birth parent, non-birth parent, spouse, and domestic partners who have a child through childbirth, adoption, or fostering.

- **Non-exempt employees:** Eligible 1<sup>st</sup> 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 bonding benefit?

If you have not met the 6-month eligibility requirement you will not be eligible for bonding leave until after meeting the 6-month eligibility requirement.

### When does my Parental/ Bonding leave begin?

Your bonding leave can begin as soon as your baby is born and you have provided Sedgwick with the required proof of relationship. Parental/Bonding leaves are not pre-approved.

- **Birth parent:** No additional information is required. Information from your Maternity Short-Term Disability is sufficient for approval of Parental/Bonding leave. See the Maternity Leave FAQ for full details on coordination of Maternity STD (MSTD) and bonding.
- **Non-birth parent:** You must provide...
  - A copy of the newborn certification you received from the hospital which lists your baby's name, birthing information, and your name as the parent or;
  - A copy of your baby's official birth certificate.

### Is there a waiting period for Bonding Leave?

No, there is no waiting period for bonding leave.

### 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. 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 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.

### Do I have to be FMLA eligible to receive Parental/ Bonding leave benefits?

No, FMLA eligibility has no impact on the paid parental/ bonding 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 family leave benefit?

<a href="#">California (CA VP)</a>	<a href="#">Colorado (CO FAMLI)</a>	<a href="#">Connecticut (CT PFMLA)</a>	<a href="#">Hawaii (HI TDI)</a>
<a href="#">Maryland (MD PFML)</a>	<a href="#">Massachusetts (MA PFML)</a>	<a href="#">New Hampshire (NH PFML)</a>	<a href="#">New York (NY DBL/ PFL)</a>
<a href="#">New Jersey (NJ TDI/ FLI)</a>	<a href="#">Oregon (OR PFMLI)</a>	<a href="#">Washington (WA PFML)</a>	<a href="#">Washington DC (DC UPL)</a>
<a href="#">Rhode Island (RI TDI/TCI)</a>	<a href="#">San Francisco Paid Parental Leave Ordinance (SF PPLO)</a>		

### 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 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 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 parental/ bonding 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 parental/ bonding leave with Sedgwick?**

To initiate your parental/ bonding leave, contact our leave administrator, Sedgwick at 855-233-7599 or go to [MySedgwick.com](https://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 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 parental/ bonding packet you receive from Sedgwick will include leave information and, forms for you to sign and return. Once your baby is born, remember to provide Sedgwick with the required proof of relationship.

### **On my leave packet, what does “Your Time Away Begins” mean?**

**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.

### **I have already initiated my parental/ bonding leave with Sedgwick, why is the status showing pending?**

Your parental/ bonding 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 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 unpaid leave options available to you.

Keep in mind that you will 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](mailto:PayPalMail@sedgwick.com).
- If you have not filed a leave and have general questions about leave, contact PayPal's Leave of Absence Administrator, Sedgwick, [PayPalOperations@Sedgwick.com](mailto:PayPalOperations@Sedgwick.com).

### What other resources are available to help me understand my parental/bonding leave?

- [Bonding/ Parental Leave on the Bridge](#)