

Paid Parental Leave FAQs

1. **What is the Paid Parental Leave Program?**

AECOM's Paid Parental Leave Program provides new parents through childbirth, adoption, foster care placement and surrogacy with paid time-off to bond with their new child(ren).

There are two types of leaves offered through the Paid Parental Leave Program — pregnancy leave and parental leave.

- Pregnancy leave refers to a period of absence from work granted to a birthing mother after the birth of her child.
- Parental leave provides paid time off after a new child event for mothers and fathers, including parents through biological birth, adoption, foster care placement and surrogacy.

2. **Who is eligible to take the paid parental leave?**

Benefits eligible full-time and part-time employees who have a new child event through childbirth, adoption, foster care placement or surrogacy are eligible to take the paid parental leave.

The Paid Parental Leave Program is not applicable to temporary employees, casual/variable employees or employees covered by a collective bargaining agreement.

3. **What is the maximum duration of the paid parental leave?**

All new parents are eligible to receive up to two weeks of parental leave at 100% of their base pay. Birthing mothers may receive up to eight additional weeks (for a total of up to 10 weeks) of pregnancy leave at 100% of their base pay, concurrent with short-term disability benefits.

4. **Is the two weeks of paid parental leave intermittent or continuous?**

The two weeks of paid parental leave may be taken intermittently or continuously. It must be taken in one-day increments. If taken intermittently, the benefit must be used in full-day (eight-hour) increments. The full-day increment will be prorated for employees who work a part-time schedule. If an employee typically works a 9/80 schedule or other alternative schedule, paid parental leave is only paid in eight-hour increments per day. Please see FAQ #23 on how to complete a timesheet.

5. **How do I apply for parental leave?**

You can apply for parental leave by contacting The Hartford at **866.262.7316** or visiting [AbilityAdvantage.TheHartford.com](https://www.thehartford.com/abilityadvantage). You must also follow the standard procedures to notify your supervisor and HR Partner.

6. **How much notice do I need to give my manager before taking parental leave?**

You should notify your manager and HR Partners at least 30 days prior to your leave (when possible). It is recommended that you give your manager as much notice as possible.

7. **How much pay will I receive during the paid parental leave?**

You will receive 100% of your base salary for the paid parental and pregnancy leave. To the extent you're eligible for short-term disability (STD) benefits, the pregnancy leave payment from AECOM will supplement any STD benefit payments from The Hartford so that the total of STD benefits and paid pregnancy leave equals 100% of your base pay. As such, the pregnancy leave and STD benefit payments will run concurrently.

If STD benefits begin earlier than the birthing event, you'll be paid your eligible STD benefit. Parental leave will begin after the birth event occurs and you'll begin receiving the supplement to STD to equal 100% of your base pay.

If you live in a state that has a paid family leave program, your parental leave benefit may be offset by the family leave benefit that you would receive directly from the state or The Hartford on behalf of the state.

8. **I am a part-time regular employee. Will the duration of the parental leave be pro-rated?**
No, if you are a benefits eligible part-time employee, you are eligible for the maximum duration of the Paid Parental Leave Program, as outlined above, up to your regularly scheduled work hours' base pay.
9. **I am a part-time regular employee. Will my parental leave pay be pro-rated?**
No, as a benefits eligible part-time employee, you will receive 100% of your regular pay. For example, if you're scheduled 24 hours per week, you will receive 24 hours of pregnancy leave pay for eight weeks concurrent with STD, and 24 hours of parental leave pay for two weeks (for a total of 10 weeks).
10. **Do my benefits continue while I am out on paid parental leave?**
Yes, benefits continue while you are on paid parental leave. Paid parental leave is paid via AECOM's payroll and all regular deductions will be taken, with the exception of dependent care flexible spending account (FSA) and commuter benefit contributions.
11. **If my spouse/domestic partner and I both work at AECOM, are we both eligible for the leave?**
Yes, both of you are eligible for AECOM's paid parental leave.
12. **How long do I have to use parental leave benefits after my new child event?**
You must take the paid parental leave within 12 months of your new child event. In addition to non-child bearing parents, this 12-month period is applicable to birthing mothers who are certified to return to work. If a birthing mother decides to return to work before taking the full 10 weeks of paid leave, she must take the last two weeks of paid parental leave within 12 months of her child's birth.
13. **What steps do I need to take to return to work?**
When returning to work, please inform all of the following of your return-to-work date: your Hartford claims analyst, your manager and your HR Partner. Please also email your return-to-work date to LOA@AECOM.com to inform all parties of your return-to-work date.
14. **What if I am unable to return to work on the date my leave is expected to end?**
If you are unable to return to work on your expected return to work date, please contact your Hartford claims analyst. After contacting The Hartford, The Hartford will contact your doctor for an update. After The Hartford receives the update and notifies you, you are responsible for following the standard procedures to notify your supervisor and HR Partner.
15. **Does parental leave take effect before or after my new child event?**
Paid parental leave takes effect after your new child event.
16. **Do I receive additional time off for multiple births/adoptions during a single new child event?**
No, you receive no additional time off for multiple births or adoptions (more than one adopted child on same date) under AECOM's Paid Parental Leave Program.
17. **Is there a limit on how many times I can take paid parental leave?**
No, there is no limit on the number of times you can take paid parental leave during the duration of your career at AECOM.

18. If I exhaust my parental leave benefits, may I use Paid Time Off (PTO) to extend my time off and/or supplement my pay during FMLA?

Yes, you may use your PTO to extend your time off and/or supplement your pay during FMLA.

19. Does the paid parental leave run concurrent with other statutory maternity and paternity leaves??

Yes, the paid parental leave runs concurrently with other statutory maternity and paternity leaves such as the Family Medical Leave Act (FMLA) and/or California Family Rights Act (CFRA).

If you live in a state that has a paid family leave program, your parental leave benefit may be offset by any family leave benefit that you would receive directly from the state or The Hartford on behalf of the state.

20. Am I eligible for holiday pay while I am out on paid parental leave?

No, you are not eligible for holiday pay while out on continuous paid parental leave.

21. How do I add my child to my benefits?

Contact the **AECOM Benefits Service Center** at **844.779.9567**, Monday to Friday (8 a.m. – 8 p.m. Central Time) or log in to myAECOMbenefits.com within 31 days of the birth.

22. Can I submit expenses for my health care FSA and/or dependent day care FSA while on leave?

You may submit expenses incurred up to your date of leave. You have **90 days from the date of leave** to submit a claim for reimbursement of those expenses.

23. How do I fill out my timesheet?

If you are the birthing mother, and you work up until the time you deliver, you will begin receiving 100% of your base pay provided you have filed your claim with The Hartford. The 100% of pay is for a total of 10 weeks and comes from two different sources — 66.67% in short-term disability paid directly from The Hartford (offset by any applicable statutory payments*) and 33.33% from AECOM. There is no need to fill out a timesheet in this case.

If you need to be out before delivering the baby, and you would like to use Paid Time Off (PTO) during the five business-day short-term disability waiting period, you will need to complete your timesheet accordingly.

If you are a non-birthing parent on parental leave:

- Non-exempt employees do not need to complete a timesheet.
- Exempt employees will need to complete their timesheet using the appropriate timesheet code below based on their business group:
 - *Corporate* — charge code: 03001001 (LWOP), Task code: 82 (Parental), Type: Approved LWOP
 - *DCS* — charge code: 04101001(LWOP) Task code: 82 (Parental), Type: Approved LWOP
 - *CM* — charge code: 05191001(LWOP), Task code: 82 (Parental), Type: Approved LWOP

The parental leave benefit must be used in full-day (eight-hour) increments for full-time employees. If you typically work an alternate schedule arrangement and are taking parental leave intermittently one day at a time, you may supplement with PTO. For example, if you are working a 9/80 schedule and taking a day of parental leave intermittently, you may supplement the eight hours of paid parental leave with one hour of PTO on a nine-hour day.

Parental leave benefits are paid according to The Hartford's approval notifications and not according to the charge code entered into a timesheet. It is important to notify The Hartford of the dates you want to take parental leave.

**Employees who work in a state with a statutory disability benefit may need to apply for disability benefits with the state and may receive a portion of their disability benefit from both The Hartford and the state.*