

# Paid Parental Leave FAQs

---

These FAQs apply for new child events that occur on or after January 1, 2023. For new child events occurring before January 1, 2023, please refer to the [2022 Paid Parental Leave FAQs](#).

## Eligibility and Benefits

### 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 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 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. When am I eligible for parental leave?

Employees are eligible for parental leave upon hire for new child events that occur on or after the date of hire.

### 4. What is the maximum duration of paid parental leave?

All new parents are eligible to receive up to four 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 12 weeks) of pregnancy leave at 100% of their base pay, concurrent with short-term disability (STD) benefits.

### 5. I am a part-time regular employee. How do I receive the parental leave benefit?

As a benefits-eligible part-time employee, you receive 100% of your regular pay while on parental leave. For example, if you are a birthing parent scheduled for 24 hours a week, you receive 24 hours of pregnancy leave pay per week for eight weeks concurrent with STD leave and 24 hours a week of parental leave pay for four weeks (for a total of 12 weeks).

**6. Is the four weeks of paid parental leave intermittent or continuous?**

The four weeks of paid parental leave may be taken intermittently or continuously. If taken intermittently, the benefit must be used in full-day increments.

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

You receive 100% of your base salary for paid parental and pregnancy leave. To the extent you're eligible for STD benefits, the pregnancy leave payment from AECOM supplements any STD benefit payments from The Hartford, so that the total of STD benefits and paid pregnancy leave equals 100% of your base pay. In this case, pregnancy leave and STD benefit payments run concurrently.

If disability begins earlier than the birthing event, you receive STD benefits as eligible. Pregnancy leave benefits begin on the date of delivery, and you begin receiving the AECOM supplement to STD to equal 100% of your base pay.

If you live in a state that has a disability or paid medical leave program, your pregnancy leave benefit is offset by the benefit that you are anticipated to receive directly from the state. Employees working in New York receive the state benefit from The Hartford on behalf of the state.

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. Employees working in New York receive the New York paid family leave benefit from The Hartford on behalf of the state.

**8. 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 the same date) under AECOM's Paid Parental Leave Program.

**9. 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.

**10. Does paid parental leave run concurrently with other statutory maternity and paternity leaves?**

Yes, 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 work in New York, the New York Paid Family Leave (NYPFL) benefit runs concurrently with AECOM paid parental leave benefits. The Hartford pays the NYPFL benefit on behalf of the state.

## Using Parental Leave

### 11. 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](http://AbilityAdvantage.TheHartford.com). You must also follow the standard procedures to notify your supervisor and HR Partner.

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

You should notify your manager and HR Partner at least 31 days prior to your leave (when possible). It is recommended that you give your manager as much notice as possible.

### 13. Does parental leave take effect before or after my new child event?

Paid parental leave takes effect on or after the date of delivery, adoption or placement.

### 14. When will I receive the parental leave benefit?

You receive pregnancy or parental leave pay after your claim is approved by The Hartford. The benefit payment is typically processed in the pay period in which the approval notification is received by AECOM. If you have a question about the timing of your pending leave, email [LOA@aecom.com](mailto:LOA@aecom.com).

Note that an "open" claim with The Hartford is not necessarily an approved claim. Contact The Hartford at **866.262.7316** if you have questions about the status of your claim.

### 15. 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. For birthing parents, the parental leave will be processed immediately after pregnancy leave, unless you notify The Hartford that you plan to take parental leave at another time. If a birthing parent decides to return to work before taking the full 4 weeks of parental leave, she must take the remaining amount of paid parental leave within 12 months of her child's birth.

### 16. How do I fill out my timesheet while on leave?

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

- Non-exempt employees do not need to complete a timesheet.
- Exempt employees need to complete a timesheet using the appropriate timesheet code 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 LWOP code is a placeholder code and does not generate a benefit.*

- **If you are a birthing parent on pregnancy leave**, you do not need to complete a timesheet during pregnancy leave or parental leave unless the following situations apply:
  - If you deliver in the middle of a work week, you need to complete a timesheet for any time worked.
  - If you need to be out on leave prior to delivery, you may use Flexible Time Off (FTO) or Paid Time Off (PTO), as applicable, during the five-business-day STD waiting period. Do not use FTO or PTO on or after the date of delivery.

If you are an exempt employee submitting a partial timesheet in one of the above situations, you must use a LWOP code to submit your timesheet (see LWOP codes provided above).

If you are the birthing parent and you work up until the time you deliver, you 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 12 weeks and comes from two different sources — STD paid directly from The Hartford (offset by any applicable statutory payments) and the remaining from AECOM. There is no need to fill out a timesheet in this case.

If you typically work a 9/80 schedule or other alternate schedule, paid parental leave is paid in full-day increments until you reach the 160-hour maximum. The full-day increment and hour maximum is prorated based on an employee's regularly scheduled hours per week.

## 17. **Does the parental leave LWOP code generate a benefit or create an alert?**

No, the parental leave LWOP code is only a placeholder. This code does not generate a benefit nor alert of usage. Parental leave benefits are paid according to The Hartford's approval notifications and not according to a charge code.

## 18. **What if I change my leave dates or work on a date that I was approved for leave?**

It is important to notify The Hartford in a timely manner to avoid a delay of benefit payment. You may also submit dates of leave or change dates on your opened claim by visiting [AbilityAdvantage.TheHartford.com](https://AbilityAdvantage.TheHartford.com).

## 19. **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 or pregnancy leave.

## 20. **If I have frozen PTO, may I use it during my leave?**

Please contact [LOA@aecom.com](mailto:LOA@aecom.com) for specific details on when and how frozen PTO may be used. This usage is reviewed and, as applicable, manually processed by contacting [LOA@aecom.com](mailto:LOA@aecom.com).

## Benefits While on Leave

### 21. How do I pay my benefit contributions (premiums) while I am out on leave?

- **Paid parental leave for a non-birthing parent or birthing parent who has returned to work and is taking parental leave intermittently:** You continue to pay your benefit contributions (premiums) through AECOM's payroll.
- **Paid pregnancy leave for birthing parent:** You pay your benefit premiums through direct billing until you return to active work.\*
- **Continuous leave for baby bonding:** If you are taking a continuous leave, such as a statutory leave, typically utilized after AECOM parental leave ends, you pay your benefit premiums through direct billing until you return to active work.\*

*\*Benefit contributions (premiums) are not deducted from disability benefits or other paid leave benefits. Instead, you receive a monthly invoice and payment instructions from the AECOM Benefits Service Center. You may also log in to [myAECOMbenefits.com](https://myAECOMbenefits.com) to view and pay your bill. You'll receive your first invoice approximately two weeks following your leave approval.*

### 22. Do all benefits continue while I am out on a continuous leave?

If you are on pregnancy leave, continuous statutory leave or continuous unpaid federal leave, your dependent day care flexible spending account (FSA) contributions and commuter benefit contributions stop.

### 23. How do I add my child to my benefits?

Contact the AECOM Benefits Service Center at 844.779.9567, Monday through Friday (8 a.m. – 8 p.m. Central Time) or log in to [myAECOMbenefits.com](https://myAECOMbenefits.com) within 31 days of the birth, adoption or placement for adoption.

### 24. Can I submit expenses for my health care FSA, dependent day care FSA, or commuter benefits while on leave?

You may submit expenses incurred up to your date of leave. You have 90 days after the calendar year end to submit a claim for reimbursement of health care FSA and dependent day care FSA expenses incurred while actively working. You have 30 days after each month end to submit commuter benefit expenses incurred while actively working.

### 25. What happens to my deductions for health savings account (HSA) contributions?

HSA contributions are not collected via direct bill. You may make after-tax HSA contributions directly to Bank of America Merrill Lynch and then adjust this contribution to pre-tax when filing your taxes as tax regulations allow. Consult with your tax advisor for more information. You may also adjust your HSA contribution amount through your payroll deductions upon your return from leave.

## Returning from Leave

### 26. What steps do I need to take to return to work?

When returning to work, please inform your claims analyst at The Hartford, your manager and your HR Partner of your return-to-work date. Please also email your return-to-work date to [LOA@AECOM.com](mailto:LOA@AECOM.com).

### 27. How do I update my active status in Workday and with the AECOM Benefits Service Center?

Please email [LOA@AECOM.com](mailto:LOA@AECOM.com) when you return to work and include the date that you returned to work.

### 28. What happens to my benefits when I return from continuous leave?

It is important to review your benefits upon return to work after a continuous leave. Some benefits, such as your FSA, require re-enrollment. You may also want to review HSA contribution amounts. It may take a couple days for your active status to transfer to the AECOM Benefits Service Center. Please refer to Helpful Tips to Consider on page 5 of the [Parental Leave Checklist](#).