



# Benefits Coverage While Taking a Leave of Absence

## For Union-represented employees

At PG&E, we realize that employees may need to take time off from work for a number of different reasons. Whether it's time off for your own medical needs, to care for a family member, to care for or bond with a new child or in response to a call to military service, PG&E's leave of absence (LOA) policy allows you to take time off and focus on yourself or your family.

As your employee status recently changed from "active employee" to an "employee on leave," please read the information on the following pages to understand the benefit changes you may experience if you remain on a continuous, leave of absence for more than 30 days.

### Benefits

If you were covered under the Health Account Plan (HAP), your healthcare coverage—medical, dental and vision—will continue during your leave of absence. However, if you elected the Dependent Care Flexible Spending Account (DCFSA), this benefit automatically cancels and you will not be eligible to contribute to nor participate in the DCFSA during your leave.

Although your HAP coverage continues during your leave, you may be subject to paying the full cost of the benefits (the amount PG&E pays for your benefits) pending the type of leave you're on. See pages 2–3 to determine how long your HAP coverage continues at the active employee rate.

You may opt to cancel your coverage during your leave and re-enroll when you return to work. If you choose to continue your HAP coverage while on leave, you'll need to be mindful about how your monthly benefit premiums are paid during your leave. In some cases, your premiums may be paid by the pay you receive from PG&E (i.e., sick pay or wage continuation). However, if your pay does not cover the full amount of your benefit premiums, you have three redirection options to pay for your benefits:

**If you were covered under the HAP as an active employee, your coverage\* will remain in effect during your leave. You may opt to cancel your coverage during your leave and re-enroll when you return.**

\*Excluding Dependent Care Flexible Spending Account, if you elected it.

1.

**Voluntary Plan Redirect** (if you're receiving voluntary plan benefits)—allows you to elect to continue to pay all or a portion of your monthly healthcare premiums using approved benefits you're receiving from PG&E's Voluntary Plan. This option will prevent you from having to pay the balance (or a portion of your balance) for your unpaid benefit premiums when you return to work. Visit [myggebenefits.com/voluntary-plan.shtml](https://myggebenefits.com/voluntary-plan.shtml) for more information and enrollment details.

2.

**Direct Bill**—allows you to receive an invoice and pay your healthcare premiums on a monthly basis while you're on leave. This option will prevent you from having to pay the balance for your unpaid benefit premiums when you return to work. To elect to receive a bill, and pay for your benefits post-tax, contact the PG&E Benefits Service Center at **1-866-271-8144** and select the option for *Employee Health Benefits*. Representatives are available to assist you Monday–Friday from 7:30 a.m.–5 p.m.

3.

**Pay Benefit Arrears**—allows you to pay unpaid benefit premiums when you return to work. **If your benefit premiums are not paid during your leave, and do not take action to select one of the payment options above, you will default to paying arrears when you return to work.** Pending how long your premiums were unpaid, this option could result in large lump sum payments being automatically deducted from your paycheck when you return.



See the Benefits Redirection and Deductions Chart on page 4 for details about which types of leave require a redirection election.

## Benefit Coverage Per Leave Type

Employee Benefits	Medical	Personal	Military
<p><b>Medical Plan</b> (including prescription drug, and mental health/substance use disorder benefits)</p>	<p><i>Full-Time and Part-Time Employees</i></p> <p>You may elect to continue coverage up to 12 months, paying the same monthly cost* as active employees.</p>	<p><i>Full-Time and Part-Time Employees</i></p> <p>You may elect to continue coverage for the first three full calendar months, paying the same monthly cost* as active employees.</p> <p>After the first three full calendar months, coverage will continue, but you will be responsible for 100% of the total monthly cost*. Coverage may continue up to a total of 12 months. Due to the increased premium cost, you have the option to cancel your coverage and re-enroll when you return from leave.</p>	<p><i>Full-Time and Part-Time Employees</i></p> <p>You may elect to continue coverage for the first three full calendar months, paying the same monthly cost* as active employees.</p> <p>After the first three full calendar months, coverage will continue, but you will be responsible for 100% of the total monthly cost*. Coverage may continue up to a total of 12 months. Due to the increased premium cost, you have the option to cancel your coverage and re-enroll when you return from leave.</p> <p>You may elect to continue coverage throughout your <b>Emergency Active Military Leave</b>, paying the same monthly cost as active employees.</p>
<p><b>Dental Plan</b></p>	<p><i>Full-Time Employees</i></p> <p>Continues up to 12 months.</p>		<p><i>Full-Time Employees</i></p> <p>Continues up to 24 months. Continues throughout your <b>Emergency Active Military Leave</b>.</p>
<p><b>Vision Plan</b></p>	<p><i>Part-Time Employees</i></p> <p>Continues up to 12 months if employee pays the same monthly cost as active employees.</p>		<p><i>Part-Time Employees</i></p> <p>Continues up to 24 months, paying the same monthly cost as active employees. Continues throughout your <b>Emergency Active Military Leave</b>, paying the same cost as active employees.</p>
<p><b>Basic Group Life Insurance Plan (GLIP) and Basic Accidental Death and Dismemberment (AD&amp;D) Insurance</b></p>	<p>Continues up to 12 months and is Company-paid.</p>		
<p><b>Supplemental and Dependent Life Insurance</b></p>	<p>Continues up to 12 months for most leave types, but employee is responsible for paying the premiums</p> <p><b>Unpaid Leaves:</b> Premiums are deferred while on leave. If you owe more than \$200 upon returning to work, a payment plan will be set up to repay your unpaid premiums. If less than \$200, the entire unpaid premium amount will be paid in the first paycheck upon returning to work</p> <p><b>STD/PFL Leaves:</b> Premiums are deducted from Capped Sick Time and STD/PFL Wage Continuation (Supplement) payments.</p>		
<p><b>Voluntary Accidental Death and Dismemberment (AD&amp;D) Insurance</b></p>	<p>Continues up to 12 months for most leave types, but employee is responsible for paying the premiums.</p> <p><b>Unpaid Leaves:</b> Premiums are deferred while on leave. Employee pays back the entire suspended premiums in the first paycheck upon return to work.</p> <p><b>STD/PFL Leaves:</b> Premiums are deducted from Capped Sick Time and STD/PFL Wage Continuation (Supplement) payments.</p>		

\*Visit [mypgbenefits.com](http://mypgbenefits.com) > Resources > Rates to view the current monthly rates.

## Benefit Coverage Per Leave Type

Employee Benefits	Medical	Personal	Military
Employee Assistance Program (EAP)	Continues.		
Health Care Flexible Spending Account (HCFSAs)	<p><b>While on Unpaid Leave:</b> Your HCFSAs participation will automatically continue while you are on leave. <b>Your contributions will build in arrears and be re-amortized for the year and deducted upon your return. Pending how many months remain until the end of the year, your HCFSAs arrears deduction could be costly so plan accordingly (e.g., if you return to work in November, and owe \$1,500 for your HCFSAs, \$750 will be deducted in November and December).</b> If your leave extends into a new calendar year, you will need to re-enroll within 31 days of your return to work.</p> <p><b>STD (ESC-represented employees only) or PFL Paid Leave:</b> Your HCFSAs participation and monthly before-tax contributions will automatically continue while you are on STD or PFL Wage Continuation (Supplement). Your monthly HCFSAs contributions will automatically be deducted from your STD Benefit payments (Capped Sick Time or Wage Continuation/Supplement) or PFL Wage Continuation Benefit payments, and health care expenses incurred during your leave will be eligible for reimbursement. If you return to work in the same calendar year, your before-tax HCFSAs contributions will automatically be deducted from your paycheck again in order to meet your designated yearly goal. If your leave extends into a new calendar year, you will need to re-enroll within 31 days of your return to work if you want to participate in the HCFSAs for the new year.</p>		
Dependent Care Flexible Spending Account (DCFSA)	You are not eligible to participate in the DCFSA while you are on leave, and dependent care expenses incurred during your leave are not eligible for reimbursement. Therefore, your participation in the DCFSA will automatically end at the end of the month in which your leave begins. <b>If you return to work in the same calendar year, you must contact the PG&amp;E Benefits Service Center at 1-866-271-8144 to re-enroll contributions; otherwise, participation will not automatically resume, and you will need to wait until the next Open Enrollment period to re-enroll.</b>		
Health Account	Your participation continues as long as you are enrolled in the Health Account Plan (HAP). If you do not continue coverage in the HAP, you cannot participate in the Health Account and depending upon the length of your leave (i.e., if over a year), you may forfeit any HAP credits. Additionally, expenses for health care services incurred during the period of the leave when you are not enrolled in the HAP are not eligible for reimbursement.		
Retirement Plan	<p><i>Full-Time Employees</i> Continues; time on leave is credited as Company service.</p> <p><i>Part-Time Employees</i> Credited service is earned for hours worked in the calendar year.</p>		
Retirement Savings Plan (RSP) or 401(k)	<p>Time on leave is credited as Company service for purposes of RSP. Contributions suspended if employee is not receiving any type of pay from PG&amp;E, such as Sick or Vacation pay.</p> <p><b>For ESC-represented employees</b> who are using Capped Sick Time, or who are receiving pay from either the STD or PFL Wage Continuation (Supplement) programs: Contributions will continue and will be deducted from these payment types for as long as you receive them.</p>		<p>Contributions suspended; time on leave is credited as Company service. May make up contributions and receive Company matching contributions upon return to work.</p>

## Understanding which leaves require a redirection

To understand the chart below, it's especially important to know which type of payments you're receiving during your leave—as your benefits vary pending your leave type (i.e., Medical Leave, Short-term Disability (STD) or Paid Family Leave (PFL)). For details regarding these and other leave types, visit [mypgbenefits.com/time-away-leave.shtml](http://mypgbenefits.com/time-away-leave.shtml).

### Benefits Redirection and Deductions Chart

Benefit Type	STD Voluntary Plan (Wage Replacement)	STD Wage Continuation (Supplement)—ESC Only	PFL Voluntary Plan (Wage Replacement)	PFL Wage Continuation (Supplement)
<b>Medical</b>	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck
<b>Dental</b>	N/A – Employer paid			
<b>Vision</b>	N/A – Employer paid			
<b>DCFSA</b>	Deduction stops at LOA start			
<b>HCFSA</b>	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck
<b>Supplemental Life</b>	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck
<b>Supplemental AD&amp;D</b>	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck	Must elect redirection for a deduction to occur from paycheck	Premium automatically deducted from paycheck
<b>Dependent Life</b>	Not eligible for redirection. Premiums will build in arrears and will be deducted upon return from LOA or if employee elects direct bill.	Not eligible for redirection. Premiums will build in arrears and will be deducted upon return from LOA or if employee elects direct bill.	Not eligible for redirection. Premiums will build in arrears and will be deducted upon return from LOA or if employee elects direct bill.	Not eligible for redirection. Premiums will build in arrears and will be deducted upon return from LOA or if employee elects direct bill.
<b>RSP or 401(K)</b>	Not allowed	As applicable, contributions and loan payments will auto deduct.	As applicable, contributions and loan payments will auto deduct.	As applicable, contributions and loan payments will auto deduct.

## Understanding your benefit arrears repayment

If your health and welfare monthly premiums were not fully paid during your leave, you'll be required to pay the unpaid benefit premiums—or arrears—in installments\* upon returning to work. Installment payment plans are set up for each type of benefit deduction. For example, if Muriel had an arrears for medical, supplemental life and voluntary AD&D insurance, she will have three installment payment plans—which will all run concurrently.

**The arrears payment is in addition to the cost of the current health and welfare monthly premium deductions.** Pending the length of your leave, this could result in large lump sum payments being automatically deducted from your paycheck when you return.

### Example:

Upon returning to work, Muriel owed \$1,615 in medical premiums, \$280 in supplemental life and \$250 in voluntary AD&D premiums. In this case, she would have three installment payment plans in addition to her current monthly premium deductions:

Medical	~\$270 paid over 6 pay periods
Supp. Life	\$140 paid over 2 pay periods
Vol. AD&D	\$125 paid in 2 pay periods

### Installment Payment Rules

Arrears Amount Owed	Pay Period
Up to \$200	1 Pay Period
\$200.01 – \$400	2 Pay Periods
\$400.01 – \$700	3 Pay Periods
\$700.01 – \$1,000	4 Pay Periods
\$1,000.01 – \$1,500	5 Pay Periods
\$1,500.01 or more	6 Pay Periods

**\*Note: ONLY medical, dental, vision, supplemental life, voluntary AD&D, dependent life benefits are eligible for installment payments. Other benefit premiums will be recovered in ONE pay period—typically the first paycheck upon your return to work.**

## Considerations During Your Leave of Absence

### New baby?

- You have up to 180 days to add your new child as a dependent to PG&E's Health Account Plan (HAP).
- Do you need to increase your supplemental life insurance coverage?
- Do you need to update your life insurance, pre-retirement pension or 401(k) beneficiaries?
- Do you need to elect a before-tax Dependent Care Flexible Spending Account (DCFSA) when you return to work to help offset the cost of daycare? Visit [mypgebenefits.com](http://mypgebenefits.com) > Financial Health > Spending Accounts for details.

### Retirement Savings Plan or 401(k)

- You may want to consider temporarily decreasing your 401(k) contributions during your leave. However, please note if you decrease your 401(k) contribution, you may not be taking advantage of the full matching employer contribution. Be sure to set a reminder to increase your contribution rate upon your return to work.
- If you have 401(k) loans and the full loan payment was not made, you'll need to email [Benefits@pge.com](mailto:Benefits@pge.com) to request that your loans be re-amortized upon your return to work. Note your payments will likely increase.

### Opted out of PG&E's Voluntary Plan?

If you opted out of PG&E's Voluntary Plan, your disability benefit payment is processed through the state. As a result, your PG&E health and welfare deductions (medical, dental, vision and life insurance) will build in arrears and will be deducted from your PG&E paycheck upon your return—unless you elect direct bill.

### Employee Assistance Program (EAP)

Whether you're taking a leave to care for yourself or for a loved one, a leave of absence can be emotionally draining. If you need support during or after your leave, contact the Employee Assistance Program at 1-888-445-4436 for confidential counseling and referrals to financial, legal and work/life resources and more. The EAP, administered by Beacon Health Options, is available 24 hours a day, 7 days a week at no cost to you or your dependents and household members.

For more information, visit [mypgebenefits.com](http://mypgebenefits.com) or call the PG&E Benefits Service Center at 1-866-271-8144. Representatives are available to assist you Monday through Friday from 7:30 a.m.–5 p.m. Pacific time.