



Benefit Implications

For Employees Transitioning from Full-time to Part-time

We understand that sometimes your work schedule may need to change to accommodate personal obligations. As a PG&E employee, your manager may grant you the option to change from a full-time schedule to part-time. However, reducing your hours to a part-time schedule could impact some of your benefits. See the grid below for details on benefit implications if you're considering transitioning from full- to part-time.

If you have any questions about this grid, contact the HR Solutions Center at 415-973-4357. Representatives are available to assist you Monday–Friday, 7:30 a.m.–5 p.m.

Benefit	Represented	Non-Represented
Health Care Coverage	<p>You will have the same Health Account Plan (HAP) coverage; however, you will pay an additional prorated medical premium based on your hours scheduled, in addition to the 7.5% premium required for all active health care participants. You will also pay prorated premiums for your dental and/or vision coverage, if enrolled in these plans.</p> <p>You have the option of dropping coverage during your part-time status and resuming upon full-time status change.</p> <p>References:</p> <ul style="list-style-type: none"> • Monthly Healthcare Premium Rates for Part-Time Employees* <p><small>*Note: you will need network access to view this document.</small></p> <ul style="list-style-type: none"> • Summary Plan Description 	<p>You will have the same Health Account Plan (HAP) coverage and will pay the same cost for coverage as a full-time employee.</p>
Future Pension Benefits	<p>You will continue to participate in the Retirement Plan and earn pension credits. Benefits earned before working a part-time schedule will not be reduced; future pension accruals may be affected by a reduced work schedule:</p> <p>Employees with the Final Pay formula earn <u>prorated credited service based on the ratio of actual straight-time hours worked in the calendar year to the full-time equivalent hours.</u> Your monthly rate of pay is not prorated to reflect your reduced work schedule; the full-time equivalent rate of pay is used to calculate your pension.</p> <p>Employees with the Cash Balance formula earn pay credits based on actual pay received for straight-time hours worked. For purposes of determining annual pay credits (the Age + Service formula that determine pay credits of 5% to 10% of pay), service is not prorated for part-time service.</p>	<p>You will continue to participate in the Retirement Plan and earn pension credits. Benefits earned before working a part-time schedule will not be reduced; future pension accruals may be affected by a reduced work schedule:</p> <p>Employees with the Final Pay formula earn <u>prorated credited service based on the ratio of actual straight-time hours worked in the calendar year to the full-time equivalent hours.</u> Your monthly rate of pay is not prorated to reflect your reduced work schedule; the full-time equivalent rate of pay is used to calculate your pension.</p> <p>Employees with the Cash Balance formula earn pay credits based on actual pay received for straight-time hours worked. For purposes of determining annual pay credits (the Age + Service formula that determine pay credits of 5% to 10% of pay), service is not prorated for part-time service.</p>



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Retirement Savings Account (401K)	<p>Employee contributions and company matching contributions are based on regular straight-time pay received.</p> <p>RSP loan payments are not affected by a change to a part-time schedule. This means that any loan payments will remain the same, regardless of your pay reduction.</p>	<p>Employee contributions and company matching contributions are based on regular straight-time pay received.</p> <p>RSP loan payments are not affected by a change to a part-time schedule. This means that any loan payments will remain the same, regardless of your pay reduction.</p>
Sick	<p>IBEW- and SEIU-represented Employees*: Employees on a part-time schedule receive a prorated amount of annual sick leave based on the number of actual hours worked in the previous calendar year compared to 2,080 hours. Awards of additional or “bonus” sick leave are similarly prorated based on hours worked over the last eight years.</p> <p>If you change from full- to part-time status during the year, you keep the sick leave you have earned, and are awarded future annual sick leave on a prorated basis beginning the following January 1.</p> <p>When taking sick leave while on a part-time schedule, you are charged with the same number of sick leave hours as the hours you are scheduled to work on the day sick leave is taken.</p> <p>ESC-represented Employees: All current and newly-eligible part-time employees will accrue Incidental Sick Time at a rate that is proportionate to the full-time equivalent of 8 hours per month. The proration is based on the employee’s part-time work schedule that is in effect on the first calendar day of each month. The maximum Incidental Sick Time Bank will be the proportionate equivalent to 96 hours.</p> <p>*Does not apply to probationary employees or any other non-regular status employee.</p>	<p>All current and newly-eligible part-time employees will accrue Incidental Sick Time at a rate that is proportionate to the full-time equivalent of eight hours per month. The proration is based on the employee’s part-time work schedule that is in effect on the first calendar day of each month. The maximum Incidental Sick Time Bank will be the proportionate equivalent to 96 hours.</p>



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<p>Vacation</p>	<p>For regular vacation accrual, you accrue vacation hours on an “earn-as-you-go” basis reflecting your straight time hours worked.</p> <p>For IBEW- and SEIU-represented part-time employees who are on active payroll, you will receive a prorated service anniversary vacation allocation in your 5th calendar year of service and every 5th calendar year thereafter. Part-time and intermittent ESC-represented employees and Intermittent IBEW-represented employees are not eligible for service anniversary vacation.</p> <p>When using vacation hours, you are charged with the same number of vacation hours as the hours you are scheduled to work on that day.</p> <p>Unused vacation will be automatically deferred up to the maximum allowed vacation bank of two times your current annual accrual rate. The maximum bank is not reduced for part-time service; the full-time equivalent bank continues to apply.</p> <p>For ESC-represented Employees who have excess hours above the maximum allowance will be paid out to you the following February.</p> <p>Additionally, ESC-employees are responsible for scheduling and using excess vacation. Excess vacation may not be paid out should the employee choose not to schedule and use excess vacation time prior to December 31 of the prior year. In this case, excess vacation will be forfeited.</p>	<p>For regular vacation accrual, you accrue vacation hours on an “earn-as-you-go” basis reflecting your straight time hours worked.</p> <p>For service anniversary vacation, if you are on active payroll, you will receive a prorated allocation in the calendar year in which you complete 25 years of service and every 5th year thereafter.</p> <p>When using vacation hours, you are charged with the same number of vacation hours as the hours you are scheduled to work on that day.</p> <p>Unused vacation will be automatically deferred up to the maximum allowed vacation bank of two times your current annual accrual rate. The maximum bank is not reduced for part-time service; the full-time equivalent bank continues to apply. Excess hours above the maximum allowance will be paid out to you the following February.</p>
<p>Paid Holidays (Regular Status Employees)</p>	<p>For company holidays, part-time employees are allocated a pro-rated paid holiday based on work schedule. If the holiday falls on a non-workday other than Sunday, you will be credited a prorated paid holiday for later use.</p> <p>Part-time employees working a reduced hour schedule receive the same 24 hours of floating holidays each January 1 that are awarded to full-time employees. You can use a floating holiday on any regularly scheduled day of work. You will be paid for 8 hours whenever you use a floating holiday, regardless of the number of hours you are scheduled to work on the day the floating holiday is taken.</p>	<p>For company holidays, part-time employees are allocated a pro-rated paid holiday based on work schedule. If the holiday falls on a non-workday other than Sunday, you will be credited a prorated paid holiday for later use.</p> <p>Part-time employees working a reduced hour schedule receive the same 24 hours of floating holidays each January 1 that are awarded to full-time employees. You can use a floating holiday on any regularly scheduled day of work. You will be paid for 8 hours whenever you use a floating holiday, regardless of the number of hours you are scheduled to work on the day the floating holiday is taken.</p>



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Life Insurance	Your life insurance coverage options and premiums are based on your full-time equivalent base pay and will not change due to a reduced work schedule.	Your life insurance coverage options and premiums are based on your full-time equivalent base pay and will not change due to a reduced work schedule.
Disability Plans	Part-time employees are covered by the same disability plans. Benefits may be prorated to reflect your part-time schedule.	Part-time employees are covered by the same disability plans. Benefits may be prorated to reflect your part-time schedule.
Short-Term Incentive Plan (for employees in STIP eligible jobs)	STIP awards are based on eligible earnings attributed to and paid during the plan timeframe. Eligible earnings include: base pay, including paid time off; lump sum payment as part of merit increase; temporary assignment pay, including lump-sum payments; overtime pay earned while in nonexempt jobs; shift premiums earned while in nonexempt jobs; and for employees on Paid Family Leave and Short-Term Disability, payments made for the first six months of approved leaves will be added to eligible earnings.	STIP awards are based on eligible earnings attributed to and paid during the plan timeframe. Eligible earnings include: base pay, including paid time off; lump sum payment as part of merit increase; temporary assignment pay, including lump-sum payments; overtime pay earned while in nonexempt jobs; shift premiums earned while in nonexempt jobs; and for employees on Paid Family Leave and Short-Term Disability, payments made for the first six months of approved leaves will be added to eligible earnings.