

Organ and Bone Marrow Donor Leave

FREQUENTLY ASKED QUESTIONS (FAQ'S) FOR PG&E EMPLOYEES

Q. Why would I be able to request this leave?

A. For the purpose of donating one of your organs to another person or for the purpose of donating your bone marrow to another person.

Q. What are the eligibility requirements?

A. You need to have been employed by PG&E for 90 or more days immediately preceding the commencement of your leave.

Q. How do I request this leave?

A. Contact Sedgwick, PG&E's Leave of Absence and Long-Term Disability Service Center, at 1-855-732-8217 to request a new leave of absence 30 days in advance for a foreseeable event.

Q. How much time am I allowed off under the leave law?

A. Up to 30 days of paid leave for **organ donation** and up to 5 days of paid leave for **bone marrow donation** in any 12-month period.

Q. Am I required to use available sick pay or vacation pay during my **organ donor** leave?

A. Yes.

IBEW and SEIU-represented employees:

If you have available sick and/or vacation pay, you are required to use up to 2 weeks of your available paid time first. Available sick pay must be used and exhausted prior to available vacation pay. If your **organ donor** leave extends beyond 2 weeks, the remaining portion of your 30 day leave will be paid by the company.

Management, Administrative, Technical and ESC-represented employees:

If you have available capped or incidental sick time, vacation pay, you are required to use up to 2 weeks of your available paid time first. Available sick pay must be used and exhausted prior to available vacation pay. If your **organ donor** leave extends beyond 2 weeks, the remaining portion of your 30 day leave will be paid by the company.

Q. Am I required to use available sick pay or vacation pay during my **bone marrow donor** leave?

A. Yes.

IBEW and SEIU-represented employees:

If you have available sick and/or vacation pay, you are required to use up to 5 days of your available paid time first. Available sick pay must be used and exhausted prior to available vacation pay.

Management, Administrative, Technical and ESC-represented employees:

If you have available capped or incidental sick and vacation pay, you are required to use up to 5 days of your available paid time first. Available sick pay must be used and exhausted prior to available vacation pay.

Q. What if I do not have available sick or vacation pay when my leave starts?

A. If you do not have available sick and/or vacation pay, you are eligible for paid leave by the company for up to 30 days for **organ donor** leave and up to 5 days for **bone marrow donor** leave.

Q. Does this leave run concurrently with other state or federal leaves?

A. No. This leave does not run concurrently with leave taken under the Family and Medical Leave Act (FMLA) or the California Family Rights Act (CFRA).

Q. How can I extend my **organ donor** leave beyond 30 days or my **bone marrow leave** beyond 5 days?

A. Normal company leaves of absence and pay policies will apply beginning the 31st or 5th day, as applicable, through the remainder of your absence. Contact Sedgwick at 1-855-732-8217 to request an extension to your leave as soon as the need for additional time off is known.

IBEW and SEIU-represented employees:

You must use your available sick pay first. After exhausting all sick pay, you may elect to use any available paid time off (vacation, floating holiday or Vacation Buy Days), if approved by your supervisor in advance; otherwise, the leave is unpaid.

FAQ'S, CONTINUED

Management, Administrative, Technical and ESC-represented employees:

You must apply for STD leave. Capped sick time must be used and exhausted first during your STD leave. Then you may be eligible for a 70% STD benefit, which is offset by Voluntary Plan benefits. Your absence must be supported by medical certification and meet the definition of "disabled" under the STD policy. IF you opted out of the Voluntary Plan, you will need to file with SDI.

Q. Does this leave need to be taken all at once?

A. No. The leave may be taken in one or more increments within the 12-month period (it need not be consecutive).

Q. Is medical certification needed?

A. Yes. Employees must provide written verification that he or she is an **organ** or **bone marrow** donor and that there is a medical necessity for the donation of the **organ** or **bone marrow**.

Q. How does my timekeeper record my absence during my paid leave?

A. **Organ Donor** leave:

IBEW and SEIU-represented employees:

- Available sick (absence code 2003) and/or vacation pay (absence code 2001) is recorded for the first 2 weeks per the requirements noted above. Available sick pay is used and exhausted first; if you do not have 2 weeks of sick pay, available vacation pay will be used.
- If you do not have 2 weeks of sick and/or vacation pay, additional paid leave up to 30 days is recorded using Time off with permission with pay (absence code 2014).
- If additional leave beyond 30 days is taken, available sick pay (2003) is recorded until exhausted and then you can request to use available vacation pay (2001) or floating holiday pay (2002), which is subject to your supervisor's approval. If unpaid, use the applicable LOA unpaid absence code (2023-approved, 2036-pending or 2037- denied).

Management, Administrative, Technical and ESC-represented employees:

- Available Capped sick (absence code 2008), Incidental sick (2009) and/or vacation pay (absence code 2001) is recorded for the first 2 weeks per the requirements noted above. Available sick pay is used and exhausted first; if you do not have 2 weeks of sick pay, available vacation pay will be used.
- If you do not have 2 weeks of sick and/or vacation pay, additional paid leave up to 30 days is recorded using Time off with permission with pay (absence code 2014).
- If additional leave beyond 30 days is taken, available Capped sick time (2008) is recorded until exhausted. Then use the applicable STD absence code (2041-approved, 2040-pending or 2042-denied).

A. **Bone Marrow Donor** leave:

IBEW and SEIU-represented employees:

- Available sick (absence code 2003) and/or vacation pay (absence code 2001) is recorded for the first 5 days per the requirements noted above. Available sick pay is used and exhausted first; if you do not have 5 days of sick pay, available vacation pay will be used.
- If you do not have 5 days of sick and/or vacation pay, up to 5 days is recorded using Time off with permission with pay (absence code 2014).
- If additional leave beyond 5 days is taken, available sick pay (2003) is recorded until exhausted and then you can request to use available vacation pay (2001) or floating holiday pay (2002), which is subject to your supervisor's approval. If unpaid, use the applicable LOA unpaid absence code (2023-approved, 2036-pending or 2037- denied).

Management, Administrative, Technical and ESC-represented employees:

- Available Capped sick (absence code 2008), Incidental sick (2009) and/or vacation pay (absence code 2001) is recorded for the first 5 days per the requirements noted above. Available sick pay is used and exhausted first; if you do not have 5 days of sick pay, available vacation pay will be used.
- If you do not have 5 days of sick and/or vacation pay, up to 5 days is recorded using Time off with permission with pay (absence code 2014).
- If additional leave beyond 5 days is taken, available Capped sick time (2008) is recorded until exhausted. Then use the applicable STD absence code (2041-approved, 2040-pending or 2042-denied).