

Leave Management Quick Reference Checklist – Returning from Leave

Employee Responsibilities and Resources

This is a list of reminders and potential actions for you to take when you return from a Continual Leave of Absence. Please review for which of these may be applicable to you (not all will apply to you). Please use the applicable contact information in each section should you have any questions relating to a specific topic covered in this reference guide.

<input type="checkbox"/>	Action: Release to Return to Work Form
<input type="checkbox"/>	If you were on leave for more than 10 business days for your own medical condition, ensure your Release to Return to Work form is completed by your attending physician prior to your return to work date. You are responsible for sending this form to Sedgwick as outlined in the form instructions. The form is included in your leave package and is available in your file in mySedgwick (https://claimlookup.com/pge) . Sedgwick will also mail a copy to you approximately two weeks before your return date.
<input type="checkbox"/>	Action: Department of Transportation (DOT)
<input type="checkbox"/>	Department of Transportation Requirements (DOT) Please be advised if your classification of work falls under DOT requirements and you have been on a leave of absence greater than 30 days, you will be required to complete pre-duty testing prior to your return to work. Please work with your supervisor for these arrangements 2 weeks prior to your return to work date. The DOT Drug Screen Scheduler can be contacted via email at DOTDrugScreenSchedul@pge.com or call 925-415-6400 .
<input type="checkbox"/>	Action: Reinstatement of Recurring Deductions after an Unpaid and Continuous Leave of Absence
<input type="checkbox"/>	1. Health Care Benefits and Flexible Spending Accounts To determine what changes can or should be made to your health and welfare benefits upon returning from your leave, log into Mercer BenefitsCentral account or call the PG&E Benefits Service Center at 1-866-271-8144 . If you participated in the Dependent Care Spending Account prior to your leave of absence (whether paid or unpaid), you will need to re-elect this benefit upon your return from leave.
<input type="checkbox"/>	2. Campaign for the Community Contributions ended the day prior to your leave start date and will not resume automatically. If you would like to resume your contributions, please contact the Campaign Customer Service Line at 1-866-751-6031 from 5 a.m. to 5 p.m. PST or email PGE- Support@yourcause.com .
<input type="checkbox"/>	3. Commuter Transit If you suspended your commuter transit deductions during your leave and want to reinstate the deductions, review the Commuter Transit Program information on mypgebenefits.com.
<input type="checkbox"/>	4. Union Dues If you are an ESC-represented employee, your union dues will continue while receiving Capped Sick time. Once you are eligible for STD Wage Continuation benefits, your union dues will be reduced to \$9 per month. If you are an IBEW or SEIU-represented employee, your union dues through monthly payroll deductions ended when your unpaid leave started and will resume automatically when your unpaid leave ends.
<input type="checkbox"/>	5. Fidelity Investment (401(k) Plan) If you were on unpaid leave, your contributions will automatically resume when you return from leave. If you were receiving PG&E STD or PFL wage continuation or Voluntary Paid Family Leave benefits, 401(k) contributions continued at your current designation and you are eligible to receive 401(k) matches on STD and PFL wage continuation benefit payments. If you have questions relating your 401(k), please contact Fidelity Investments by calling at 1-877-743-4015 or at www.401k.com .
<input type="checkbox"/>	6. Personal Change Request (PCR) If not already completed, work with your supervisor to submit a Return from Leave Personnel Change Request (PCR) to restore all network access and to enter paid time.

<input type="checkbox"/>	Action: Reinstatement or Request for System/Building Access
<input type="checkbox"/>	1. Computer/Systems Access Work with your supervisor to submit a Return from Leave Personnel Change Request (PCR) 1-2 days prior to your return date to restore all network access for your first day back in the office. For any issues, contact the TSC at 415-973-9000 .
<input type="checkbox"/>	2. Building/Facility Access Your PG&E Access Card may have been disabled during your extended leave of absence. Please work with your supervisor prior to your return and/or go to MyPhysicalAccess upon your return to update your access.
<input type="checkbox"/>	3. Arrangements for a Mothers' Room at Work, if needed Check the Mothers' Room list on mypgbenefits.com to see if there is a room available at your worksite. If a mothers' room does not exist at your worksite, please work with your supervisor to identify a location that meets state law requirements which will be available when you return. See Mothers' Room Standard for more information. Visit the Mothers' Room page on mypgbenefits.com for more information, including how to get a free breast pump.
Employee Assistance Program (EAP) The PG&E EAP provides confidential counseling, support, and referrals to both internal and community resources to help employees and their family members manage the transition back to work, demands at work and at home. For 24/7 answers to your questions about the EAP program, call 1-888-445-4436.	