Segal Paid Family Leave: Frequently Asked Questions

Utilizing Segal Paid Family Leave

1. What is Segal Paid Family Leave and am I eligible for the leave?

Segal provides wage replacement to support you when you need time off to balance work and family matters, such as caring for a family member with a serious health condition or bonding with a child. All full-time non-bargaining unit employees and part-time non-bargaining unit employees who are regularly scheduled to work at least 60 percent of their office's standard work hours, with at least six months of such service at Segal are eligible for Segal Paid Family Leave. If state and/or local paid family leave is available to you, you must apply for such state and/or local family leave benefits to be eligible for Segal Paid Family Leave.

2. How is Segal Paid Family Leave different than other leaves of absence offered by Segal?

Segal provides paid disability, paid and unpaid military, unpaid FMLA and unpaid personal leaves of absence, based on employee eligibility. Segal also provides paid family and/or medical leave in accordance with state and/or local laws. The Segal Paid Family Leave program adds a paid family leave benefit for eligible employees.

3. If I have a maternity disability that extends for 8 weeks, running concurrently with FMLA, am I limited to a 4-week Segal Paid Family Leave as there are only 4 FMLA weeks remaining? Or can I take 6 weeks of Segal Paid Family Leave after the 8-week maternity disability?

An employee who is eligible for 8 weeks' maternity disability and for 6 weeks' Segal Paid Family Leave would be eligible for a total of 14 weeks' leave, with the FMLA running concurrently for 12 of those weeks. The final two weeks of leave that are not afforded job protection by FMLA would receive the applicable job protection under the Segal Paid Family Leave policy.

4. Am I required to use vacation prior to taking a Segal Paid Family Leave?

The Company is not requiring that you use your vacation time prior to being able to receive Segal Paid Family Leave. Eligible employees would be allowed to take Segal Paid Family Leave followed by accrued, available vacation days. However, you should check any applicable state and/or local paid family leave policy for the terms of vacation usage, to ensure compliance with their regulations as well.

5. Will my job be protected while I'm on Segal Paid Family Leave?

Your job will be held for you in accordance with applicable law while you are using Segal paid family leave. We are not required to reemploy individuals who are not eligible for reemployment rights under applicable law.

Applying for Segal Paid Family Leave

1. How do I apply for Segal Paid Family Leave?

Please contact The Hartford at 888-301-5615 Monday through Friday 8am-8pm ET or www.thehartford.com/mybenefits. The Hartford will be providing the approval or denial of your claim.

2. When applying for Segal Paid Family Leave for the birth of a child, should I wait till the birth occurs?

No, you must provide at least 30 days' notice prior to the proposed date of leave when the event is foreseeable, and births are generally foreseeable events. If the baby is born on other than the expected delivery date, the actual leave dates will be adjusted accordingly.

3. Should I apply for each segment of an intermittent leave request as a separate leave request?

No, if you are applying for an intermittent paid family leave for a single qualifying reason, then all proposed intermittent leave dates should be included in the leave request. You may subsequently change future intermittent leave dates by providing at least 30 days' notice of the change when the event is foreseeable, and notice as soon as practicable when the event is not foreseeable.

Impact of Segal Paid Family Leave on Time Off and on Pay

1. If I take an intermittent Segal Paid Family Leave, are holidays occurring during the intermittent leave still considered part of the leave benefit?

When a holiday falls during a week in which you are taking the full week of Segal Paid Family Leave, the entire week is counted as paid family leave and you are paid for the holiday as part of the overall paid family leave benefit and not paid under the company holiday policy. Such a holiday does not extend the duration of paid family leave. However, when a holiday falls during a week when you are taking less than the full week of paid family leave, the holiday is not counted as paid family leave. You may not select intermittent paid family leave dates by carving out holidays from the intermittent leave dates.

2. If there's a delay in a state and/or local government determination and payment of the state and/or local paid family leave, how does that affect payment of Segal Paid Family Leave benefits?

When you are eligible for both Segal Paid Family Leave and state or local paid family leave, parental, and/or medical leave, you will receive 100% of their regular pay from a combination of payments from all sources. The Segal Paid Family benefit payments will be offset by the amount that you are eligible to receive under the state or local paid family leave program, in all circumstances where this is permitted by applicable law. You must provide proof of the amount received from the state and/or local leave program before Segal will provide you additional amounts up to 100% of pay. Please note, there may be a delay in your receiving Segal PFL benefit pay as it is dependent on information from the state and/or local government as well as Segal payroll processing deadlines.

3. What are best practices for understanding the pay cycles when Segal Paid Family Leave benefits will be paid?

You should pay careful attention to the payroll processing deadlines that our Segal Payroll area posts on SegalNet each year. Paid family leave approvals must be in place prior to the payroll deadline in order for you to receive leave benefits in a particular pay cycle. Additionally, when leave benefits are dependent on determinations made by state and/or local governments, you should ensure you apply for those state and/or local benefits timely and follow up with the government as needed so you have the government paid leave benefit amounts to provide to Segal prior to payroll deadlines.