

U.S. Leaves of Absence and Disability Guide

This guide applies to all regular full-time and regular part-time employees. Please keep in mind that plans may vary by site contract, Service Contract Act or collective bargaining agreement.

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Key Points and Terms

AECOM provides several types of leaves of absence as explained in the Employee Handbook. This guide contains important information about leaves of absence that are administered by The Hartford and monitored by the Leaves of Absence (LOA) team members.

Key terms

- **AECOM Field Services (AFS):** a business group within AECOM
- **Construction Management (CM):** a business group within AECOM (Tishman, Hunt and LBG)
- **Design Consulting Services (DCS):** a business group within AECOM
- **Flexible Time Off (FTO):** available to exempt employees in DCS and corporate — can be used for vacation and sick leave
- **Paid Time Off (PTO):** vacation and sick combined hours that are accrued by DCS and corporate regular full-time and part-time non-exempt employees and CM and AFS regular full-time and part-time exempt and non-exempt employees

Key points when filing for short-term disability (STD) or medical leave:

- **Exempt employees in DCS and corporate** can use 40 FTO hours to receive pay during the elimination or waiting period (7 consecutive days or 5 business days) before STD benefits begin.
- **Non-exempt regular full- and part-time DCS and corporate employees and regular CM and AFS employees (exempt and non-exempt)** accrue PTO hours. These employees can use 40 hours of PTO to receive pay during the elimination period or waiting period (7 consecutive days or 5 business days) before STD benefits begin.
- Employees should contact **The Hartford at 866.262.7316** or **online** to file for a leave of absence described in this guide (except for Standby Leave).

Types of Leave

Please refer to **page 6** for important contact information.

Type of Leave	What You Pay for Benefits	How You Pay for Benefits	Leave Description
FMLA Leave (Family and Medical Leave Act) – Continuous	<p>Only the employee contribution amounts</p> <p>Note: Not eligible for dependent day care FSA or commuter benefits</p> <p>Note: STD, LTD, Life and AD&D coverage continue while on approved leave</p>	By direct billing for continuous leave only	<p>FMLA is available to any employee who has worked for AECOM for one year and has worked at least 1,250 hours in the last 12 months. This type of leave may be taken for the employee’s own serious health condition, birth or adoption of a child or because of the foster care placement of a child; or to provide care for a spouse, domestic partner, child of a domestic partner or parent (or parent-in-law) who has a serious condition. Under unpaid FMLA (care for a family member), employees may use up to two weeks of FTO or PTO concurrent with FMLA. This type of leave shall be taken within one year of birth, adoption or placement of a child. The total combined time is 12 weeks (26 weeks for military FMLA leave).* Please refer to the FTO/PTO policy in the Employee Handbook.</p> <p><i>*If employees need to file for intermittent leave, please contact The Hartford either by phone or online. Intermittent leave is not coded as a leave in Workday. This is to allow intermittent leave employees to continue to have access to the system.</i></p>
Military Leave	<p>Only the employee contribution amounts</p> <p>Note: STD, LTD, Life and AD&D coverage may be continued up to 12 weeks</p>	<p>By regular paycheck contributions, for short-term military training</p> <p>By direct billing for long-term military leave</p>	<p>An employee who serves in or joins the uniformed services shall be granted an unpaid leave of absence for up to five years in accordance with the Uniform Services Employment and Reemployment Rights Act (USERRA).</p> <p>Short-Term: Members of Military Reserve Organizations ordered to temporary training duty are paid the difference between their straight time pay and their military pay, excluding travel allowances. Payment is made for up to 10 days of training in any one calendar year. Not coded as a leave in Workday.</p> <p>Long-Term: Active duty uniformed service members will be eligible for the differential pay for a period up to three months.</p>
Medical (Disability) Leave	<p>Only the employee contribution amounts</p> <p>Note: Not eligible for dependent day care FSA or commuter benefits</p> <p>Life and AD&D coverage may be continued for 16 consecutive months from the date you were not actively at work (Medical, FMLA and any statutory leaves combined)</p>	<p>By direct billing for continuous leave only.</p> <p>The Hartford pays STD payments to employees. Benefits premiums cannot be deducted from STD payments.</p> <p>To continue your benefits while on disability leave, you must pay your benefits premiums via direct bill.</p>	<p>AECOM offers short-term disability (STD) and long-term disability (LTD) to employees to protect their income in case of an illness or non-work related injury. Disability leave may run concurrently with FMLA.</p> <p>STD: The STD benefit begins after 7 consecutive days of absence (elimination period — FTO or PTO can be used during the elimination period) and continues up to a maximum of 26 weeks from the date of disability. The STD benefit provides 100% of the employee’s base pay for 6 weeks after the elimination period. After 6 weeks, the STD benefit provides 66.67% of the employee’s base pay. Employees who work in California, Connecticut, District of Columbia, Massachusetts, New Jersey, Oregon (beginning 9/2023), Puerto Rico, Rhode Island or Washington must also file a disability claim with the state (outside of The Hartford).</p> <p>LTD: The LTD benefit provides 60% or 66.67% (buy up option) of base annual earnings (subject to other offsets, such as Social Security disability payments and other individual disability insurance), up to \$15,000 per month. The benefits begin after the employee is disabled and unable to work for 26 weeks and may be payable up to Social Security normal retirement age. Please note, to receive this benefit, the employee must have enrolled in LTD coverage during Open Enrollment or as a new hire.</p>

Types of Leave (continued)

Type of Leave	What You Pay for Benefits	How You Pay for Benefits	Leave Description
Personal Leave	<p>Only the employee contribution amounts for medical benefits</p> <p>The full cost for dental and vision benefits</p> <p>Note: Not eligible for benefits that are subject to "actively at work" requirement, including any life insurance, STD, LTD, health care FSA and/or dependent day care FSA and commuter benefits</p>	By direct billing	<p>Personal leave is temporary and unpaid leave, which may be taken under specific circumstances (e.g., to pursue education, for extended personal travel, to attend personal business). Allowable leave is a minimum of 30 days and a maximum of 120 days, pending approval.</p> <p>The form, provided by The Hartford, must be completed, signed and approved by your manager and HR Partner and then returned to The Hartford for further processing. Your claim will be denied by The Hartford if you fail to return the completed form.</p>
Standby Leave	<p>Only the employee contribution amounts</p> <p>Note: Not eligible for dependent day care FSA and commuter benefits. LTD benefits continue for 30 days after employee is placed on leave.</p> <p>Life, AD&D and STD coverage may continue up to 180 days</p>	By direct billing	<p>Standby Leave is a company-directed, unpaid, temporary leave of absence in lieu of a layoff due to a slowdown in project or work activity. Leave is administered in 60-day periods. However, if you are not recalled within the first 60 days, and there is a business need to continue on standby, you may choose to accept another 60 days on standby leave by signing to extend the leave before the 60th day or you may choose to separate from employment, and severance will be paid according to policy. A Standby Leave extension requires approval from management and the business group's Human Resources Director but may not exceed a total of 120 days.</p>

Types of Leave (continued)

Type of Leave	What You Pay for Benefits	How You Pay for Benefits	Leave Description
<p>Paid Parental or Pregnancy Leave</p>	<p>Only the employee contribution amounts</p> <p>Note: Not eligible for dependent day care FSA or commuter benefits while on continuous leave.</p>	<p>For birthing parent, by direct billing for the duration of the continuous leave. Benefit premiums cannot be deducted from STD or any other paid leave benefit payment.</p> <p>For non-birthing parents and for intermittent parental leave, by payroll deduction</p>	<p>Please see the Parental Leave Checklist for more information about AECOM's paid parental and pregnancy leaves, which run concurrently with FMLA (if criteria are met), STD and any state disability insurance.</p>
<p>Statutory Family Leave</p>	<p>Only the employee contribution amounts</p> <p>Note: Not eligible for dependent day care FSA or commuter benefits</p> <p>STD, LTD, Life and AD&D coverage continue only while on approved leave</p>	<p>By direct billing for continuous leave only</p>	<p>Some states offer paid and unpaid family leave benefits in addition to AECOM paid pregnancy and parental leave benefits. If you work in NY, please contact The Hartford to apply for NYPFL benefits. For all other states, please contact The Hartford and also your state agency.</p> <p>To request intermittent statutory family leave, please contact The Hartford and applicable state agency. Intermittent leave status is not entered into Workday to allow employees to have system access and benefit deductions.</p> <p>Additional states may offer paid family leave programs in the future.</p>

Employee Checklist

Before a leave of absence, you should:

- Provide advance notification to your manager and HR Partner at least 30 days prior to your leave start date or as soon as possible.
- Call The Hartford at 866.262.7316 to provide notice of your leave of absence (except for standby leave). You can also go online to file the claim at AbilityAdvantage.TheHartford.com.**
- Submit all documentation and paperwork to be eligible for pay for particular leaves and avoid any delay with the claim.
- Review state legislation for applicable state disability or leave benefits.
- To receive military leave differential pay, you must submit a case to Payroll through the **Employee Center portal or call 833.992.3266**. You will need to submit a copy of the military orders and the military leave and earnings statement (LES) within 30 days of the initial entry. **Please note that if no paperwork is received, company pay will be suspended until the orders and LES are received.**
- Email LOA@AECOM.com with any questions or for more information.

Tips to help ensure a smooth leave of absence:

- There is a one week waiting period before STD benefits begin (5 business days). During this time, you may use FTO or PTO if you want to receive pay.
- If you work in California, Connecticut, District of Columbia, Massachusetts, New Jersey, Oregon (beginning 9/2023), Puerto Rico, Rhode Island or Washington, you must also file a disability claim with the state (outside of The Hartford).
- You must submit any necessary documents or information to The Hartford before, during and after your leave (e.g., baby's birthdate or last day worked).
- If any changes occur, anticipated or unexpected, you must notify The Hartford as soon as possible — especially when there is a change to your leave dates.
- If you have a dependent day care FSA, you are eligible to submit expenses incurred up to your date of leave. You have **90 days from the end of the calendar year** to submit a claim for reimbursement of those expenses.
- Employees on direct bill will receive a monthly invoice for benefit payments the first of the month following their leave start date. The AECOM Benefits Service Center will mail the applicable materials on how to make payments for benefits. You can go to myAECOMbenefits.com to view and pay your direct bills.

When you return to work:

- If you are on a disability leave, you must submit a "fit for duty" certification to your manager, HR Partner and LOA team before returning to work.
- Have your physician complete the certification form provided by The Hartford in the packet you will receive.
- If you do not have a fit for duty form, have your physician provide a note stating that you are able to return to work. If applicable, please provide a list of any work accommodation requests upon your return to work or prior to returning to work to your HR Partner who will evaluate and confirm the ability to accommodate these requests.

Call **The Hartford at 866.262.7316** to inform them of your return-to-work date.

Email your return-to-work date to LOA@AECOM.com.

- Enroll or re-enroll in commuter benefits.
- Re-elect your health savings account (HSA) contribution and/or dependent day care flexible spending account (FSA) amount.
- Consider re-enrolling in benefits if you discontinued your benefits while on a personal leave of absence. To enroll or re-enroll, please contact the **AECOM Benefits Service Center at 844.779.9567**.

How to Complete Your Timesheet

Follow the instructions below for your business group and type of leave. Please keep in mind that the timesheet requirements may vary by site contract, Service Contract Act or collective bargaining agreement.

If you are on a leave of absence during one of the company paid holidays, you will not be eligible for holiday pay. If you are on an approved disability leave, you will continue to receive disability pay during the holidays.

Type of Leave	Instructions
Short-Term Disability (STD)	<p>STD Waiting Period (7 calendar days): For DCS and Corporate exempt employees: Use FTO for your STD waiting period (5 business days). For exempt and non-exempt employees in CM and AFS and DCS non-exempt employees: This waiting period is unpaid, but you may elect to use accrued/unused PTO or legacy sick leave hours during this time. PTO or legacy sick leave may be used to supplement STD pay, if applicable.</p> <p>Exempt: You must complete a timesheet until your leave is approved by The Hartford. If your approved STD leave starts at the beginning of a work week (defined as Saturday through Friday), you do not need to submit a timesheet unless you are supplementing with PTO (for CM exempt employees)/ legacy sick leave up to 100% of base pay and no more than your base pay amount. If you have a question about frozen PTO, contact the LOA team at LOA@aecom.com.</p> <p>If your approved leave starts or ends in the middle of a work week (i.e., you have performed some work in the work week), you must complete a timesheet for that week. For CM employees, for days you did not work, enter either <i>Leave without Pay (LWOP)</i>, see below for charge information or you may elect to enter accrued/unused PTO or legacy sick leave hours. For DCS and Corporate exempt employees: enter FTO to meet the elimination period of 5 business days in your timesheet.</p> <p>CM - charge code: 05191001 (LWOP), Task: 81 (Medical), Type: Approved LWOP</p> <p>Non-Exempt: If your approved leave starts at the beginning of a work week, you do not to complete a timesheet unless you elect to use accrued/ unused PTO or legacy sick leave hours.</p> <p>If your leave starts or ends in the middle of a work week, you must complete a timesheet for the hours you worked.</p> <p>If you are using PTO to supplement your STD payments, your timesheet needs to reflect 2.75 hours/day of PTO.</p> <p>STD/Pregnancy Leave: Once the baby is born, there is no need to complete a timesheet as you will receive 100% of your base pay for pregnancy leave for for a total of 8 weeks. You will also receive an additional 4 weeks of parental leave at 100% of base pay.</p>
Long-Term Disability (LTD)	<p>You do not need to complete a timesheet.</p>
Unpaid Leaves (such as FMLA care of a family member with a serious injury or illness)	<p>You do not need to complete a timesheet.</p> <p>To use FTO (up to 2 weeks), PTO or legacy sick leave while on leave, enter hours into timesheet. To request access and use your legacy sick leave, create a ticket by going to the Employee Center using the following steps: Employee Center > Submit a Request > Employee Services > Compensation & Benefits > Paid and Unpaid Leaves. Your case will be routed to a Leave of Absence Partner and the applicable note/form will be emailed to you.</p>
Personal Leave	<p>You do not need to complete a timesheet.</p>
Parental Leave	<p>See the Parental Leave Checklist at AECOMBenefits.com.</p>

How to Complete Your Timesheet (continued)

Type of Leave	Instructions
Military Leave – Reserve Training	<p>Once leave is approved, you do not need to complete a timesheet. For exempt employees, if you work a partial week, please complete a timesheet for LWOP (Leave without Pay hours):</p> <p>Exempt Corporate - charge code: 03001001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>Exempt DCS - charge code: 04101001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>Exempt CM - charge code: 05191001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>Non-Exempt: Submit a timesheet for hours worked.</p>
Military Leave – Active Duty	<p>Once leave is approved:</p> <p>Exempt: Your timesheet must equal your normal scheduled hours a week. If your leave begins in the middle of the work week, you will need to enter LWOP, Task code: Military Leave for the days not worked to equal your normal scheduled weekly hours.</p> <p>Corporate - charge code: 03001001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>DCS - charge code: 04101001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>CM - charge code: 05191001 (LWOP), Task: 83 (Military), Type: Approved LWOP</p> <p>Non-Exempt: You do not need to submit a timesheet if you go on leave at the beginning of a work week. If you work a partial week, submit a timesheet for hours worked.</p>

For DCS and Corporate employees:

- If you are on a leave of absence and receive a payroll notification that you have not completed a timesheet for the week, please enter LWOP on your timesheet if you are an exempt employee. Non-exempt employees do not need to complete a timesheet.

For CM employees:

- Please email your respective payroll manager (Tishman: Michelle.White@AECOM.com, Hunt/LBG: Grace.Doble@AECOM.com) if you wish to supplement your leave with PTO or legacy sick leave, if applicable.

Leave of Absence Process

Paid Parental Leave Process (non-birthing parent):

- ✓ Employee contacts The Hartford to start FMLA and paid parental leave.
- ✓ Employee provides date of birth or placement and proof of birth (may use hospital issued letter/certificate), adoption or foster care to The Hartford.
- ✓ Employee provides the dates they plan to take parental leave to The Hartford. Parental leave must be taken in full-day (8-hour) increments. For employees who work a part-time schedule, the full-day increment will be prorated.

Employee must notify The Hartford if scheduled dates of leave change. Failure to notify The Hartford in a timely manner may result in a delay of benefit payments until their leave has been approved by The Hartford.

- ✓ Exempt employees need to enter LWOP. This code is a placeholder and does not generate a benefit. Task code: Parental Leave on timesheet.
 - *Corporate* - charge code: 03001001 (LWOP), Task: 82 (Parental), Type: Approved LWOP
 - *DCS* - charge code: 04101001 (LWOP), Task: 82 (Parental), Type: Approved LWOP
 - *CM* - charge code: 05191001 (LWOP), Task: 82 (Parental), Type: Approved LWOP
- ✓ Non-exempt employees do not need to complete a timesheet.
- ✓ The Hartford notifies AECOM LOA Benefits Group of status once approved.
- ✓ AECOM LOA Benefits notifies payroll to pay the paid parental leave.

Paid STD/Pregnancy Leave Process:

- ✓ Employee contacts The Hartford to start FMLA and STD/paid pregnancy leave.
- ✓ Employee provides baby's birthdate and other information as requested to The Hartford.
- ✓ The Hartford notifies AECOM LOA Benefits of status once approved.
- ✓ Employee does not need to complete timesheets while on paid leave unless leave begins in the middle of a work week.
- ✓ Employee will receive a monthly direct bill for benefit payments the first of the month following their leave start date. The AECOM Benefits Service Center will mail the applicable materials on how to make payments for benefits. You can also go to myAECOMBenefits.com to view and pay your bill.

STD Benefits Process:

- ✓ Employee contacts The Hartford to start FMLA and STD claim.
- ✓ Employee calls The Hartford with last day worked.
- ✓ The Hartford notifies AECOM LOA Benefits Group of status once approved.
- ✓ Employee will receive a weekly disability check from The Hartford once the disability benefit is approved.
- ✓ Employee completes a timesheet for the first week of leave if using FTO, PTO or legacy sick leave, as applicable, during the five-business day elimination period.
- ✓ Exempt employees need to enter LWOP until their leave is approved by The Hartford. This code is a placeholder and does not generate a benefit. Task code: Medical Leave on timesheet.
 - *Corporate* - charge code: 03001001 (LWOP), Task 81 (Medical), Type: Approved LWOP
 - *DCS* - charge code: 04101001 (LWOP), Task: 81 (Medical), Type: Approved LWOP
 - *CM* - charge code: 05191001 (LWOP), Task: 91 (Medical), Type: Approved LWOP
- ✓ Employee does not need to complete timesheets while receiving disability benefits unless leave is approved and begins in the middle of a work week. See [page 7](#) for instructions on how to complete your timesheet.
- ✓ Employee will receive a monthly direct bill for benefit payments the first of the month following their leave start date. The AECOM Benefits Service Center will mail the applicable materials on how to make payments for benefits. You can also go to myAECOMBenefits.com to view and pay your bill.