



U.S. Leaves of Absence and Disability Guide

This guide applies to all regular full-time and regular part-time employees. Plans may vary by site contract, Service Contract Act or collective bargaining agreement.

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Overview of the Types of Leave

Leaves of Absence and Disability Overview			
Type of Leave	What You Pay for Benefits	How You Pay for Benefits	Leave Description
FMLA Leave (Family and Medical Leave Act) – Continuous and Intermittent	<p>Only the employee contribution amounts</p> <p>Note: Not eligible for dependent day care FSA</p> <p>Life and AD&D coverage continues only while on approved FMLA</p>	By direct billing for continuous leave only	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 domestic partner or a parent (or parent-in-law) who has a serious condition. 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).
Military Leave	<p>Only the employee contribution amounts</p> <p>Note: 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 ten days of training in any one calendar year. Not coded as a leave in the payroll systems.</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 deductions</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>	By direct billing	<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>Short-Term Disability (STD): The STD benefit provides 66.67% of the employee’s base weekly earnings up to \$1,500 per week (excludes executive benefits). The benefits begin after seven consecutive days of absence up to maximum of 26 weeks from the date of disability. Employees may supplement STD benefits with PTO to receive 100% of pay. Employees should contact their leave administrator for assistance (see page 4). Employees who work in California, New Jersey, Rhode Island, Hawaii or Puerto Rico employees will need to file a disability claim with the state (outside of Cigna).</p> <p>Long-Term Disability (LTD): The LTD benefit provides 60% to 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 that to receive this benefit, the employee must have enrolled in LTD coverage during Open Enrollment or as a new hire.</p>

Overview of the 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 only</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</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>Please note that the employee's PTO balance must be exhausted prior to taking a personal leave.</p>
Standby Leave	<p>Only the employee contribution amounts</p> <p>Note: Dependent day care FSA and LTD benefits end 30 days after employee is placed on leave</p> <p>Life and AD&D 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, if the employee is not recalled within the first 60 days, and there is a business need to continue the employee on standby, the employee may choose to accept another 60 days on standby leave by signing to extend the leave before the 60th day or the employee 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>
Paid Parental or Pregnancy Leave	Only the employee contribution amounts	Deducted from pregnancy and parental leave benefits paid through payroll	Please see the Parental Leave Checklist for more information about AECOM's paid parental and pregnancy leaves, which runs concurrently with FMLA (if criteria are met), STD and any state disability insurance.

Employee Checklist for Before, During and After a Leave of Absence

Before a leave of absence, you should:

- Provide advance notification to your manager and Human Resources Representative at least 30 days prior to your leave start date or as soon as possible.
- To receive military leave differential pay, you must provide your manager and Human Resources with 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 order and LES are received.**
- Call Cigna at 855.710.1903 to provide notice of your leave of absence (except for Standby Leave).
- Submit all documentation and paperwork to be eligible for pay for particular leaves and avoid any delay with the claim.
- Review state legislature for applicable state or federal disability or leave benefits.
- Email your leave administrator with any questions or for more information. Leave administrators vary by business group:

Leave and Disability Program Email Contacts

**DCS Americas and
Building Construction**
LOA@AECOM.COM

CS - EIC
Leave.Admin@aecom.com

MS
MS-LOA@AECOM.COM

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 PTO if you want to receive pay.
- Once STD benefits begin on the 8th day, you may supplement your PTO time with what you receive from STD to bring you up to 100% of pay.
- If you work in California, New Jersey, Rhode Island, Hawaii or Puerto Rico, you must file a disability claim with the state (outside of Cigna).
- You must submit any necessary documents or information to Cigna 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 Cigna as soon as possible — especially when there is a change to your leave dates.
- If you have a health care FSA or dependent day care FSA, you are eligible to submit expenses incurred up to your date of leave. You have **90 days from your date of leave** to submit a claim for reimbursement of those expenses.

*The STD waiting period excludes pregnancy leave if the disability begins on the delivery date. If the disability leave begins prior to the delivery date, the STD waiting period will apply.

When you return to work:

- Call Cigna at 855.710.1903 to inform them of your return-to-work date.**
- Email your return-to-work date to your Leave Administrator** (see Leave and Disability Program Email Contacts in the left column).
- If you are on a disability leave, you must submit "fit for duty" certification to your manager and Human Resources before returning to work.
 - Have your physician complete the certification form provided by Cigna in the packet you will receive.
 - Have your physician provide a note stating that you are able to return to work. Please provide a list of any work accommodation requests upon your return to work to your Human Resources Representative who will evaluate and confirm the ability to accommodate these requests.
- Enroll or re-enroll in commuter benefits.
- Re-elect your health savings account (HSA) contribution and/or dependent day care 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 for a Leave of Absence

To complete your timesheet for a leave of absence, follow the instructions below for your division and type of leave. Timesheet instructions may vary by site contract, Service Contract Act or collective bargaining agreement.

Timesheet Instructions for Leaves of Absence (may not apply to certain contracts or collective bargaining agreement employees)			
Type of Leave	Enterprise, DCS Americas* and Building Construction**	Construction Services: EIC Legacy Energy and Construction	Management Services: Legacy Federal Services
Short-term Disability (STD)	<p>STD Waiting Period (7 calendar days): This waiting period is unpaid, but you may elect to use accrued/unused PTO or reserve sick leave hours during this time. PTO or sick leave may be used to supplement STD pay, if applicable. A local timekeeper or Office Assistant can help you submit a manual timesheet.</p> <p>Exempt: 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.</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 days you did not work, enter either <i>Leave without Pay (LWOP)</i>, <i>Task code: Medical Leave</i> or you may elect to enter accrued/unused PTO or reserve sick leave hours.</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 reserve 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><i>If you are using PTO to supplement your STD payments, your timesheet needs to reflect 2.5 hours/day of PTO and 5.5 LWOP, Task code: Medical Leave for the rest of the day to equal 8 hours.</i></p> <p>STD/Pregnancy Leave: Once the baby is born there is no need to complete a timesheet as you will receive 66.67% STD pay from Cigna and the pregnancy pay offset of 33.33% from AECOM for 8 weeks. You may also receive an additional 2 weeks of baby-bonding leave at 100% of base pay.</p>	<p>STD Waiting Period (7 calendar days): To receive pay, enter 40 hours of PTO or 8 hours of PTO and 32 hours of Grandfathered Sick Leave (if any) into your timesheet.</p> <p>Supplementing PTO/sick leave beginning on 8th day of disability: You may use up to 13.50 hours of PTO or sick leave per week to supplement your 66.67% STD payment. If you hit the STD weekly maximum benefit of \$1,500, you may supplement more than 13.50 hours of PTO or sick leave to reach 100% pay.</p> <p>If you do not want to use PTO or sick leave, then you do not need to complete a timesheet.</p> <p>STD/Pregnancy Leave: Once the baby is born there is no need to complete a timesheet as you will receive 66.67% STD pay from Cigna and the pregnancy pay offset of 33.33% from AECOM for 8 weeks. You may also receive an additional 2 weeks of baby-bonding leave at 100% of base pay.</p>	<p>STD Waiting Period (7 calendar days): To receive pay employees must complete timesheet to receive up to 40 hours of PTO.</p> <p>Supplementing PTO/sick leave beginning on 8th day of disability: You may use up to 13.50 hours of PTO or sick leave per week to supplement your 66.67% STD payment. If you hit the STD weekly maximum benefit of \$1,500, you may supplement more than 13.30 hours of PTO or sick leave to reach 100% pay.</p> <p>If you do not want to use PTO or sick leave, then you do not need to complete a timesheet.</p> <p>STD/Pregnancy Leave: Once the baby is born you (or your manager) will need to complete a timesheet to supplement your 66.67% STD payment and receive 100% pay for 8 weeks. Birthing mothers may also receive an additional 2 weeks of baby-bonding leave at 100% of base pay.</p> <p>STD/Pregnancy Waiting Period (7 calendar days): To receive pay the employee/manager must complete a timesheet to receive 8 hours per day (up to 40 hours per week) of PRL (Parental Leave time).</p> <p>STD/Pregnancy Supplement beginning on 8th Day of Disability: In order for you to receive pay, your HR rep or supervisor will enter time on your behalf into the timesheet to receive 2.6 hours per day (up to 13.3 hours per week) of PRL (Parental Leave time) to supplement your 66.67% STD payment.</p>

How to Complete Your Timesheet for a Leave of Absence (continued)

Type of Leave	Enterprise, DCS Americas* and Building Construction**	Construction Services: EIC Legacy Energy and Construction	Management Services: Legacy Federal Services
Long-term Disability (LTD)	You do not need to complete a timesheet.	You do not need to complete a timesheet.	You do not need to complete a timesheet.
Unpaid Leaves (such as FMLA care of a family member with a serious injury or illness)	You do not need to complete a timesheet. To use PTO or Grandfathered Sick Leave while on leave, enter hours into timesheet.	You do not need to complete a timesheet. To use PTO or Grandfathered Sick Leave while on leave, enter hours into timesheet.	You do not need to complete a timesheet. To use PTO or Grandfathered Sick Leave while on leave, enter hours into timesheet.
Personal Leave	You do not need to complete a timesheet.	You do not need to complete a timesheet.	You do not need to complete a timesheet.
Military Leave – Reserve Training	Once leave is approved, you do not need to complete a timesheet. If you work a partial week and are: <ul style="list-style-type: none"> • Exempt: Enter LWOP, task code Military Leave, for the days not worked. • Non-Exempt: Submit a timesheet for hours worked. 	You do not need to complete a timesheet. To avoid receiving floor check emails, you may enter a note in your time sheet indicating that you are on Short-Term Military Leave. You may enter PTO to supplement your pay until you receive your LES. Once you submit your LES to Payroll, contact Payroll for instructions on adjusting your PTO.	You do not need to complete a timesheet.
Military Leave – Active Duty	Once short- or long-term leave is approved: <ul style="list-style-type: none"> • Exempt: Your timesheet must equal 40 hours a week. If you leave in the middle of the work week, you will need to enter LWOP, Task code: Military Leave for the days not worked to equal 40 hours. • 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. 	You do not need to complete a timesheet.	You do not need to complete a timesheet.
Parental Leave	See the Parental Leave Checklist on Ecosystem.		

***For DCS Americas and Enterprise employees:**

- Once your status has been changed from "Active" to "Leave of Absence," your timesheet will become disabled and you will have to submit a manual timesheet if you want to use PTO or Grandfathered Sick Leave.
- 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 Building Construction 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 Grandfathered Sick Leave.

Leave of Absence Process for DCS Americas, Building Construction and Enterprise Employees

Paid Parental Leave Process (non-birthing parent):

- Employee contacts Cigna to start FMLA and Paid Parental Leave.
- Employee provides baby's birthdate to Cigna.
- Exempt employees need to enter LWOP, Task code: Parental Leave on timesheet. Non-exempt employees do not need to complete a timesheet.
- Cigna 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 Cigna to start FMLA and STD/Pregnancy Paid Leave.
- Employee provides baby's birthdate to Cigna.
- Cigna notifies AECOM LOA Benefits Group of status once approved.
- AECOM LOA Benefits notifies payroll to pay the pregnancy leave pay offset of 33.33 percent.
- Benefit premiums are deducted from pregnancy leave payments.
- Employee does not need to complete timesheets while on paid leave unless it starts in the middle of a work week.
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STD Benefits Process:

- Employee contacts Cigna to start FMLA and STD claim.
- Employee calls Cigna with last day worked.
- Cigna notifies AECOM LOA Benefits Group of status once approved.
- Employee will receive a weekly disability check from Cigna once the disability benefit is approved.
- 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.
- Employee does not need to complete timesheets while on paid leave unless it starts in the middle of a work week.