



# Time Off for the Birth of Child or to Bond with a New Child



AT&T recognizes that spending time with a new child is one of the most important and rewarding times in a person's life. AT&T offers various time off options to ensure employees can take the time they need to recover from the birth of a child or bond with their child following birth/adoption.

The term *maternity/paternity leave* is sometimes used to refer to this time off and is comprised of the following options:



Not every option will apply to every employee (e.g. fathers or partners not giving birth will not be eligible to receive short term disability benefits) and not every employee will opt to use vacation or a leave of absence to extend their bonding time. However, for employees looking to maximize their time with a new child, they should review all options.

The following pages briefly describe each option and provide references so you can obtain more detailed information about each offering.

Congratulations!



## **1. Short-Term Disability Benefits**

- Employees may be eligible\* for short-term disability benefits (full or partial payment) when they deliver their child.
- The AT&T Integrated Disability Service Center (IDSC) administers short-term disability benefits under AT&T's short-term disability benefit plans. Employees should contact the IDSC at 866-276-2278 to initiate a short-term disability claim for the birth of a child.
- The AT&T IDSC is responsible for making the disability determination, managing the claim, and monitoring the duration based on the medical information provided for each disability claim. Short-term disability benefits typically range from five to eight weeks for recovery from childbirth based on the medical information.
- Prior to the end of their short-term disability benefits approval period employees need to inform the IDSC claim manager about their intentions to return to work at the end of the approved period or transition from short-term disability to another form of leave (e.g. use of vacation for additional bonding time or unpaid Care of Newborn or Family Care Leave of Absence).

\*Eligibility requirements (e.g. NCS, employment classification, etc.) will need to be met to be eligible for short-term disability benefits. Employees should refer to their disability benefits plan for detailed information about eligibility requirements and payment of benefits. If the employee does not meet the NCS requirement for short-term disability benefits, the employee may be able to use a leave of absence (e.g. Ineligible for Disability Benefits Leave of Absence or Care of Newborn Leave of Absence). See the Leave of Absence Section of this job aid.

**FOR PUERTO RICO EMPLOYEES ONLY:** *Female employees working in Puerto Rico should refer to the Puerto Rico Paid Maternity Leave of Absence, available in their Leave of Absence Policy for information about the birth of child and benefits under P.R. Working Mothers Act. Short-term disability benefits may be an option if the employee continues to be disabled after the leave of absence expires.*

**Short-Term Disability Resources:** [Disability Information](#) on AT&T OneStop under Time & Attendance (refer to the Employee Resources section and Disability Summary Plan Descriptions page)



## 2. Paid Time-Off (Vacation/PDO)

- Employees have the option to use vacation or paid personal days to bond with a child. Typically, this is for shorter requests for time-off (from a few days to a few weeks); however, paid time-off may also be used in addition to an unpaid Company Leave of Absence (LOA).
  - For example, Joe's wife is expecting a child in the coming weeks. Joe cannot afford to take unpaid time-off but he's been saving some of his vacation in anticipation of the birth of his child. Assuming vacation time is available, Joe can use some or all of his vacation for time off to bond with his newborn.

**NOTE:** Should vacation time not be available, eligible employees may request FMLA in order to substitute vacation for unpaid FMLA

- Another example involves Jill. Jill gave birth to her first child 6 weeks ago and has been on short-term disability. Her short-term disability benefits are ending, but she wants to extend her time-off to bond with her newborn. Jill wants to spend at least 2 more months with her new baby. However, she also cannot afford 2 months without pay. Jill decides to use 3 weeks of her vacation immediately following the end her short-term disability benefits and then opts to request a Company leave of absence (see next section) for the additional 5 weeks she wishes to spend with her baby. Jill could have also opted for a Company leave of absence immediately following her STD benefits for a period of 5 weeks and then taken 3 weeks of vacation before returning to work.
- If vacation or paid personal days are taken in conjunction with a Company leave of absence, paid time off should be taken prior to the start of a leave of absence or at the end of the leave of absence, before returning to work.

**IMPORTANT NOTE:** Employees taking a leave of absence that begins in one calendar year and extends into a new calendar year need to consider using their current vacation/PDO allotment **prior** to the leave. Otherwise they may forfeit any unused vacation at the end of the year.

**Management Employees Only:** Management employees who have a baby or adopt a child on or after 1/1/2017 are eligible for up to two weeks of Paid Parental Leave. This leave may be taken in one week increments and must be taken within 12 months of the birth or placement of a child. More information about Paid Parental Leave may be found under the [Paid Parental Leave](#) section of OneStop

**Paid Time-Off Resources:** [Time Reporting Manuals](#) or refer to employees' bargaining agreements. For management employees refer to the Paid Parental Leave website, [Paid Time-Off Policy for Management Employees](#).



### 3. **Company Leaves of Absence (LOA)**

- In addition to possible short-term disability benefits and use of paid-time-off, AT&T also offers employees (the mother or father/legally-recognized partner) up to 12 months of unpaid time-off to bond with a newborn child or newly adopted or foster child.
- Employees should refer to the **Care of Newborn Leave** or **Family Care Leave** in their respective LOA Policy to determine the minimum amount of time they can request and how benefits and NCS may be impacted by the leave of absence.

Employees or their direct supervisor will submit a leave request through the [LeaveLink®](#) self-service website. Employees are required to provide supporting documentation (e.g. child's birth certificate, adoption papers, etc.) to substantiate the request for a Leave of Absence (LOA) in [LeaveLink®](#).

**NOTE:** If employees are eligible and entitled to FMLA, it will run concurrently with the Company Leave of Absence.

**Company Leaves of Absence (LOA) Resources:** [Company LOA Information](#) on AT&T OneStop under Time & Attendance

### 4. **FMLA**

- If an employee is eligible for FMLA and has time remaining, FMLA will run concurrent with approved short-term disabilities and Company Leaves of Absence for child bonding.
- Employees can file a leave request for baby bonding in [LeaveLink®](#), and not a Company Leave of Absence, if they want to take less time than the minimum duration required by the leave of absence policy.
  - For example, John wants to take time-off to bond with his newborn even if it's unpaid, but his Company LOA Policy states the minimum amount of leave he can take as Care of Newborn/Adopted Child Leave is 31 days. John only wants to stay home for 2 weeks. What are John's options? If John is eligible, he can request FMLA.
- FMLA allows an employee to take unpaid time to care for their child following birth, or placement for adoption or foster care.

(NOTE: Employees who are eligible for and entitled to FMLA may substitute their vacation for unpaid FMLA)

- When the need for FMLA is anticipated, employees should request it at least 30 days in advance or soon as the need for it becomes known.

**FMLA Resources:** [FMLA Information](#) on AT&T OneStop under Time & Attendance (refer to the Employee Resources section for an overview of FMLA)