

# Instructions For Completing Application For Education, Civic, Military or Personal Leave

NY/NE Associates

Please read the Instructions, the Application and the Conditions for Leave on the back of the Application completely before filling out the Application. Your supervisor will review the Conditions for Leave with you before you sign this Application. If there's something you don't understand or want more information about, be sure to ask your supervisor.

If you are requesting a Military Leave, a copy of your military orders must accompany this Application.

If you are requesting an Education Leave, a copy of your approved registration form or letter of acceptance must accompany this Application.

## 1. **Part 1: Employee Information**

Please provide all the information requested in this part. If your address while you're on leave will be the same as your mailing address, write "same as above" in that space. If you're not sure of the answer to some of the information requested, for example your net credited service date, ask your supervisor.

## 2. **Part 2: Reason for Leave**

Please check the type of leave you're applying for. Then, check whether you're requesting a leave or an extension of a leave and provide the dates you would like your leave to begin and end. You can take up to a total of:

- 24 months of Education
- 24 months of Civic Leave to take part in political activities, hold public office or serve in the Peace Corps or Vista;
- two days of Civic Leave to work for a charitable organization or perform volunteer work (one-half day at a time);
- 12 months of Personal Leave and
- 5 years of Military Leave.

Briefly describe the reason for the leave. If you are applying for Military Leave, please provide all the information requested about your military duty.

## 3. **Part 3: Acknowledgements**

You and your supervisor must sign this section after your supervisor has reviewed the Conditions for Leave with you.

Verizon/New England employees applying for Education Leave must obtain approval from their Departmental Vice President. All other employees applying for Education Leave must obtain approval from their Departmental Head.

## 4. **Part 4: For Leave Administration Use Only**

Do not write anything in this part.

5. After completing the application, please make a copy for your records and forward the original to the Verizon Leave Administration Office.

**LOA Administrator**  
**500 Summit Lake Drive, 3rd Floor**  
**Valhalla, NY 10595**  
**Fax: 877-786-4500**

**If you have any questions, please contact 1-855-814-9344 or**  
**VerizonLeaveManagement@metlifeservice.com.**



# Application for Education, Civic Military or Personal Leave

NY/NE Associates

G2518  
12/12



Please Print or Type

## Part 1: Employee Information

Name of Employee: Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

Mailing Address \_\_\_\_\_

Office Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_ VZID/BAID # \_\_\_\_\_ Payroll Code \_\_\_\_\_

Employee Status  
 Non-Management  Regular  Temporary  Other

Job Title \_\_\_\_\_ Net Credited Service Date \_\_\_\_\_ Company Department \_\_\_\_\_

Address During Leave \_\_\_\_\_ Department Contact (Name) \_\_\_\_\_

Department Contact (Phone Number) \_\_\_\_\_

Telephone Number During Leave \_\_\_\_\_ Department Address \_\_\_\_\_

## Part 2: Request For Leave (check one)

Type of Leave:  Education  Civic  Military  Personal

I request a leave of absence, to begin on \_\_\_\_\_ and to continue through \_\_\_\_\_

I request an extension of a leave of absence, to begin on \_\_\_\_\_ and to continue through \_\_\_\_\_

Reason for Leave: \_\_\_\_\_

**For Military Leave Only Dependent Status:**  Spouse or dependent child(ren) under age 18  Other dependents  No dependents

### Branch of Service:

Army  Air Force Reserves  National Guard  Army Reserves  Navy  Navy Reserves  Air Force

Marine Corps  Marine Corps Reserves  Coast Guard  Coast Guard Reserves  Other

Unit in Armed Forces or Reserves: \_\_\_\_\_

"For additional support, would you like to be contacted by a member of the Veterans' Advisory Board of Verizon VABVz on the eWeb at [http://eweb.verizon.com/company/corpinfo/resource\\_grps/vabvz/](http://eweb.verizon.com/company/corpinfo/resource_grps/vabvz/) "  Yes  No

## Part 3: Acknowledgements

I hereby apply for a leave of absence in accordance with the Company's leave program and subject to the conditions on the back of this form. I have read and understand these conditions, including:

- The maximum Education Leave cannot be greater than 24 months.
- The maximum Civic Leave for taking part in political activities, holding public office or serving in the Peace Corps or Vista cannot be greater than 24 months.
- The maximum Civic Leave for working for a charitable organization or performing volunteer work cannot be greater than two days per calendar year, taken one-half day at a time.
- The maximum Personal Leave cannot be greater than 12 months.
- The maximum Military Leave cannot be greater than 5 years.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Copy of military orders provided For Military Leave:  Yes  No

Copy of registration form or acceptance letter provided for Education Leave:  Yes  No

Departmental Head/Departmental Vice President Recommendation for Education Leave or Personal Leave (Attach letter explaining reasons leave is not recommended.)  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above employee has applied for a leave of absence. I have reviewed the Verizon Leave Program and the conditions of the leave, as explained on the back of this form, with the employee.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 4: Leave of Absence Administration Use Only

Approved by the Leave of Absence Administration Office

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Leave Begins: \_\_\_\_\_ Date Leave Ends: \_\_\_\_\_

Please Read Conditions Before Signing

## Conditions for Leave

Please read these Conditions for Leave before you complete your Application.

**Salary Continuation Education, Education, Civic, Personal, Emergency Military Leave, and Military Leave** are unpaid leaves of absence. If you take a Military Leave, you may be eligible to receive the difference between your company pay and any government pay for military duty according to a schedule based on type of military duty and your length of service with the company.

**Health Care Coverage** Your coverage continues until the end of the calendar month of your last day of work before your Education, Civic Military or Personal Leave begins. You may continue coverage through COBRA by paying the full cost of coverage. If you're on Military Leave, you may choose to be covered through the U.S. government health care plans when you become eligible to participate or continue your Verizon coverage through COBRA.

**Group Life Insurance** Your Basic Group Life Insurance and Accidental Death and Dismemberment (AD&D) Insurance continue for up to 12 months of Education, Personal or Civic Leave. If you take a Military Leave of 30 days or fewer, your Basic, AD&D, Supplementary and Dependent Life Insurance continue for the entire leave. If your leave is longer than 30 days, your coverages continue until the end of the month in which your leave begins. Any Supplementary Life Insurance and Dependent Life Insurance you have continues until the end of the calendar month in which your leave begins. You may continue these coverages during your entire leave by paying the premiums. You may also reduce the amount of your Supplementary Life Insurance and Dependent Life Insurance coverages or stop your coverages while you're on leave. If you reduce or stop your coverages, they will be reinstated to the level you had before your leave began if you submit a Statement of Health within 31 days after returning to active employment and it's approved by the insurance company. If you don't submit a Statement of Health, or if you submit one and it isn't approved, your coverages won't be fully reinstated. Non-management employees may apply to enroll for or increase the amount of Supplementary Life Insurance and Dependent Life Insurance any time after returning to work. Regardless of the type of leave you take, you must submit a Statement of Health when you apply to increase or enroll for Supplementary and Dependent Life Insurance. Your insurance will become effective on the day the insurance company approves the Statement of Health.

**Service Credit** You can earn service credit for the first 30 days of Education, Civic or Personal Leave if you return to work. You earn service credit for the entire period of military Leave whether you return to work or not.

**Savings Plan Participation** If you participate in one of the Verizon Savings Plan, all allotments are suspended during the entire leave. Allotments will resume automatically when you return to active employment. You can make allotment/future investment changes while on leave to take effect when pay resumes. You can also transfer past balances and take advantage of the plan's withdrawal provisions. If you have an outstanding loan, you will receive a coupon book to use to make payments during your leave.

**Dependent Care Spending Account Participation** If you participate in the Dependent Care Spending Account Plan, no deposits will be made to your account while you're on leave. Deposits will resume automatically if you return to work during the same calendar year, and you may change the amount of your deposits within 31 days of your return if you have a qualifying lifestyle change. If you return to work in a different calendar year, deposits will not resume automatically; you must re-enroll within 31 days of your return to work.

**Health Care Spending Account Participation** If you participate in the Health Care Spending Account Plan, no deposits will be made to account while you're on leave. However, you can choose to continue to make deposits on an after-tax basis during your leave through COBRA. If you do, your payroll deposits will be reinstated when you return to work. If you don't continue to participate through COBRA and you return to work in the same calendar year, you won't be able to re-enroll in the plan until the next open enrollment period. If you return to work in the next calendar year, you may re-enroll in the plan within 31 days of returning to work.

**Sickness Disability Benefits** If you become disabled by sickness or injury during your Education, Civic or Personal Leave, you may be eligible to receive Verizon sickness disability benefits. Contact your Department for more information. If you're on Military Leave, you may be eligible to receive Verizon sickness disability benefits after your leave ends.

**Death Benefits** Employees hired before January 1, 1987, your mandatory beneficiaries may be eligible to receive a Sickness Death Benefit if you die during your leave.

**Vacation** Please discuss your vacation options and the vacation carry over rules with your supervisor before your leave begins. You can't receive payment for unused vacation days while you're on leave, although special rules apply to Military Leave.

**Holidays** You are not entitled to a day off in lieu of a holiday, which occurs while you're on, leave.

**Guaranteed Reinstatement** You are guaranteed reinstatement if you return to work as scheduled after Education, Civic or Personal Leave of 30 days or fewer. There is no guaranteed reinstatement after Education, Civic or Personal Leave of more than 30 days. If you take a Military Leave, you are guaranteed reinstatement to your former job or one of similar pay and status when you return to work as scheduled.

**Paid Employment** While on leave, you may not accept paid employment during your normal work hours.